



State Constitution

Revised 6/27/22

Article I - NAME

Section 1 - The official name of this organization shall be “SkillsUSA Utah.”

Article II - PURPOSES

Section 1 – The purposes of this organization are:

- a. 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 skilled and technical sciences, vocational trade, industrial, technical and health occupation objectives.
- b. To provide leadership for the SkillsUSA Utah organization.
- c. To accurately disseminate valuable information to all organization stake holders.
- d. To provide meaningful career development, leadership development and technical skills development activities.
- e. To provide national recognition and prestige through an association and affiliated organizations.
- f. To provide a vehicle, national in scope, to enable business, industry, educational and political organizations to work articulately with skilled and technical science, trade and industrial, technology and health occupations students.
- g. To develop leadership abilities through participation in educational, occupational, civic, recreational, and social activities.
- h. To foster a deep respect for the dignity of work.
- i. To assist students in establishing realistic career goals.
- j. To help students attain a purposeful life.
- k. To create enthusiasm for lifelong learning.
- l. To promote high standards in trade ethics, workmanship, scholarship, and safety.
- m. To develop the ability of students to plan, organize and carry out beneficial activities and projects using the democratic process.
- n. To foster an understanding of the functions of labor management organizations and a recognition of their mutual interdependence.

- o. To create among students, faculty members, administrators, patrons of the school and persons in industry a sincere interest in and esteem for trade, industrial, technology and health occupation educational programs.
- p. To develop patriotism through a knowledge of our nation's heritage and the practice of democracy.

ARTICLE III - ORGANIZATION

Section 1-SkillsUSA Utah is an organization of school chapters, each operating in accordance with a charter granted from SkillsUSA Utah and SkillsUSA, Inc.

Section 2-The administration and authority in SkillsUSA Utah affairs will be vested in the SkillsUSA Utah Board of Directors and the Utah State Board of Education state director of career and technical education.

Section 3-The SkillsUSA Utah state director is the administrator responsible to oversee the daily operation of the SkillsUSA Utah organization. The state director shall be appointed by and responsible to the state CTE director and the SkillsUSA Utah Board of Directors for conducting the state program of work.

ARTICLE IV - MEMBERSHIP

Section 1-Student membership shall be open to all Utah students enrolled in skilled and technical science and career and technical education programs.

Section 2-Membership in SkillsUSA shall be accessible to all students regardless of race, gender, ethnicity, or disability.

Section 3-Membership in SkillsUSA shall consist of properly registered members of local chartered chapters who have paid the SkillsUSA national and Utah membership dues.

Section 4-All local school chapters must be properly chartered by the national SkillsUSA and SkillsUSA Utah association.

Section 5-Membership classifications which shall be recognized by SkillsUSA Utah:

1. Active Student Membership shall include:
 - a. **Middle School / Junior High School** student members that are enrolled in one or more Utah State Board of Education recognized College and Career Readiness or Career and Technical Education courses during the current academic year.
 - b. **High School** student members that are enrolled in a Utah State Board of Education recognized career and technical education course or coherent series of courses or a career major that prepares them for further education and/or employment. High school student members must be earning credit towards a high school diploma/certificate or its equivalent.
 - c. **College/Postsecondary** student members that are enrolled in a Utah State Board of Education recognized career and technical education coherent series of courses or a career major that prepares them for employment. Student members that have completed their high school program of study and earned a high school diploma or its equivalent before the current academic year are college/postsecondary members.

2. Alumni Membership: Includes former active members who are no longer enrolled in a career and technical education program of study. Alumni members have all the rights and privileges of active membership, except: (a) the right to vote in active member elections or delegate meetings; (b) the right to hold elected office; (c) the right to register as a contestant in SkillsUSA Utah sponsored competitive events. Alumni members are encouraged to participate as volunteers to support the annual Program of Work activities of the SkillsUSA Utah association.
3. Professional Membership: Includes education professionals (chapter advisors, instructors, CTE directors, administrators) and business and industry professionals that actively support the SkillsUSA Utah organization. Professional members must register as such and pay the required SkillsUSA national and SkillsUSA Utah dues.
4. Honorary Life Membership: Outstanding individuals that have provided significant contributions to the SkillsUSA organization may be nominated by the SkillsUSA Utah association for Honorary Life Membership recognition from the national SkillsUSA organization. Such membership shall not require payment of state or national membership dues.

