

SkillsUSA Colorado Bylaws

Revised: April 18, 2018

Article I – Association and Governance

Section 1. Association Standards.

1. SkillsUSA Colorado shall be an association of chartered local chapters within the state of Colorado.
2. Each local chapter of SkillsUSA Colorado will be responsible for all operational activities within the local chapter.
3. Each local chapter will be directly responsible to the state organization.
4. The state organization will be directly responsible to the national organization.
5. SkillsUSA Colorado will uphold the national SkillsUSA Constitution.

Section 2. The Advisory Board.

1. The SkillsUSA Colorado State Director (non-voting, except) Technical Sciences (non-voting).
2. The Colorado Community College System Assistant Provost for Career and Technical Education (non-voting).
3. The State Officer Advisor.
4. A majority elected representative from the current SkillsUSA state officer team.
5. A minimum of three Business and Industry representatives.
6. An adult representative from each of SkillsUSA Colorado's nine districts, including:
 - a. A representation of gender and ethnic diversity in the state
 - b. At least one school district CTE director or administrator
 - c. At least one representative advisor from the high school level
 - d. At least one representative from post-secondary education
 - e. A representative from the State Leadership and Skills Conference host school(s).
7. The chairperson for the Advisory Board will be elected by board members.
8. The Advisory Board shall have the authority to act on behalf of SkillsUSA Colorado as necessary to maintain and promote the general welfare of the association when the membership is not in session, including the development and revision of policies, procedures and bylaws in order to comply with local, state, and federal mandates and directives that impact the operation of the association.
9. The Advisory Board is bound by this set of Bylaws which will supersede the SkillsUSA Colorado Student Bylaws should any conflicts arise.
10. The Advisory Board shall meet at least four times per year
 - a. one time each during the fall semester (*may be virtual*).
 - b. one time each during January, February, or March (*may be virtual*).
 - c. one time during the SkillsUSA Colorado State Leadership and Skills Conference.
 - d. one time during the Colorado Association of Career and Technical Educators (CACTE) annual summer conference.
11. A quorum necessary to conduct business at meetings called by the Advisory Board of SkillsUSA Colorado shall be a majority of Advisory Board members counting only those which are currently filled.
12. Copies of all meeting minutes shall be kept on file.

13. The Advisory Board is empowered to divide the state into regions. Regions are authorized to elect officers, hold contests, conduct business, and call meetings provided that such actions shall not be contrary to the Bylaws or policies of the national organization or SkillsUSA Colorado.

Section 3. The State Director.

1. The SkillsUSA Colorado State Director shall:
 - a. Work with the **Executive Council** and **District Associations** in promoting, planning, and coordinating statewide activities.
 - b. Establish a central clearing house for distribution of general information to all local chapters.
 - c. Supervise and approve all actions relating to the finances of SkillsUSA Colorado.
 - d. Ascertain that accurate records are kept and make reports as necessary and requested.
 - e. Make frequent and necessary contacts with all officers and committee chairs in order to render needed services.
 - f. Take necessary steps to resolve any problem or disciplinary action in relation to the members and actions of SkillsUSA Colorado.
 - g. Assure that procedures are followed in accordance with SkillsUSA Colorado's policies and procedures are followed in accordance on disciplinary action for State Officers.
 - h. Choose the presiding officer of an assembly.
2. Any complaints or concerns about the SkillsUSA Colorado State Director shall be directed to the Colorado Community College System Program Director for Skilled Trades and Technical Sciences.

Article II –Operating Policies and Finance

Section 1. Operating Policies.

1. Operating policies shall be adopted as determined by the Advisory Board.

Section 2. Membership Dues.

1. State dues shall be determined at the State Leadership and Skills Conference Advisory Board meeting for the following school year. The amount which is set by the national organization as national dues will be added to this amount.
2. Each chapter will affiliate its members through the SkillsUSA national website; state dues will then be remitted to the state advisor from the national office.
 - a. A membership year shall be from September 1 through August 31
 - b. In order to compete in the State Leadership and Skills Conference, the final date that membership must be submitted is February 1 of the current membership year
 - c. In order to be eligible to serve on the State Advisory Board, Professional dues must be paid by December 1 of the current membership year.
3. Each local chapter may individually determine and collect dues for use by the local chapter.

Section 2. Expenditures.

