

**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 through the use of the democratic process
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence
- To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade, industrial, 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 in accordance with a charter granted by SkillsUSA, Inc.

Section 2

The Administrative powers of SkillsUSA Tennessee Postsecondary shall be vested in the State Executive Council 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 five 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 position to be held by each elected officer shall be determined by the Executive Council in conjunction with the State Director.

Section 2

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 local advisor of the duly elected officer shall appoint a replacement officer. Such replacement shall be named within 30 days of the date the office is vacated. Such replacement shall be approved by a majority vote of the Executive Council of SkillsUSA Tennessee Postsecondary after the replacement candidate successfully completes the testing and screening process. No replacements will be made after February 1.

Section 7

If a school chooses not to exercise its option to submit a replacement officer, such replacement is not made by the established deadline, or the school is not eligible to replace the officer due to the circumstances under which the officer withdraws, the following procedure for replacement shall be employed:

1. The Executive Council shall review the credentials of all officer candidates who were on the ballot during the last annual meeting.
2. The Executive Council shall discuss the merits of each candidate, determine if the candidate continues to meet the requirements for state office, and determine if the candidate remains willing to serve as a State Officer.
3. The Executive Council shall, by secret ballot, elect, from those candidates determined to meet the requirements for state office, the replacement officer.
4. Upon completion of this process, the new officer shall be installed during the next executive session.

5. Should no qualified candidates be available from the above procedures, the State Director shall notify each chapter of the vacancy and accept nominations for a replacement. The nominated candidates will be required to 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 SkillsUSA Tennessee Postsecondary Executive Council shall be the State Director of SkillsUSA Tennessee Postsecondary, Vice Chancellor and Assistant Vice Chancellor for the Tennessee Colleges of Applied Technology.

ARTICLE VI - MEETINGS

Section 1

A State House of Delegates shall be held each year, 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, the National Delegate Advisor, and all state officer local advisors serving as ex officio members. The officers shall be the President; Vice President; Secretary; Treasurer; Parliamentarian; Reporter and Sargent at Arms. There shall be a maximum of one state officer from any one local chapter. No member can be elected as a state officer more than once.

Section 2

All state officers 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.

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.

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, prior to the annual meeting, must certify all official delegates and alternates.

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.

Section 5

Any candidate eliminated by Section 4 shall not be eligible for appointment as an officer.

ARTICLE XI—FINANCES

Section 1

Local Chapters shall be responsible for annual state and national dues according to the number of individual members claimed in each membership classification. Said dues will be submitted

directly to the National SkillsUSA office.

Section 2

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

1. To receive all state dues from National SkillsUSA.
2. To receive all contributions, made to SkillsUSA Tennessee Postsecondary, from donating individuals, businesses, organizations or foundations.
3. To pay or have paid all bills incurred by SkillsUSA Tennessee Postsecondary.
4. To keep the financial records of SkillsUSA Tennessee Postsecondary.
5. To submit a financial report of expenditures, moneys received, and the general financial condition of SkillsUSA Tennessee Postsecondary, to all local chapters annually at the annual meeting.
6. To have a recognized bookkeeping system set up and have the accounts kept in order, and once a year an audit shall be made by persons qualified to perform this service. The report of the audit shall be reported in writing to all local chapters that request it.
7. To see that all moneys of the state association shall be deposited in a bank under an account name known as SkillsUSA Tennessee Postsecondary. The account should draw interest and this interest deposited in the said SkillsUSA Tennessee Postsecondary account.

Section 3

Annual dues shall be established and determined by the voting delegates, in consultation with the State Director.

Section 4

Upon final dissolution or liquidation of SkillsUSA Tennessee Postsecondary, 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 be transferred to some recognized educational foundation.

Section 5

The fiscal year of SkillsUSA Tennessee Postsecondary shall be 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 amendments shall be reviewed by the Executive Council and State Director.
- Amendments must be submitted to each chapter as soon as possible, but not less than 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 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.