

SkillsUSA Tennessee College/Postsecondary Bylaws

ARTICLE I–NAME

The official name of this organization shall be the “Tennessee College/Postsecondary Association of SkillsUSA” and may be referred to as SkillsUSA Tennessee Postsecondary.

ARTICLE II–PURPOSES

The purposes of this organization are:

- 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 programs with trade, industrial, and technology objectives.
- To provide leadership for the local chapters.
- To provide a clearinghouse for information and activities.
- To provide recognition and prestige through an association of local chapters.
- 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 ethics, integrity, 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, and technology 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 Tennessee Postsecondary is an association of local Postsecondary chapters of the State of Tennessee operating by a charter granted by SkillsUSA, Inc.

Section 2

The administrative powers of SkillsUSA Tennessee Postsecondary shall be vested in the State Executive Council, which is comprised of the State Association Officers. The SkillsUSA Tennessee Postsecondary State Director, serving as an ex officio member, will advise the Executive Council.

Section 3

The state Executive Council shall advise the state administration concerning the execution of the decisions of the state house of delegates.

Section 4

A chapter charter shall be issued to a local school by the state administrators of SkillsUSA Tennessee Postsecondary. A Chapter shall be defined as members in a single Postsecondary school enrolled in programs with trade, industrial, technology and health occupations objectives. In addition, chapters must have met the following requirements:

1. Submitted a charter application and local chapter constitution.
2. Paid SkillsUSA dues and submitted official rosters.
3. Elected officers.
4. Organized a calendar of activities.

A chapter shall be composed of one or more sections.

A section shall be defined as members in a single trade, industrial, technical, or health occupations program having:

1. A faculty member serving as advisor.
2. A planned calendar of activities.

Section 5

Each section must have at least five (5) members or one hundred percent (100%) of its class enrollment. All members must be members of both SkillsUSA Tennessee Postsecondary and National SkillsUSA. This requirement may be waived at the discretion of the State Director.

Section 6

The state shall be divided into as many districts as deemed necessary by the state administration.

Section 7

An alumni charter shall be issued by SkillsUSA Tennessee Postsecondary to any local alumni association who petitions the state association with ten members who have:

1. Submitted constitution.
2. Paid established dues.
3. Elected officers.

Section 8

A state advisory council composed of leaders from education, management, and labor shall be appointed by the administration to provide counsel, advice, and assistance to the state association in carrying out its functions. Equal representation shall be given management and labor.

ARTICLE IV—MEMBERSHIP

Section 1

Membership of SkillsUSA Tennessee Postsecondary shall consist of the total paid members of

the chartered local chapters. Members shall hold the same membership status as in their respective local chapter.

Section 2

Each local chapter 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.

Section 3

SkillsUSA Tennessee Postsecondary will recognize members only through a local chapter as defined herein. Classes of membership which will be recognized are:

- Active Membership – Students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to trade, industrial, technical, and health occupations and is earning credit toward a diploma/certificate or its equivalent.
- Alumni and Friends Membership – Former active members who are no longer enrolled in trade, industrial, technical, and health occupations education or other friends and supporters of SkillsUSA Tennessee Postsecondary. Although alumni members pay dues and may participate at the national level through the Youth Development Foundation of SkillsUSA, Inc., they are not eligible to serve as national voting delegates, hold national office or otherwise represent the state active association membership in National SkillsUSA.
- Professional Membership – Persons associated with or participating in the professional development of SkillsUSA shall be recognized as Professional Members. Such members shall include chapter advisors, teacher educators, and supervisors. Professional members must pay dues as established by SkillsUSA, but members will be ineligible to serve as voting delegates, hold office, or otherwise represent SkillsUSA Tennessee Postsecondary.
- Honorary Life Membership – Individuals who have made significant contributions to the development of SkillsUSA and trade, industrial, technical, and health occupations education whose membership has been approved by the SkillsUSA Tennessee Postsecondary Executive Council. Such membership shall not require payment of state dues. SkillsUSA Tennessee Postsecondary shall pay National Dues for Honorary Life Members.

