

Secondary Constitution

of the
North Dakota Association
of
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 I. The organization shall be incorporated under the “Not for Profit” laws of the State of North Dakota.

Article III - Purpose

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 chapters.
- 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 industry a sincere interest in trade, 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.** North Dakota SkillsUSA is a student organization in the State of North Dakota operating in accordance with a charter granted by 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 chapters by the State Advisor of North Dakota SkillsUSA.

Article V - Membership

- Section I.** Membership in North Dakota SkillsUSA shall consist of the total eligible members of the chartered local chapters.
- Section II.** There shall be one charter issued per school. A charter shall be issued to any chapter which has met the requirements set forth by North Dakota SkillsUSA.
- Section III.** All members of a chartered secondary chapter must belong to the State Association and the National Organization.
- Section IV.** Each local chartered chapter 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 North Dakota SkillsUSA are:

Active Membership

Active membership shall include all students enrolled in vocational, trade and industrial, health, personal and public services, technical preparatory, and industrial cooperative programs offered in a secondary school and meeting the requirements of the State Plan for Vocational Education. Active members will pay dues as established by State and National SkillsUSA.

Professional Membership

Professional membership shall include persons associated or participating in the professional development of SkillsUSA as approved by the State Association. Such members shall include club advisors, teacher-educators, and supervisors. Professional members will pay dues as established by State and National SkillsUSA but will be ineligible to serve as a national voting delegate, hold national office, or otherwise represent North Dakota SkillsUSA.

Associate Membership

Associate membership shall be open to cooperative employers, and/or training station sponsors, advisory council members and lay persons associated with the improvement and development of SkillsUSA in the vocational areas of trade and industrial, health, personal and public services. Associate members will pay dues established by State and National SkillsUSA. Such members shall not have voting privileges, or hold an elected office in the high school division.

Alumni Membership

Alumni membership shall include active members who are no longer enrolled in programs of trade, industrial, technical, health and public service. Alumni members will have all the rights and privileges of an active membership, except the right to vote, to hold an elected office in the high school division, and to participate in SkillsUSA contests. Alumni will pay dues as established by State and National SkillsUSA.

Honorary Life Membership

An Honorary life membership will be available to those individuals who have made significant contributions to the development of SkillsUSA and vocational trade industrial occupations. An Honorary Life Membership must be approved by the Executive Council upon the recommendation of the State Association. Such membership shall not require payment of dues. Such members shall not have voting privileges or hold an elected office in the high school division.

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

Article VI - State Officers

Section I. The student officers of North Dakota SkillsUSA will be the President, Vice -President, Secretary, Treasurer, Reporter, Parliamentarian, and Historian.

Section II. Terms of state office will begin upon election, and the officers will serve until their successor has been chosen and installed or until the end of their service year. A service year begins and ends with the North Dakota SkillsUSA Championships.

Section III. In the event the elected State President vacates his/her office, the State Vice-President shall succeed him/her. In the event the elected State Vice-

President vacates his/her office, the office will be filled by an election from within the current State SkillsUSA Officer Board. This individual must be approved by the state SkillsUSA advisor. In the event any of the other officers vacate their elected office, the first runner-up candidate from the most recent statewide election will be asked to fill the position. If the first runner-up is not available, the State SkillsUSA advisor will appoint said officer. If a Post-Secondary officer is placed in the vacant office, he/she shall not have voting privileges.

Section IV. Any officer who cannot discharge the duties of his/her office or brings discredit upon the association is subject to removal by agreement between the State SkillsUSA advisor and the respective local chapter advisor. At the request of said officer, a hearing shall be made available.

Article VII - Qualifications of Officers.

Section I. All candidates desiring to run for election to a state office must submit to the State SkillsUSA Advisor prior to the SkillsUSA Championships an official Application for State Office with the appropriate required signatures.

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

Section III. All candidates for state office must have at least one full school year remaining in a secondary vocational education program and further will agree to enroll and attend an approved trade and industry or health program during their tenure.

