

**CONSTITUTION
of the
NORTH DAKOTA ASSOCIATION
of POSTSECONDARY
SKILLSUSA
ARTICLES OF INCORPORATION**

ARTICLE I – Name

Section I. The name of this organization shall be the North Dakota Association of SkillsUSA, identified as North Dakota SkillsUSA.

ARTICLE II – Agreement

Section II. The organization shall be incorporated under the "Not for Profit" laws of the State of North Dakota.

ARTICLE III– Purposes

Section I. The purposes of the association are:

- A. To unite in a common bond without regard to race, color, national origin, sex or handicapping condition, students enrolled in approved vocational classes with trade, industrial, technical preparatory, health and personal and public service objectives.
- B. To establish and assist local chapters in growth and development of North Dakota SkillsUSA.
- C. To provide opportunities for recognition and prestige through an association of local clubs.
- D. To develop leadership abilities through participation in educational, vocational, civic, recreational, social and competitive activities.
- E. To foster a deep respect for the dignity of work.
- F. To assist students in establishing realistic vocational goals.
- G. To encourage the practice of thrift and safety.
- H. To help students attain a purposeful life.
- I. To create enthusiasm for learning.
- J. To promote high standards in trade, ethics, workmanship, scholarship, and safety through participation in educational, vocational, and competitive activities.
- K. To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.
- L. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
- M. To create among students, faculty members, patrons of the schools and persons in the industry a sincere interest in an esteem for trade, technical, industrial, health, personal and public service occupations.

- N. To develop patriotism through a knowledge of our Nation's heritage and the practice of democracy.

ARTICLE IV – Organization

Section I. The North Dakota SkillsUSA is a post-secondary student organization of the State of North Dakota, operating in accordance with a charter granted by the National SkillsUSA.

Section II. The Administration of North Dakota SkillsUSA shall be vested in the state advisor and duly elected state officers.

Section III. Charters shall be issued to local colleges by the state advisor of North Dakota SkillsUSA.

Section IV. A Chapter is defined as a group of industrial, technical or health occupation students who have met the following requirements:

1. Paid SkillsUSA dues and submitted official rosters to the State Manager.
2. Elected officers.
3. Has a designated advisor.

Section V. A State Advisory Council, composed of leaders from Education, Business, and Labor Unions shall be appointed by the Administration to provide council, advice, and assistance to the State Association in carrying out its functions. Equal representation shall be given Management and Labor.

ARTICLE V – Membership

Section I. Membership of the North Dakota Association of SkillsUSA shall consist of the total eligible members of the chartered local clubs.

Section II. There shall be one charter issued per school. A charter shall be issued to any club which has met the requirements as set forth by North Dakota SkillsUSA.

Section III. All members of a chartered post-secondary club must belong to the State Association and the national organization.

Section IV. Each local chartered club and the State Association shall be open for membership for all students regardless of race, color, national origin, sex or handicapping condition.

Section V. Classes of membership, which will be recognized by the North Dakota SkillsUSA, are:

Active Membership – Students enrolled in post-secondary vocational-technical courses offered in trade, industrial, technical,

and health occupation education meeting the requirements of the State Plan for Vocational Education.

Associate Membership – Cooperative employers, and/or training station sponsors, advisory council members and lay persons associated with and contributing to the improvement and development of the organization and vocational trade, industrial, technical and health occupations education. They are not eligible to hold office or vote.

Professional Membership – Persons associated with or participating in the professional development of SkillsUSA as approved by the State Association. Such members shall include Chapter Advisors, Teacher-Educators and Supervisors. Professional members will pay dues as established by SkillsUSA, but members will not be eligible to serve as a National Voting Delegate, hold National Office or otherwise represent the State Association.

Honorary Life Membership – Individuals who have made significant contributions to the development of SkillsUSA and vocational trade, industrial, technical and health occupations education whose membership has been approved by the State Executive Council upon the recommendation of a local chapter or the State Executive Council. Such membership shall not require payment of state dues. National dues shall be paid by the North Dakota State Association.

Alumni Membership – Former active members who are no longer enrolled in programs of trade, industrial, technical, health and personal and public services. Alumni members will have all rights and privileges of active membership, except the rights to vote, to hold elective offices in the Post-secondary Division, and to participate in SkillsUSA contests. Alumni members will pay dues as established by State and National SkillsUSA.

Section VI.

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

ARTICLE VI– Student Officers

Section I.

The student officers of the North Dakota SkillsUSA shall be the president, vice-president, secretary, treasurer, reporter, parliamentarian, and historian.

Section II.

All state offices shall be elected annually by receiving a majority of the number of votes cast by the voting delegates at the State Skills and Leadership Conference Delegate Assembly. This

meeting shall be designated the official annual meeting of North Dakota SkillsUSA.

Section III. Terms of state office will begin upon election, and the officers will serve until their successor has been chosen and installed.

Section IV. In case of a vacancy in the office of the state president, the state vice-president shall succeed him/her. Filling the position of the state vice-president will be an individual from the club of the vacating president. This individual will be nominated by the advisor of the club and approved by the state SkillsUSA advisor. If there is a vacancy in one of the other state officer positions, the first runner-up candidate from the previous year's election will be asked to fill the position. If the first runner-up is not available, the state SkillsUSA advisor will appoint said officer.

Section V. Any officer who cannot discharge the duties of office or brings discredit upon the association is subject to removal by agreement between the state SkillsUSA advisor and the elected state officers.