Section 4

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

ARTICLE V–STATE OFFICERS

Section 1

The State Officers shall be a slate of up to **Nine** elected at large by the House of Delegates at each annual meeting and shall serve from the close of the annual meeting during which they are elected until the close of the next annual meeting. The state director and Executive Council can determine if fewer than nine candidates meet satisfactory requirements and can reduce the team size as deemed appropriate. The position to be held by each elected officer shall be determined by the Executive Council in conjunction with the State Director.

Section 2

By unanimous agreement of the executive committee, three individuals who were approved to run for a SkillsUSA state officer position for the upcoming year and did not receive the number of votes to serve in one of the nine officer positions via the election process can be designated as SkillsUSA TN PS Chairpersons based on the number of votes they received. (Nine students with the highest votes will become officers, and up to three with the following highest votes can become chairpersons).

Upon the college's approval, these chairpersons would be required to attend all SkillsUSA Officer trainings and events and assigned tasks to support the organization. They would be included in all leadership training opportunities. In the event one of the nine officer positions becomes open due to the student being unable to serve, the chairperson may be eligible for an officer position for the remaining term period, thereby allowing the organization to maintain a cohesive and full officer team throughout the year.

Each candidate for state office shall submit an application, a letter of endorsement from the local chapter advisor, and the local school administrator. The State Director shall furnish a standard application for state office to local chapters.

Section 3

Each candidate shall have an active membership status and one or more years of Postsecondary education eligibility.

Section 4

Each candidate shall be given a written test covering the SkillsUSA organization and parliamentary procedure and shall be interviewed by the Executive Council. The candidate shall score at least 70% on the officer-screening test. The Executive Council shall have the right to waive the test score requirements as necessary to fill the ballot.

Section 5

Any candidate who properly submits an application for office and passes the written test as well as the Executive Council screening shall be placed on the ballot.

Section 6

Should the presidency become vacated, the Vice President shall fill the vacancy. If any other state officer, except the president, fails to serve the tenure of his or her office for reasons beyond his/her control (i.e. death in the family, family moves, election to national office, etc.), the state director or appointed designee can offer the position to any active state officer or chairperson. Such replacement shall be named within 30 days of the date the office is vacated. A majority vote of the Executive Council of SkillsUSA Tennessee Postsecondary shall approve such replacement.

Section 7

The following procedure for replacement shall be employed:

1. The Executive Council shall review the credentials of all officer candidates and chairpersons
2. The Executive Council shall discuss each candidate's merits, determine whether the

3. candidate continues to meet the requirements for state office and determine whether the candidate remains willing to serve as a State Officer.
4. The Executive Council shall elect the replacement officer from those candidates determined to meet the requirements for state office.
5. Upon completion of this process, the new officer shall be installed.
6. Should no qualified candidates be available from the above procedures, the State Director can enact the right to allow any chapter to recommend a replacement for the vacancy and accept nominations. The nominated candidates must attend a testing and screening session at a site to be named. Following this testing/screening process, the executive council shall follow steps 2-4 above in electing the replacement officer

Section 8

The ex officio members of the SkillsUSA Tennessee Postsecondary Executive Council shall be the State Director of SkillsUSA Tennessee College/Postsecondary, alumni positions, business and industry partners.

ARTICLE VI - MEETINGS

Section 1

A State House of Delegates shall be held each year at the Tennessee Leadership Training Institute (TLTI), and this shall serve as the official annual meeting of SkillsUSA Tennessee Postsecondary.

Section 2

The state Executive Council shall hold regular meetings in advance of the annual meeting. They shall be empowered to call special meetings with the approval of the State Director.

Section 3

A quorum shall consist of 50% plus one (1) of the delegates registered for the House of Delegates.

ARTICLE VII - STATE EXECUTIVE COUNCIL

Section 1

The State Executive Council shall be comprised of the officers of SkillsUSA Tennessee Postsecondary with the State Director, and all state officer local advisors serving as ex officio members. The officers shall be the President, Vice President(s), Secretary, Treasurer, Parliamentarian, Reporter, and Historian.

