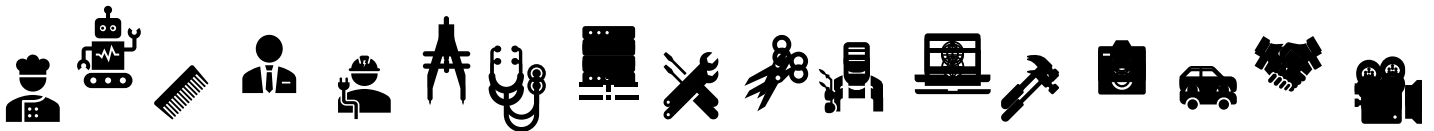


SkillsUSA Texas

New Chapter Guide

2021 - 2022

“United As One”



Forming a SkillsUSA Chapter



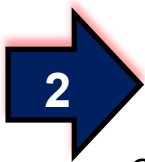
School Campus WITHOUT a SkillsUSA National Charter

(If you are unsure call 800-444-2297 to verify) **These schools will need to complete both steps.**

Campus is new to SkillsUSA, does not have SkillsUSA Texas chapters or a SkillsUSA National Charter:

Documents needed:

- **Application for Chapter Charter (included in this document)**
 - **Local Bylaws (template follows)**
1. Complete the Application for Chapter Charter. (ONE per SCHOOL) Must have 10 joined members for the local chapter/school.
 2. Complete the Bylaws for the local chapter/charter. (ONE per SCHOOL) Be sure to complete the blanks in template and customize for your school.
 - a. Students should be part of this process and a vote should be taken to accept this document. Minutes should be taken during your first meeting to establish the SkillsUSA chapter at your school and to adopt the Bylaws. Be sure to save your meeting minutes and all documentation in a safe place.
 3. Send the application for charter as one PDF and the bylaws as one PDF: email to amy@skillsusatx.org or fax to 903-887-7981.
 - a. These documents will be on file at the state office. These may be needed when schools are audited.



School Campus WITH a SkillsUSA National Charter, adding a SkillsUSA Texas Chapter

Campus now has a SkillsUSA National Charter, advisors of a CTE program that has never had a SkillsUSA Texas chapter should complete the following: :

Documents needed:

- **Petition for Texas Chapter (template follows)**
1. Add your training program to the national database at www.skillsusa-register.org or edit the program with the same name if the advisor has left.
 2. Enter and submit your student membership.
 - a. Log into www.skillsusa-register.org and go to Membership.

- b. Under your school and your training program enter yourself as a professional member (one advisor per Texas Chapter must join) and enter your students.
 - i. Make sure this information is complete and accurate as it will be linked to documents throughout the year for event registrations. Membership must be joined before we are able to process your Petition for Texas Chapter.
 - ii. You can leave your members “unjoined” until you are ready for an invoice. Be aware of deadlines and requirements for competition and your school policies about requesting an invoice. The system will indicate the joined date when you have completed the registration process to the right of each member.
 - c. When you click “**join now**” you will receive an invoice that starts with “**M**” to pay *annual* membership fees to: SkillsUSA, 14001 SkillsUSA Way, Leesburg, VA 20176
 - i. Event registration invoices (due per event) will start with an “S” and are due to the State office. “S” invoice payments cannot be combined with “M” invoices. Texas state office cannot except payment for “M” invoices.
 - ii. Make sure the billing information for your school is accurate.
 - iii. Once membership is joined the invoice cannot be changed.
 - d. Do not send the state office your joined membership, we will verify online. Email amy@skillsusatx.org when you have joined your chapter members. If all the paperwork is in order you will be assigned a new chapter number that will also be added to the national data base.
4. Complete Petition for Texas Chapter. (Must have 7 members per chapter). Be sure to complete the blanks in template and customize for your school.
 3. Send completed petition/application for Texas chapter as one PDF: email to amy@skillsusatx.org or fax to 903-887-7981.

Perhaps your school has once been affiliated with SkillsUSA Texas and has a charter and possibly a Texas chapter, but has been inactive or you’ve lost the information, contact the state office and let us check it out for you. We may be able to help you reinstate an inactive chapter with minimal paperwork. As per our SkillsUSA Texas Constitution, Texas chapter numbers **may not** be moved or follow an advisor to a new campus. Chapter numbers may be transferred to a different advisor at the same campus or to a different program. SkillsUSA National Charter numbers will remain with the campus. There is no charge to start a chapter. Please contact us if your campus changed names or locations, or you have moved to a different school.

Questions or Need Help? Call: 903-887-4013 extension 6

Know the lingo!

SkillsUSA Local Chapter: The national organization, SkillsUSA, considers the Local Chapter the entire school campus. A campus charter requires 10 joined members. Once a Chapter Charter has been assigned to the campus, you will find your national ID number on the registration site: www.skillsusa-register.org

SkillsUSA Texas Chapter Number: The Texas association uses SkillsUSA Texas Chapters for bookkeeping purposes. Each CTE program may apply for individual SkillsUSA Texas Chapters or the entire school may be assigned one SkillsUSA Texas Chapter for the entire school. This all depends on your preferences. Your school business office may prefer one Texas Chapter Number for the campus (all sections/programs) or a Texas Chapter Number for each program. It's all about the budget and how your school wants to handle payments for CTSO events.

