

CONSTITUTION AND BYLAWS
OF THE
MARYLAND ASSOCIATION
Of SkillsUSA, INCORPORATED

Adopted by Action of the Delegate Assembly

November 13, 1998

Revised April 4, 2008

CONSTITUTION OF THE MARYLAND ASSOCIATION OF SkillsUSA, INCORPORATED

ARTICLE – I

The official name of this organization shall be the Maryland Association of the SkillsUSA, Incorporated. It may be referred to as SkillsUSA Maryland, Inc. throughout this document.

ARTICLE II – Purposes

The purposes of the Maryland Association of SkillsUSA and all local chapters shall be the same as those adopted by National SkillsUSA.

ARTICLE III – Organization

Section 1 a) The SkillsUSA Maryland Association is an association made up of local chapters of the State of Maryland, operating in accordance with a charter granted by National SkillsUSA.

b) Active local chapters of SkillsUSA Maryland shall be chartered by this organization in secondary and postsecondary schools where cooperative education and/or trade and industrial, technical or health occupations programs are functioning under the State Plan for Career and Technology Education.

c) SkillsUSA Maryland shall operate according to existing regulations and policies of the Maryland State Board of Education.

d) Local chapters of SkillsUSA Maryland shall be named SkillsUSA (school name) and may be referred to as SkillsUSA (School name).

Section 2 Upon dissolution of SkillsUSA Maryland, its assets shall be turned over to the Maryland State Board of Education to be used in the promotion of co-curricular activities in Maryland.

Section 3 The administration of SkillsUSA Maryland shall be vested in the SkillsUSA Maryland Board of Directors, the State Executive Council, the State SkillsUSA Director, the State Officer Advisor, and other members as defined in Article X Section 1 (a)

Section 4 Upon fulfillment of the requirements stated herein, charters shall be issued by the executive council of SkillsUSA Maryland to local chapters as they are organized.

a) Charters shall be issued in the name of the school in which the chapter is formed. Chartered chapters shall elect officers and comply with all requirements stated in the charter application.

- b) Each career and technology center or high school may establish only one chapter but as many sections as necessary.
- c) Sections and chapter activities shall be coordinated by appropriate executive councils within each local chapter (suggested guidelines are set forth in the National SkillsUSA leadership materials).

Section 5 The State Board of Directors, comprised of leaders from Education, Business and Labor shall be elected to advise and assist SkillsUSA Maryland in carrying out its functions.

ARTICLE IV -- Membership

Section 1 Membership of the Maryland Association of SkillsUSA shall consist of the total eligible members of the chartered local chapters. Members shall hold the same membership status in their respective chapters.

Section 2 A local chapter must have at least ten members, and all must be members of SkillsUSA Maryland and the national organization of SkillsUSA to qualify for a charter. Local chapters will request charters from the state SkillsUSA director. The required form for requesting a charter or an updated charter will be used. The activities of chartered chapters will be guided by a local constitution, which will be submitted to the state association before charters are awarded.

Section 3 Each local chapter and SkillsUSA Maryland will be open for membership to all students regardless of race, color, gender, creed, or national origin.

Section 4 Classes of membership which will be recognized by the Maryland Association of SkillsUSA are:

Active Membership – Full-time preparatory students enrolled in secondary or postsecondary career and technology courses offered in technical, skilled, and service careers including health occupations and meeting the requirements of the State Plan for career and technology education.

Professional Membership – Persons associated with or participating in the professional development of SkillsUSA. Such members may include advisors, teacher educators, and supervisors. Professional members will pay dues as established by State and National SkillsUSA, but will be ineligible to serve as voting delegates, hold office, or otherwise represent his or her chapter in Maryland or National SkillsUSA.

Direct Membership – Full-time preparatory students enrolled in secondary vocational courses offered in technical, skilled, and service careers including health occupations and meeting the requirements of the State Plan for Vocational Education and residing in states without a state association for membership is made as part of an organized local Career Technology Clubs

sponsored by the appropriate Board of Education with the consent of the state director. Direct members may not serve as voting delegates or hold office.

Alumni Membership – Former active members who are no longer enrolled in technical, skilled, and service careers including health occupations education. 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 voting delegates, hold office, or otherwise represent the state active association membership in National SkillsUSA. Charters may be issued for local and state alumni associations. The Board of Directors approves the appointments to the National Alumni Coordinating Committee, which oversees contributions to the National SkillsUSA alumni fund and which supports a variety of worthwhile project for active SkillsUSA members.

Honorary Life Membership – Individuals who have made significant contributions to the development of SkillsUSA and career and technology education whose membership has been approved by the State and/or National executive councils. Such memberships shall not require payment of either state or national dues. Honorary members shall not vote, hold office or serve of committees, but shall be eligible to attend all meetings and wear the official emblem of SkillsUSA.