Section 2

All state officers must be active student members that shall be elected annually by a majority vote of those present at the House of Delegates Meeting. The State Director shall be appointed by the Tennessee Board of Regents.

Section 3

Officers shall serve a term of one year, from annual meeting through annual meeting. Officers may run for re-election for one additional term if they have active membership status and one or more years of

Postsecondary education eligibility.

Section 4

It shall be the duty and function of the Executive Council to conduct business pertaining to the students they serve.

1. Advise the state administration concerning the execution of the decisions made by the House of Delegates.
2. Preside over meetings and conferences.
3. Call meetings and conferences, subject to the approval of the State Director.
4. Propose and review proposed amendments to the Bylaws and recommend legislation to the House of Delegates.
5. Initiate and coordinate the SkillsUSA Tennessee Postsecondary program of work.
6. To serve as National Voting Delegates to the National Leadership Conference.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order, Newly Revised, shall serve as the parliamentary authority for all meetings of SkillsUSA Tennessee Postsecondary.

ARTICLE IX-HOUSE OF DELEGATES

Section 1

The SkillsUSA Tennessee Postsecondary House of Delegates shall consist of a maximum of 10 delegates from any Chapter. Each delegate shall have one vote and must be present to vote. Each chapter may have alternates as they deem appropriate.

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 officers of the organization;
- Act upon items of business as requested by the Executive Council.

A member of the House of Delegates must:

1. Must be a SkillsUSA student member in good standing in the college-postsecondary division
2. Must attend TLTI as a delegate
3. Must be endorsed by his/her campus

ARTICLE X-VOTING

Section 1

Members shall exercise their franchise at meetings or conferences through duly elected representatives or delegates of the local chapters.

Section 2

The respective SkillsUSA advisor of their Chapter must certify all official delegates and alternates prior to the annual meeting.

Section 3

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

Section 4

To be elected to a state office, a candidate must receive a majority of the votes recorded.

ARTICLE XI—FINANCES

Section 1

SkillsUSA membership dues are paid through Perkin's funding as part of the Total Participation Plan. Local Chapters shall register students with the National SkillsUSA office by the annual deadline.

Section 2

All organization monies received from any source shall be deposited with the State Director of SkillsUSA Tennessee Postsecondary. The State Director's duties shall be:

1. To receive all contributions made to SkillsUSA Tennessee Postsecondary, from donating individuals, businesses, organizations, or foundations.
2. To pay or have paid all bills incurred by SkillsUSA Tennessee Postsecondary.
3. To keep the financial records of SkillsUSA Tennessee Postsecondary.
4. To submit a financial report of expenditures, money received, and the general financial condition of SkillsUSA Tennessee Postsecondary to TBR
5. A recognized bookkeeping system should be set up, and the accounts should be kept in order. Once a year, an audit shall be made by persons qualified to perform this service. The audit report shall be sent in writing to National SkillsUSA.

Section 3

Upon SkillsUSA Tennessee Postsecondary's final dissolution or liquidation and after the discharge of all outstanding obligations and liabilities, the remaining assets shall be used by the Board of Regents for the benefit of Postsecondary students of trade, industrial, technical, and health occupations education or transferred to some recognized educational foundation.

Section 4

The fiscal year of SkillsUSA Tennessee Postsecondary shall be from September 1 through August 31.

ARTICLE XII—AMENDMENTS

Section 1

The Bylaws may be amended as follows:

- A proposed amendment must be presented in writing to the Executive Council 90 days prior to the annual meeting.
- The Executive Council and State Director shall review the amendments.
- Amendments must be submitted to each chapter as soon as possible, but at least 30 days before the annual meeting.
- Amendments must be presented for vote at the annual meeting of the House of Delegates. Amendments to the Bylaws shall be adopted upon a two-thirds affirmative vote of the House of Delegates.

ARTICLE XIII—OPERATING POLICIES

Section 1

Operating Policies shall be adopted as determined by the Executive Council and State Director.