ARTICLE V - STATE OFFICER TEAM

Section 1-The SkillsUSA Utah officer team will consist of currently registered active high school and college/postsecondary student members, with enough officers to conduct the activities of the annual program of work properly and efficiently.

Section 2-Each member of the student officer team will hold of the following elected or appointed positions; President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian/Reporter, Regional Representative.

Section 3-Officer titles will be elected or appointed by the members of the officer team during the state officer training events. Officer team members and the officer team advisor(s) will each have one vote.

Section 4-The state officer team will be elected during the annual SkillsUSA Utah Leadership and Skills Conference, during the delegate session(s).

Section 5-During the time between state officer team elections and the scheduled state officer training events, vacancies in the state officer team may be filled by appointment by the SkillsUSA Utah state director and the officer team advisor(s). If a state officer-elect fails to attend the required state officer training events, the officer may be required to forfeit the privilege of serving as a state officer for that year. Officer team vacancies that occur after the required training events will not be filled.

ARTICLE VI - QUALIFICATIONS FOR STATE OFFICE

Section 1-Candidates for the state officer team shall have:

1. Active student membership status
2. Endorsements from the students' advisor and CTE director or school administrator
3. At least one full year remaining in their CTE program of study
4. Approval for candidacy by the Nominations Committee.
5. A GPA of 2.5 or better

Section 2-The SkillsUSA Board of Directors has defined “present active membership status” and “endorsement of the state association” to read as follows: “Active membership status means enrollment in a related career-technical program and must plan to continue in the training program at least one more year. If a student is elected to serve and is unable to fulfill the obligation, the state may forfeit the right for officer candidates in their division the following year. The Board of Directors will review the situation, listen to the concerned parties, and make the final recommendation/decision.”

ARTICLE VII - ELECTIONS

Section 1-All school chapters must register their annual student and professional members using the SkillsUSA national membership registration procedure. Each chapter’s voting delegates will be allocated based on the current years’ membership registration as of the February 15 Utah membership registration deadline.

Section 2-The method of election for state officers shall be by secret ballot, of candidates present, whose qualifications have been approved by the Nominations Committee.

Section 3-Officer nominations should be made and approved through the Nominations Committee. If no nominations have been made in advance, then nominations may be made from the delegate floor.

Section 4-The State Director shall appoint a nominations/elections committee consisting of two officer advisors and at least two current state officers. This committee shall review officer applications to assure compliance with officer requirements and conduct the election of state officers at the state conference delegate session(s).

Section 5-All state officer team candidates must take the SkillsUSA Utah Professional Development Test.

ARTICLE VIII - STATE OFFICER TEAM DUTIES AND RESPONSIBILITIES

Section 1-The SkillsUSA Utah State Officer Team shall consist of all current properly elected/appointed student officer members. The officer team advisor(s) and the state director shall serve in an advisory capacity to the officer team. It shall be the duties and responsibilities of the state officer team to:

1. Advise the SkillsUSA Utah Board of Directors concerning the execution of the decisions of the Utah Student House of Delegates.
2. Conduct all business pertaining to the students and advisors they serve.
3. Plan and prepare all student activities for the current years’ state Program of Work.
4. Preside over all SkillsUSA Utah state level events and activities.
5. Call special meetings and conferences, subject to the approval of the Board of Directors.
6. Review and propose amendments to this SkillsUSA Utah Constitution.
7. Design or select jewelry (pins) and apparel (t-shirts, hats, etc.) for use by the students during official state and national events, in accordance with the current SkillsUSA graphic standards.

ARTICLE IX - LOCAL CHAPTER CHARTERS

Section 1-Each local chapter must submit an initial chapter charter application, along with all supporting documents and endorsements, to the national office of SkillsUSA. The SkillsUSA Utah state director will review each chapter application and authorize issuance of a charter or return the application for revision. This is a one-time requirement if a school maintains active participation in SkillsUSA each year.