Section 5 A membership year shall be from September 1 through August 21 inclusive.

ARTICLE V – Voting Delegates

Section 1 SkillsUSA members shall exercise their franchise through voting delegates at state and national meetings.

Section 2 Each chapter shall elect delegates who shall be considered voting delegates at state meetings. The number of delegates shall be determined in accordance with the following appointment:

- a) Every active chapter shall be entitled to a minimum of two voting delegates. As a chapter’s membership increases, above twenty (20), it shall be entitled to additional voting delegates as follows: after a membership exceeds one hundred (100), the chapter will receive one (1) additional voting delegate for each additional one hundred (100) members.

Membership	Additional Voting Delegates	Total Voting Delegates
20-49	1	3
50-99	1	4
100-199	1	5
200-299	1	6
300-399	1	7
400-499	1	8

- b) Each chapter shall be entitled to one alternate for each of its voting delegates.
- c) Chapters shall register their voting delegates and alternates to the annual delegate assembly by submitting a listing of their names to the State SkillsUSA office by such a date as established by the Executive Council.
- d) An active member in SkillsUSA Maryland is one whose state dues have been paid in the State Office by January 31 or a date established by SkillsUSA Maryland.
- e) An active member in National SkillsUSA is one whose national dues have been received in the National SkillsUSA office by a date established annually by National SkillsUSA.
- f) An active chapter is one which the state and national dues to the members have been received by the dates specified in (d) and (e) above.

Section 3 The number of voting delegates to the national conference shall be determined by National SkillsUSA and shall be based upon the total membership of SkillsUSA Maryland. The number of alternates allowed shall be the same as the number of delegates. The incoming or newly elected state SkillsUSA president and outgoing or past president are automatically selected to serve as voting delegates to the national conference. The travel expenses of the past president will be paid for by SkillsUSA Maryland. The remaining voting delegates and alternates to the national conference will be elected by majority vote at the annual meeting of the SkillsUSA Maryland delegate assembly.

ARTICLE VI – Meetings

- Section 1 A state delegate assembly shall be held each year and shall serve as the official annual meeting of the Maryland Association of SkillsUSA. The time and place will be determined by the State Director and Board of Director.
- Section 2 A quorum at the state delegate assembly shall constitute two-thirds of the duly registered voting delegates.
- Section 3 The state executive council shall be empowered to call special meetings, as it deems necessary.

ARTICLE VII – Officers

- Section 1 Definition of Officers
 - a) The officers of the Maryland Association of SkillsUSA shall be the president, two vice presidents (one eastern region and one western region), secretary, treasurer, parliamentarian, reporter and historian.

- b) In any one-year, there shall be no more than two state officers from any one chapter. There shall also be no more than two state officer candidates per chapter.
- c) The administrative officers of SkillsUSA Maryland shall be the state SkillsUSA director and the State Officer advisor.

Section 2 Elections

- a) All officers shall be elected annually unless otherwise designated by the Executive Council.
- b) Each local chapter may nominate candidates for state office by submitting the Official Candidate Form for Officers to the State SkillsUSA office by the specified date.
- c) Officer candidates shall qualify for the office through procedures established by SkillsUSA Maryland Board of Directors.
- d) A slate of qualified officer candidates shall be presented by SkillsUSA Maryland Executive Council during the annual delegate assembly.
- e) Voting shall be done by ballot, and officers shall be elected by majority votes of the delegates. A quorum of the delegates must be present.
- f) All officers shall serve for one year in the same office. No local chapter shall have a student serving as the state president for more than one year in succession. The newly elected officers of SkillsUSA Maryland should be installed on the officers at the annual awards assembly.
- g) In the event the presidency is vacated, the vice-president shall assume the presidency.
- h) In the event any other office is vacated, the executive council shall fill the vacancy by appointing the historian to the office, or by holding an election using the State election procedures, as outlined in Article VII, Section 2.
- i) The Executive Council has the right to remove any officer for cause. Such action shall be the majority vote of the remaining members of the Executive Council.

Section 3 Duties of the Officers

- a) The President:
 - 1) Shall preside at all meetings of SkillsUSA Maryland in accordance with accepted parliamentary procedure.
 - 2) Shall be the chairman of the Executive Council.

- 3) Shall carry out other such duties vested in him/her by the Executive Council
- 4) Shall appoint committees and serve as ex-officio members of them.
- 5) Shall maintain contact with officers of local chapters.
- 6) Shall represent SkillsUSA Maryland officially in school-community relations.

b) The Vice-Presidents

- 1) Shall preside at all meetings in absence of the president.
- 2) Shall be chairperson of the program committee.
- 3) Shall assist the president.
- 4) Shall serve as alternate ex-officio representative of SkillsUSA Maryland to the Maryland Career and Technology Student Council.
- 5) A regional council may be established consisting of the advisor for each vice-president, and whomever they deem as suitable to plan, implement and evaluate regional activities.

c) The Secretary

- 1) Shall keep records of all meetings of the delegate assembly and the executive council meetings of SkillsUSA Maryland.
- 2) In conjunction with the president, develop the agenda for all meetings.
- 3) Shall write communications authorized by the president.
- 4) Shall count and record the rising votes of delegates.
- 5) Shall read communications at meetings.
- 6) Shall have available for each meeting, the following:
 - a. Records and minutes of previous meetings.
 - b. List of all committees.