Local Chapter Bylaws: The Bylaws are for the SkillsUSA National Local Chapter (Charter). This documents covers all sections/programs on the campus. A new set of Bylaw's in **not** required for each Texas Chapter on your campus.

Petition for Texas Chapter: Each section/program at a campus with an active SkillsUSA charter can request a SkillsUSA Texas Chapter. You must have a minimum of 7 joined members to start a new Texas Chapter requires a completed petition/application for a Texas Chapter.

SkillsUSA Texas District Number: There is a map by county located on our website to verify which SkillsUSA Texas district your chapter or school is located. More detail can be found in Texas Regulations also on our website: www.skillsusatx.org. This is not the same as your ESC district number.

TEA approved CTE programs: the most current list can be found here: <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/approved-cte-programs-of-study>



APPLICATION FOR CHAPTER CHARTER*

The _____ Chapter hereby applies for Charter
(School Name-as appears with TEA)
by the SkillsUSA Texas Secondary Association of SkillsUSA, Inc. We certify that students supporting this Charter are enrolled in bona-fide technical, skilled and service occupations education classes, which may include health occupations, meeting the requirements of the State Plan for Career and Technical Education. It is requested that a Certificate of Charter evidencing affiliation be issued to the above-named school. As required by SkillsUSA, we hereby submit a copy of our bylaws.

_____ Chapter Advisor (name printed)	_____ School Administrator (name printed)
_____ Advisor Signature	_____ Administrator Signature
_____ School Name	_____ School Address
_____ City State ZIP	_____ Date Submitted
_____ Advisor Email Address (print clearly)	_____ Advisor phone
_____ School District Name	_____ School County

INSTRUCTIONS:
Send one copy of this application (saved as pdf) along with one copy of your charter bylaws (saved as single pdf) to: amy@skillsusatx.org or fax 903-887-7981

* Submission of this application represents an official request by the local Board of Education for educational services to be provided by the State Board of Career and Technical Education in cooperation with SkillsUSA Inc.

FOR STATE USE ONLY

District Number: _____

RECEIVED: _____

APPROVED: _____
State Association Director or Corporate Member, SkillsUSA Inc.

DATE: _____

SkillsUSA Local Chapter Bylaws

Bylaws of the _____ SkillsUSA TEXAS Association.
(School Name-as appears with TEA)

Article 1—Name

The official name of this organization shall be “_____ SkillsUSA Chapter.”
(School Name-as appears with TEA)

Article II—Purposes

The Purposes of this organization are:

- To assist local SkillsUSA members in their growth and development
- To unite in a common bond without regard to race, sex, religion, creed or national origin full- time students enrolled in classes with vocational trade and industrial, technical and health occupations education objectives
- To develop leadership abilities through participation in educational, vocational, civic, recreational and social activities
- To foster a deep respect for the dignity of work
- To assist students in establishing realistic vocational goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in all phases of occupational endeavor including trade ethics, workmanship, scholarship and safety
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process
- To foster a wholesome understanding of the functions of labor and management organizations, and a recognition of their mutual interdependence
- To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade, industrial, technical and health occupations education
- To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy
- To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation

Article III—Organization

Section 1. The _____ (School Name-as appears with TEA) SkillsUSA Chapter shall be affiliated with the Texas Association of SkillsUSA. The chapter shall operate in accordance with its charter granted by the Texas association.

Choose Only One of the Section 2’s : (depending on your organization structure delete those that do not apply)

Section 2. The _____ (School Name-as appears with TEA) local chapter shall be organized into occupational sections or programs known as the SkillsUSA Texas Chapter. Each section shall complete the Petition for Texas Chapter and submit it to the state office. The section or program is defined as 7 or more members in a single career and technology education class; whose teacher or appointee serves as the section advisor; having an elected set of section officers; and having planned a calendar of activities for the Texas Chapter. (multiple Texas chapters under one school charter)

OR

Section 2. The _____ local chapter will operate as one unit or Texas Chapter. This local chapter shall complete the Petition for Texas chapter and submit it to the state office. The Texas chapter is defined as 10 or more student members and at least one advisor having an elected set of officers and having planned a local chapter calendar of activities. (one Texas chapter for the school charter)

Section 3. Section and chapter activities shall be coordinated by appropriate executive councils.

Section 4. A section advisory council composed of community leaders from education, management and labor shall be appointed by the appropriate school administrator upon recommendation of the section executive council. The advisory council shall provide counsel, advice, and assistance to the section in carrying out section's functions. Equal representation shall be given management and labor. The advisory council shall assist in the administration of the Professional Development Program.