1. The State Director shall collect monies and make disbursements for the association.

2. Expenditures shall be for the welfare and promotion of the association.
3. All monies will be accounted for using current policies of the Colorado Community College System and the State of Colorado.

Article III – Membership

Section 1. Membership Regulations.

1. Membership in SkillsUSA is unified on the Local, State, and National levels and is not available separately.
2. Membership is open to all Career and Technical Education qualified students regardless of race, creed, sex, or national origin.
3. Charters shall be issued to eligible chapters upon submission of formal application which meets the State and National qualifications.
4. A minimum membership shall be determined locally in forming an effective chapter. All members of local chapters must be members of the national organization and SkillsUSA Colorado to qualify for a charter.
5. Membership is established by payment of dues.

Section 2. Classes of membership which will be recognized by Colorado SkillsUSA are:

6. Student Members
 - a. Students enrolled in Career and Technical Education programs meeting the requirements of the State Plan for Occupational Education.
7. Professional Members
 - a. Persons associated with or participating in the professional development of SkillsUSA as approved by the State Association: Such member shall include chapter advisors, teacher-educators, and supervisors; professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as a voting delegate or be elected as a state officer.
8. Alumni and Friends Members
 - a. Membership is open to anyone for the SkillsUSA Alumni and Friends Association.
 - b. Local Alumni chapter charters may be issued.
 - c. Alumni members may hold office in the Alumni Division and will pay dues as established by National and SkillsUSA Colorado.

Article IV – State Leadership and Skills Conference

Section 1. Annual Meeting.

1. The SkillsUSA Colorado State Leadership and Skills Conference (SLSC) shall be held each year and it shall serve as the official annual meeting for SkillsUSA Colorado.

Section 2. State Leadership and Skills Conference Competition.

2. State Leadership and Skills Conference competitors must have been winners selected on a competitive basis at a regional-recognized competition, if necessary.
3. If there are no challengers on the state level, a winner may be declared the state winner for that contest. To be eligible for the National Leadership and Skills Conference, the uncontested winner may be required to demonstrate their proficiency at the STATE LEADERSHIP AND SKILLS CONFERENCE.

Section 3. State Officer Elections.

1. Election of all officers shall take place at the Annual State Leadership and Skills Conference
2. A majority vote of the voting delegates is required for election to office.

Article V – Voting Delegates

Section 1. State Officer Positions.

1. Each chapter shall select two (2) paid student members who shall be considered voting delegates at STATE LEADERSHIP AND SKILLS CONFERENCE Delegate Meeting(s) for State Officer elections.

Section 2. Other Association Matters.

1. Voting delegates for any SkillsUSA Colorado matter other than State Officer elections shall be determined by chapter membership. One (1) paid student member shall be considered a voting delegate for each paid 25 members in the local chapter.

Article VI – State Officers

Section 1. Eligibility.

1. To serve as a State Officer, students must meet **all** of the following requirements:
 - a. Be currently enrolled in a Career and Technical Education program and occupational/objective must be on record.
 - b. Have at least one semester remaining in a Career and Technical Education program in their division.
 - c. Remain in good standing with the local, state, and national organizations.
 - d. Meet eligibility standards as directed by the Colorado High School Activities Association (CHSAA) and the school and school district they represent. If an officer fails to meet eligibility standards, s/he will not be allowed to represent SkillsUSA Colorado at any function and will be subject to dismissal from office.
 - e. Have demonstrated leadership within their chapter or school.

Section 2. Election procedures.

1. State officers shall be elected to at-large positions by interview of a selection committee and ballot by the voting delegates at the annual state meeting.
 - a. State officer candidates must have a complete application on file and receive email confirmation from the State Advisor or State Officer Advisor of file completion before they will appear on the ballot.

- b. State officer candidates may not campaign in any way prior to being introduced at the opening session. This includes unsolicited interaction on social media. Any officer candidate found to be engaging in campaign behavior will become ineligible to run for office or to serve as an officer, if discovered after the election.
- c. No more than two (2) State Officers may represent a single local chapter in any given school year.

Section 3. Tenure.

- 1. All state officers shall serve for one year. The term of office will begin immediately following the completion of the oath of office during the awards ceremony at the state conference.

Section 4. General Responsibilities.