- c. A copy of the SkillsUSA Maryland Constitution and Bylaws
 - d. A copy of the official guide for SkillsUSA.
- d) The Treasurer
 - 1) Shall be chairperson of the budget committee.
 - 2) Shall prepare adequate financial statements and reports.
 - 3) Shall submit an annual budget to the delegate assembly.
- e) The Reporter
 - 1) Shall keep activities of SkillsUSA Maryland before the public.
 - 2) Shall prepare articles for newspapers, state bulletins, and other publications.
 - 3) Shall plan and carry out an annual program of public information.
- f) The Parliamentarian
 - 1) Shall advise the president on matters of parliamentary procedure in the conduct of all meeting of the Associations.
 - 2) Shall chair the constitution committee.
- g) The Historian
 - 1) Shall be responsible for knowing all the duties of all of the officers.
 - 2) In the event of an officer resigning from office, the historian shall replace that officer, except for the president, who will be replaced by one of our vice-presidents.
 - 3) Shall file pictures, programs, and clippings, of SkillsUSA Maryland activities and maintain a scrapbook to be displayed at the state conference.
- h) All State officers shall serve as ambassadors at all state and local functions upon request.

ARTICLE VII – Dues

To qualify for active status, members of SkillsUSA Maryland shall pay annual dues. The amount of national dues will be determined by the national organization of SkillsUSA. The amount of state dues shall be determined annually by the delegate assembly.

ARTICLE IX -- Emblem and Colors

The emblem and colors of the Maryland Association of SkillsUSA and all local chapters shall be the same as those adopted by National SkillsUSA.

ARTICLE X – Committees

Section 1 The Executive Council

- a) The state officers of the Maryland Association of SkillsUSA, the administration officers as defined in Article VII, Section 1 ©, and one local chapter advisor shall constitute the Executive Council. The local chapter advisor shall be appointed by the State Director and Board of Director.
- b) Ex-officio members of the Executive Council shall include those local chapter advisors whose students are members of the Executive Council. They shall serve in an advisory capacity without voting privileges.
- c) The Executive Council shall hold its first annual meeting within the first six weeks after the beginning of the new membership year. It shall also hold other meetings as needed.
- d) The Executive Council shall be empowered to do the following:
 - 1) Call special meetings
 - 2) Appoint committees.
 - 3) Make decisions on matters pertaining to the operation and welfare of SkillsUSA Maryland.
- e) All state officers shall attend every State Executive Council meeting. If an officer misses two consecutive meetings, that officer may be removed from office. If an officer fails to report to the first and/or last meeting at the end of the school year he or she may be removed from office. If an officer fails to attend joint officer training, he or she will be removed from office.

Section 2 The administrative officers of SkillsUSA Maryland shall be empowered to act in the name of the Executive Council.

ARTICLE XI – Regional Organizations

Section 1 Structure

- a) SkillsUSA Maryland may be organized into regions according to the recommendations of the Executive Council.

- b) These regions may be adjusted from year to year to meet changing conditions as they occur.

ARTICLE XII – Audit

- Section 1 The accounts of SkillsUSA Maryland will be reviewed each year by a committee appointed by the State Director and Board of Directors.

ARTICLE XIII – Amendments

- Section 1 This constitution may be amended by a two-third vote of the authorized delegates in attendance at the annual delegate assembly.
- Section 2 Suggested Amendments shall be approved by the constitution committee and/or the Executive Council, and recommended to the delegate assembly by those bodies.

ARTICLES XIV – Rules, Regulations, and Bylaws

- Section 1 Such rules, regulation, and bylaws as may be 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, Newly Revised, 1990 Edition, shall serve as the standard for all procedures.
- Section 4 All proposed constitutional amendments, resolutions, and bylaws must be mailed statewide at least two (2) weeks prior to the delegate assembly.

ARTICLE 1 – Name amended April 4, 2008 in accordance with the national guidelines to SkillsUSA Maryland.

J. Collins, 2007-08 SkillsUSA Maryland State President

BYLAWS

1. Annual Dues will be \$3.00 for the State of Maryland – Adopted March 24, 2000.
2. An active member of SkillsUSA Maryland is whose dues is paid by the established deadline for the State of Maryland. Membership for SkillsUSA members from the State of Maryland will be due on January 31 for both state and national dues. – Adopted April 4, 2008.