



## **SkillsUSA Alumni and Friends Association Constitution and Bylaws**

### **ARTICLE I - NAME, COLORS, EMBLEM and MOTTO**

SECTION 1. The official name of this organization shall be the SkillsUSA Alumni and Friends Association, hereinafter referred to as “The Association.”

SECTION 2. The colors and the emblem shall be the same as those adopted by SkillsUSA, Inc., and listed in the *SKILLSUSA Leadership Handbook*.

SECTION 3. The motto of The Association will be: “Commitment through Service and Professional Development.”

### **ARTICLE II – MISSION**

The mission of The Association shall be “to help promote SkillsUSA in terms of time, talent, and financial resources at all levels (local, district, state and national).”

### **ARTICLE III - PURPOSES**

SECTION 1. Purposes of The Association:

To assist in the professional, leadership, citizenship and character development of individual Association members.

#### **Service to our members:**

- To provide a professional network for our members.
- To encourage the pursuit of continuous education, consistent with the needs of the individual in his or her chosen occupation.
- To instill an interest in the democratic process and promote active involvement in democratic activities which affect our employers, schools, communities and nation.
- To encourage financial, in-kind and moral support of The Association from individuals, corporations, foundations and civic leaders.
- To further the goals and purposes of the SkillsUSA organization.
- To conduct Alumni programs with fiscal responsibility and maintain a positive fund balance in the Alumni accounts.

#### **Service to current SkillsUSA students:**

- To provide role models and an Outstanding Career Achievement Award recipient to act as an inspiration for current SkillsUSA members.
- To provide leadership, mentoring and volunteer services for the secondary and postsecondary divisions of the SkillsUSA at local, district, state, and national levels.
- To provide volunteer support for the National Leadership and Skills Conference and the SkillsUSA Championships.
- To create and promote esteem within the education community for trade, industrial, technical, and health occupations.
- To foster a deep respect for the dignity of work and provide recognition and prestige for trade, industrial, technical and health occupations students.
- To identify and publicize examples of alumni whose leadership, professional achievement and service to community can serve to inspire current SkillsUSA students.

#### **ARTICLE IV - ORGANIZATION**

SECTION 1. The Association is an organization of former students, professional members and friends of SkillsUSA, Inc., affiliating with The Association through direct membership.

SECTION 2. The administration and authority of The Association's affairs are to be vested in the SkillsUSA, Inc. Board of Directors.

SECTION 3. In accordance with the policy of the Board of Directors of SkillsUSA, Inc., all chartering authority resides within the Alumni Coordinating Committee through the Executive Chair.

#### **ARTICLE V - MEMBERSHIP**

SECTION 1. The classes of membership recognized by The Association shall be:

- **Annual Membership:** Former students, educators and other friends of SkillsUSA, who meet the annual requirement into The Association.
- **Honorary Life Membership:** Individuals who have made significant contributions to the development of The Association and career and technical education whose membership has been approved by the Alumni Coordinating Committee. Such membership shall not require the payment of annual dues.

SECTION 2. Lifetime memberships may be purchased for a one-time fee.

SECTION 3. Association membership shall be open to all eligible persons without regard to race, color, creed, sex or national origin.

#### **ARTICLE VI - ALUMNI COORDINATING COMMITTEE**

SECTION 1. The Alumni Coordinating Committee will comprise the following voting and ex officio members:

Voting Members:        Executive Chair

Region I Representative  
Region II Representative  
Region III Representative  
Region IV Representative  
Region V Representative

Ex Officio Members: SkillsUSA National Staff Member  
State SkillsUSA Directors Committee Member  
Executive Secretary

SECTION 2. The Alumni Coordinating Committee shall have a minimum of three (3) meetings per year.

SECTION 3. A quorum shall be defined as no less than four (4) Voting Members of the Coordinating Committee.

SECTION 4. The executive secretary shall be appointed by the executive chair and shall serve at the pleasure of the executive chair.

SECTION 5. In the event of a mid-term vacancy of any voting member of the Coordinating Committee, the remaining members will appoint a successor for the remainder of the affected term.

SECTION 6. A Coordinating Committee member may be removed for just cause by a unanimous vote of the remaining voting members of the Coordinating Committee.

## **ARTICLE VII - NOMINATION AND ELECTION TO THE COORDINATING COMMITTEE**

SECTION 1. Nominations to the Alumni Coordinating Committee are to be submitted by each candidate, before April 15 of each appointment year, to the SkillsUSA National Headquarters.

SECTION 2. Appointments shall be for two (2) years. Regions I, III, V shall be appointed in odd-numbered years, while Regions II, IV and the Executive Chair shall be appointed in even-numbered years.

SECTION 3. The election of the Alumni Coordinating Committee shall be by the process described in Article IX.

SECTION 4. All ballots shall be tallied prior to the annual meeting.

SECTION 5. All nominees to the Alumni Coordinating Committee must have been an Annual, Lifetime or Honorary Life Member at least one year prior to the nomination.

SECTION 6. The election of the Executive Chair shall be open to all Annual, Lifetime and Honorary Life Members, whereas the five (5) regional representatives must reside within their region for which they are running. Each Alumni Member may cast one (1) vote for each position up for election.

## **ARTICLE VIII - VOTING**

SECTION 1. Only Annual and Lifetime members will be allowed to vote.

SECTION 2. Elections of the Alumni Coordinating Committee shall reflect the majority vote from across all regions.

SECTION 3. The Alumni Coordinating Committee shall break ties of the popular vote.

SECTION 4. All Annual and Lifetime members can vote only once.

## **ARTICLE IX-- MEETINGS**

SECTION 1. The Association shall hold an annual meeting to be determined by the Coordinating Committee.

SECTION 2. A special meeting of The Association may be called by the Executive Chair or by a quorum of the Coordinating Committee with a minimum of thirty (30) days written notice, given with the purpose of the meeting included in the notice.

## **ARTICLE X - FINANCES**

SECTION 1. The Alumni Coordinating Committee shall set dues for The Association's Members.

SECTION 2. Each State Association will be responsible for setting its own Alumni dues.

SECTION 3. Those State Associations that collect dues for The Association shall be responsible for forwarding those dues to the national office.

SECTION 4. All membership dues must be submitted to The Association accompanied by a membership application or letter requesting membership. All other funds submitted to The Association shall be considered as a donation.

SECTION 5. All Association funds shall be deposited with the treasurer of the Youth Development Foundation at the SkillsUSA national headquarters.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern The Association in all cases to which they are applicable and in which they are not inconsistent with the constitution and bylaws and any special rules of order The Association may adopt.

## **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

SECTION 1. Constitutional and Bylaw amendments must be submitted in writing at least 90 days prior to the Annual Meeting to the SkillsUSA national office for distribution to member states.

SECTION 2. All amendments to The Association constitution and bylaws, is subject to the approval of the Board of Directors, SkillsUSA, Inc.

Revised 11/8/11