- 1. Responsibilities of duties of State Officers include the following:
 - a. Represent and lead SkillsUSA Colorado to the best of his/her ability keeping in mind the highest standards, ideals and strategic plan of the association
 - b. Attend the required functions, including, but not limited to
 - I. Initial state officer meeting immediately following the STATE LEADERSHIP AND SKILLS CONFERENCE.
 - II. State Officer training immediately preceding the National Leadership and Skills Conference
 - III. National Leadership and Skills Conference
 - IV. Colorado Association of Career and Technical Educators annual conference
 - V. A minimum of one (1) Fall Leadership Conference
 - VI. The annual State Leadership and Skills Conference
 - c. In the event an officer is unable to attend one of the required functions, the officer will be removed from office. Exceptions may be made by the Advisory Board in the event of documented emergencies.
 - d. All expenses for trips or visitations previously approved by SkillsUSA Colorado State Director will be reimbursed to the State Officers from SkillsUSA Colorado student funds; limits and amounts will be specified each year.

Section 5. Positions and Duties

- 1. Position assignments will be assigned by the State Director and State Officer Advisor prior to the National Leadership and Skills Conference.
- 2. Specific individual officer and duties include:
 - a. President
 - I. The president shall preside at all conferences and officer meetings. The President also appoints committees and is an ex-office member of all student committees. Additionally, the President will oversee the development of a Program of Work for his/her term of

office; and make themselves available, as necessary, in promoting the general welfare of SkillsUSA Colorado.

b. Vice President

- I. The Vice President shall accept the responsibility of the President as occasion may demand; and to make themselves available, as necessary, in promoting the general welfare of SkillsUSA Colorado.

c. Secretary

- I. The Secretary shall keep an accurate record of the proceedings of Officer, Conference, and Executive Council meetings in order that they may be available to members, referred to at future meetings, and filed with the SkillsUSA Colorado State Director's office, and make themselves available, as necessary, in promoting the general welfare of SkillsUSA Colorado.

d. Treasurer

- I. The Treasurer shall be knowledgeable of the financial affairs of SkillsUSA Colorado, and make themselves available, as necessary, in promoting the general welfare of SkillsUSA Colorado.

e. Reporter

- I. The Reporter shall gather and compile information from all SkillsUSA Colorado sources for the purpose of public relations and to assist in informing the citizens of Colorado about the organization and occupational education, and make themselves available, as necessary, in promoting the general welfare of SkillsUSA Colorado.

f. Parliamentarian

- I. The Parliamentarian shall advise the presiding officer on points of parliamentary law and the SkillsUSA Colorado's Bylaws in order that all business may be conducted properly, and make themselves available, as necessary, in promoting the general welfare of SkillsUSA Colorado.

g. Ex-Officio and/or Officers-at-Large

- I. The Advisory Board may appoint Ex-Officio and/or Officer-at-Large position(s). These position(s) shall serve with the officer team in any official capacity, and make themselves available, as necessary in promoting the general welfare of SkillsUSA Colorado.

Section 6. Vacancies.

1. Vacancies that occur for state offices for lack of candidates for that office may be filled by appointment of the Advisory Board.
2. A vacancy occurring in the unexpired term of State President shall automatically be filled by the Vice President

- a. In the event the Vice President is unable to perform this duty, the Advisory Board shall appoint a member of the current officer team to fill the vacancy or conduct a special election to fill the vacancy. Nominees will be selected by the Advisory Board.
3. Vacancies in any office except the President may be filled by the Advisory Board or may remain unfilled.
4. In the event a quorum cannot be obtained, or a meeting of the Advisory Board cannot be held, the SkillsUSA Colorado State Director shall have the power to fill the vacancies.

Article VII – Amendments to Bylaws

Section 1. Procedure to Amend Bylaws.

1. Amendments to the SkillsUSA Colorado Bylaws may be proposed by local chapters or the State Advisory Board to the SkillsUSA Colorado State Director a minimum of forty-five (45) days in advance of the opening of the Annual State Leadership and Skills Conference. Such amendments shall be reviewed by the State Advisory Board.
2. Any amendment to the SkillsUSA Colorado Student Bylaws that is appropriately submitted to the state office will be sent via email to all chapters once it is approved via electronic vote of the Advisory Board, no later than thirty (30) days in advance of the opening of the State Leadership and Skills Conference.
3. Any amendments up for vote will be read into the minutes prior to a vote being taken. Voting shall be by ballot following the business meeting.
4. Two-thirds vote of the delegates present shall be necessary for adoption of amendments.
5. Ratified amendments will become effective within fourteen (14) days of ratification unless another time period is stipulated.