Section 2-The charter of a local chapter may be revoked upon failure to remit required membership dues, event registration fees, or failure to abide by all SkillsUSA and SkillsUSA Utah policies and procedures.

Section 3-A chapter which has its charter revoked may only be reinstated through a favorable action of the SkillsUSA Utah Board of Directors, and upon the favorable recommendation of the state director.

ARTICLE X - HOUSE OF DELEGATES

Section 1-SkillsUSA Utah members shall express their will through voting delegates at local, regional, state, and national meetings.

Section 2-Each chapter will elect or appoint voting delegates. The number of voting delegates shall be a minimum of one delegate, plus an additional delegate for every ten properly registered student members in their local chapter, up to a maximum of six delegates per chapter. The local delegates shall represent the local chapter at regional, state, and national conferences.

ARTICLE XI - MEETINGS

Section 1-An annual meeting of SkillsUSA Utah shall be held at such time and place as the Board of Directors may decide, usually during the annual Utah Leadership and Skills Conference.

Section 2-The Board of Directors shall be empowered to call special meetings, as needed.

Section 3-Parliamentary procedures shall be used during all meetings. The parliamentary procedures shall be governed by *Robert's Rules of Order, Newly Revised*.

ARTICLE XII - FINANCES

Section 1-The national SkillsUSA organization will collect all state and national membership dues during the membership registration process, then distribute the state membership dues to the SkillsUSA Utah association.

Section 2-All financial transactions will be conducted in accordance with accepted accounting practices and within the Utah State Board of Education career and technical education policies and procedures.

Section 3-All monies received by the SkillsUSA Utah association shall be recorded and deposited in the association bank accounts by the state staff financial officer, with oversight by the state director and the designated members of the Board of Directors.

Section 4-All expenditures by the SkillsUSA Utah association shall be completed and recorded in accordance with the Utah State Board of Education career and technical education policies and procedures, with oversight by the state director, the financial officer, and the designated members of the Board of Directors.

Section 5-Annual student and professional membership dues shall be determined and approved by the state Board of Directors, with the proviso that increases in membership dues will only be approved when documented with a “proof of need.”

Section 6-the fiscal year for the SkillsUSA Utah association shall be from September 1 through August 31 of each academic year.

ARTICLE XIII - AMENDMENTS

Section 1-This Constitution and Bylaws may be amended as follows:

1. A proposed amendment must be presented in writing to the State Director ninety (90) days prior to the annual state meeting of the student delegates.
2. The amendment(s) shall be reviewed by the state director, the state officer team, and the Board of Directors.
3. Amendments shall be posted as soon as possible, but not less than thirty (30) days prior to the annual meeting of the student delegates.
4. The amendment shall be presented for a vote at an official business meeting of the student House of Delegates at the annual state meeting. Amendments to the constitution shall be adopted upon a two-thirds affirmative vote of the House of Delegates. Amendments to the Bylaws shall be adopted by a simple majority vote of the state Board of Directors.
5. All business to be brought before the House of Delegates must first be reviewed by the appropriate committee before presentation to the House of Delegates.

ARTICLE XIV - BYLAWS AND OPERATING POLICIES / PROCEDURES

Section 1-Bylaws shall be determined and approved by a majority vote of the SkillsUSA Utah Board of Directors.

Section 2- SkillsUSA Utah policies and procedures shall be in complete agreement with USBE CTE policies and procedures, SkillsUSA national policies and procedures, this Constitution, the SkillsUSA Utah Bylaws, and the Articles of Incorporation of SkillsUSA Utah.

Section 3-SkillsUSA Utah policies and procedures shall be approved by the SkillsUSA Utah Board of Directors.

Section 4-Such policies and procedures are deemed necessary for the proper conduct business within the SkillsUSA Utah association and may be adopted or amended by a majority vote of the members of the Board of Directors.

Section 5-In all business meetings, Roberts’s Rules of Order, newly revised, shall serve as standard procedure.

Section 6-A “quorum” at SkillsUSA Utah Board of Directors meetings shall be fifty percent (50%) plus one.