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

Section V. The duties of the student officers shall be the same as those designated by the North Dakota Officers Handbook, National leadership Handbook, and/or duties assigned by the State SkillsUSA advisor.

Article VIII- Voting Delegates

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

Section II. Each local chartered chapter shall elect delegates who will be considered voting delegates at the North Dakota SkillsUSA Championships. The number of delegates shall be **TWO** from each local chartered club holding

an active charter. Current State Officers are not allowed to vote unless they are representing their chapter as a voting delegate.

Section III. All voting delegates shall be active SkillsUSA members. All voting delegates shall have paid local, State and National dues and shall have received approval from their local chapter advisor prior to the North Dakota SkillsUSA Championships.

Article IX-Headquarters.

Section I. Headquarters of North Dakota SkillsUSA shall be the State Capitol, 15th floor, Bismarck, North Dakota 58505-0610.

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 X- Meetings

Section I. North Dakota SkillsUSA will hold an annual business meeting at the annual North Dakota SkillsUSA Championships.

Section II. Other Business meetings will be held as deemed necessary by the President of North Dakota SkillsUSA and the State SkillsUSA Advisor.

Section III. All official SkillsUSA meetings will be run under the guidelines of Robert's Rules of Order.

Section IV It is strongly advised that all newly elected State Officers commit to attending the State Officer Training Conference during the summer following the North Dakota SkillsUSA Championships.

Article XI - Audit

Section I. The accounts of North Dakota shall be audited annually by an auditing committee. At the completion of the audit, a copy of the audit will be provided to the State Treasurer.

Article XII - Emblem, Color and Motto

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

Section II. The Motto of North Dakota SkillsUSA shall be "Preparing for Leadership in the world of work".

Article XIII - Amendments

Section I. Proposed amendments to the state constitution must be submitted in writing to the State SkillsUSA Advisor 60 calendar days prior to the SkillsUSA Championships. Copies of the proposed amendments must be distributed to the State Officers, Voting Delegates, and chapter Advisors by the State Advisor. These copies must be postmarked no later than 15 calendar days prior to the North Dakota SkillsUSA Championships.

Section II. Proposed amendments to the constitution acted upon and passed by the delegate assembly during the current school year of the SkillsUSA Championships will go in effect for the following full school year. However, if such amendment will effect preliminary work by a SkillsUSA member prior to the above mentioned conference this amendment would not go into effect the following full school year but would go into effect the second full school year.

Article XIV - Voting Process

Section I. There shall be at least TWO Voting Delegate Sessions, both of which will be open to all SkillsUSA members. A list of all delegates shall be compiled by the State SkillsUSA Advisor and provided to the State Secretary at the beginning of the first Delegate Session. All delegates will be seated separately from the rest of the assembly at each session. A roll call of Voting Delegates shall be taken by the current Secretary and placed in the official minutes.

Section II. The first Voting Delegate Session will be held directly following the opening session of the North Dakota SkillsUSA Championships. The purpose of this session is to orient the Voting Delegates and State Officers to their duties, responsibilities, and the election process/procedure. The State SkillsUSA advisor will be responsible for this orientation. The State President will introduce the State Officer candidates and explain proposed amendment changes and their implications.

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

A Leadership Workshop will be conducted to determine the office of each officer-elect following the annual Business Meeting, with the 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 State 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 Voting Delegate Assembly through the Student Executive Committee, all policies, procedures, and regulations for carrying on the affairs of North Dakota SkillsUSA.
- 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 the expense of their parents or legal guardian.
- Article VI.** The Board of Directors shall consist of five members with a self-established constitution. A copy of the constitution is available upon request from the State SkillsUSA Advisor.
- Article VII.** All North Dakota Secondary SkillsUSA officers must meet North Dakota High School Activities Association rules of eligibility to be an active officer.
- Article VIII.** All proposed amendments to the constitution must include a Disclaimer Statement, which names the individuals and/or chapter(s) requesting the changes. In addition, a Statement of Rationale (reason and clear explanation of the proposed change(s)) must also be included.