ARTICLE VII – Qualifications of Officers

Section I. All candidates desiring to run for election as a state officer must submit to the voting delegates prior to the State Skills and Leadership Conference a resume, a written statement of service to North Dakota SkillsUSA, and the nominating signature of the local club advisor. All candidates desiring to run for election as a state officer must attend the State Skills and Leadership Conference and prepare an oral presentation.

Section II. In the event that an office has no candidates at the start of the State Skills and Leadership Conference Assembly, nominations may be made from the floor.

Section III. All candidates for state office must be active members of the North Dakota SkillsUSA.

Section IV. Candidates shall be enrolled as a full-time student in a preparatory vocational or technical program.

Section V. State officers shall keep an orderly, up-to-date file on the information concerning their respective office. These files at the close of each state conference shall be turned over to the North Dakota State SkillsUSA advisor.

Section VI. The duties of the student officers shall be the same as those designated by the National Leadership Handbook, and/or duties assigned by the State SkillsUSA advisor.

ARTICLE VIII – Headquarters

Section I. Headquarters of North Dakota SkillsUSA shall be the State Capitol, 15th Floor, Bismarck, North Dakota 58505.

Section II. The state SkillsUSA advisor shall maintain all files and records of North Dakota SkillsUSA and handle inquiries relative to the work and methods of North Dakota SkillsUSA.

ARTICLE IX – Meeting

Section I. North Dakota SkillsUSA will hold an annual business meeting at the annual State Skills and Leadership Conference.

Section II. Other business meetings will be held as deemed necessary by the president of North Dakota Skills USA and the state SkillsUSA advisor.

ARTICLE X – Voting Delegates

Section I. The SkillsUSA members shall exercise their franchise through voting delegates at State and National meetings.

Section II. Each local chartered club may be allowed a maximum of ten voting delegates for all delegate sessions, no more.

Section III. All voting delegates must be active members.

ARTICLE XI – Emblem, Color and Motto

Section I. The emblem of the North Dakota SkillsUSA and its colors shall be the same as those adopted by National SkillsUSA.

Section II. The motto of the North Dakota SkillsUSA shall be "Preparing for Leadership in the World of Work."

ARTICLE XII – Finances

Section I. State and National dues shall be payable on or before November 15. Such dues are established in the by-laws.

Section II. Dues or any contribution shall be paid to the State SkillsUSA Manager, acting as Executive Treasurer. The Executive Treasurer's duties shall be:

1. To receive all dues from the local Chapters of the State Association.
2. To forward all national dues received to National SkillsUSA.

3. To receive all contributions from donating individuals, businesses, organizations, or foundations.
4. To pay, or have paid all bills incurred by the State Association.
5. To keep the financial records of the Association.
6. To submit a financial report on the condition of North Dakota SkillsUSA at regular intervals to the local chapters.
7. To have a recognized bookkeeping system set up and have the accounts kept in order. Once a year an audit shall be made by persons qualified to perform this service.

ARTICLE XIII – Blazers

Section I. Postsecondary state officers' official SkillsUSA blazers will be purchased by the state association. At the end of the officer's term he/she will have first opportunity to purchase the blazer at half of the original cost. If the state officer wishes not to purchase the blazer, the represented school will have second option to buy the blazer at the said price. If the represented school chooses not to buy the blazer it will be returned to the state headquarters.

ARTICLE XIV – Amendments

Section I. Proposed amendments to the State Constitution must be submitted in writing 30 working days before the annual State SkillsUSA Conference to the state post-secondary president and the state advisor. A copy of the proposed amendment must be included in the registration packet for the annual State Skills and Leadership Conference.

ARTICLE XV – Officer Voting Procedure

Section I. A slate of officers will be voted into an undesignated office by the Post-Secondary Voting Delegates at the official business meeting during the State Skills and Leadership Conference.

Section II. A Leadership Workshop will be conducted to determine the office of each officer-elect following the annual Business Meeting, with the Post-Secondary State advisor providing oversight. The North Dakota SkillsUSA Board will be informed for the support of the process.

BY-LAWS

Article I. By-laws may be amended by a simple majority of the voting delegates present at the business meeting.

Article II. Annual State dues shall be set by the delegates. The State and National dues will be collected by the National Association.

Article III. No rules, regulations, or by-laws shall be adopted which are contrary to this constitution.

Article IV. Duties and responsibilities of the state SkillsUSA advisor:

- A. Administer and control all finances of North Dakota SkillsUSA;
- B. Provide for the publications and awards program of North Dakota SkillsUSA;
- C. Recommend to the delegate assembly, through the Student Executive Committee, all policies, procedures, and regulations for carrying on the affairs of North Dakota SkillsUSA and pass upon decisions made by these bodies.

Article V. Disciplinary authority. State advisor and local advisors at a statewide or national function shall be authorized to determine whether there has been a violation of the Code of Conduct by any member, and if so, to determine what disciplinary action is to be taken. Disciplinary action shall include, but not be limited to, the authority to send members home at their own expense.

Article VI. The board of electors shall consist of three elected board members and one appointed by the staff of North Dakota Career and Technical Education. Three members shall be elected for a three-year term by state and local advisors at an annual meeting or regular meeting of the association. The terms of the directors at the first election shall be elected for staggered terms so that the term of one director shall expire each year thereafter. The state SkillsUSA advisor shall be the fourth member of the Board of Directors, and shall be a member of the staff of the State Board of Career and Technical Education. In case of a vacancy on the Board, the remaining directors may elect to continue with three members on the Board, or they may appoint a director to fill the vacancy and the remaining term of the director that has been replaced.

Article VII. All candidates desiring to run for election as a state officer must attend the State Skills and Leadership Conference and prepare an oral presentation.