Section 5. All section advisors shall be members of a Section Advisor's Committee. They shall meet periodically to discuss SkillsUSA as it relates to the instructional program. Their advice and counsel shall be transmitted to the section executive council(s) through the section advisor.

Article IV—Membership

Section 1. Membership in the chapter shall be open to students enrolled in secondary Career and Technical Education courses or in a coherent sequence of courses to a CTE program in _____ (School Name)

Section 2. Chapter membership shall be open to all students regardless of race, sex, religion, creed, national origin or disabilities, as defined by the Americans with Disabilities Act.

Section 3. State and national membership shall be permitted only through the chapter, and all members of the local chapter must be members of the state and national organization.

Section 4. Classes of membership that will be recognized are:

- A. **Active Membership**—Students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry and is earning credit toward a high school diploma/certificate or its equivalent.
- B. **Alumni Membership**—Former active members who are no longer enrolled in vocational-technical 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 national voting delegates, hold national office or otherwise represent the State Active Association membership in SkillsUSA. Charters may be issued for local and state alumni associations. The Board of Directors approves appointments to the National Alumni Coordinating Committee, which oversees contributions to the SkillsUSA National Alumni Fund, a fund that supports a variety of worthwhile projects for active SkillsUSA members.
- C. **Professional Membership (High School only)**—Persons associated with or participating in the professional development of SkillsUSA as approved by a state association. Such members shall include chapter advisors, teacher educators and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as national voting delegates, hold national office or otherwise represent the state association in SkillsUSA.
- D. **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 chapter executive council upon the recommendation of the chapter. The chapter shall provide membership services.

Section 5. A membership year shall be from September 1 through August 31.

Article V—Executive Councils

Section 1. There shall be an executive council for each local chapter (the entire school) consisting of president, vice president, secretary, treasurer, parliamentarian, and the president of each organized section.

Section 2. There shall be an executive council for each organized section with no less than three officers deemed appropriate by section members.

Section 3. The chapter and section officers of (school) SkillsUSA shall be nominated and elected by ballot at the first regular business session or chapter meeting of each school year. A majority vote of the active members shall be necessary to elect an officer.

Section 4. The presidents and vice presidents of the sections and the chapter advisor shall be the chapter executive council and shall coordinate overall chapter activities. They shall elect their own officers.

Article VI— Chapter Meetings

Section 1. Regular section meetings shall be held during the school year.

Section 2. Several section and chapter meetings shall be held during the school year.

Section 3. The appropriate executive council shall meet in advance of every section or chapter meeting.

Section 4. Parliamentary procedure of all meetings will be governed by Robert’s Rules of Order, Newly Revised.

Article VII—Finances

Section 1. The chapter will be responsible for collecting and paying state and national SkillsUSA dues, according to the number of individual members claimed in each membership classification.

Section 2. The chapter advisor and the section advisor shall be responsible for the finances and will upon request furnish an annual audit to the state SkillsUSA director and the membership.

Article VIII—Voting

Section 1. SkillsUSA members shall exercise their franchise through voting delegates at district and state conferences. Each organized local chapter (school) shall elect one delegate and one alternate to the SkillsUSA Texas House of Delegates and an additional voting delegate for each ten or any fraction thereof, members who have paid their state and national dues.

Section 2. Each active member in good standing shall have the right to cast his or her vote concerning all section and chapter business and election of officers.

Article IX — Logo, emblem and colors

The logo, ceremonial emblem and colors of SkillsUSA shall be that of the national organization. The wearing or use of the logo, emblem and colors will be governed by the national organization.

Article X—Amendments

The chapter bylaws shall be amended as follows:

- A. All proposed amendments to these bylaws shall be submitted in writing to the local chapter’s (school) Executive Council.
- B. If the Executive Council passes the proposed amendment or an amended form of the proposed amendment by a majority vote, and the membership votes by two-thirds majority for the amendment, it shall be effective.

Article XI—Rules, regulations and bylaws

Section 1. Such rules, regulations and bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.

Section 2. No rules, regulations or bylaws shall be adopted that are contrary to these Bylaws.

Submitted by (print): _____ Date: _____ to amy@skillsusatx.org or fax 903-887-7981

SkillsUSA Petition for a Texas Chapter



_____ (Submission Date)

We the undersigned members of the _____, a Career & TEA recognized program or section Technical Education (CTE) Program, at _____ legal name of school

in the _____ school district, in the city of _____ found in

the Texas county of _____, do hereby petition to be issue a SkillsUSA Texas Association Secondary Division, Inc. State Chapter Number. We understand SkillsUSA Texas chapter numbers will be issued to CTE programs approved for participation by SkillsUSA Texas. Active membership is offered to students currently enrolled and for those that have previously been enrolled in an approved CTE program offered by a secondary school. We are returning this petition after our membership roster has been submitted on-line to the national office at www.skillsusa-register.org. We ask that a SkillsUSA Texas Chapter Number be assigned and its active paid members duly noted as SkillsUSA members.

Please Print Names

Signatures

President		
Vice President		
Secretary		
Treasurer		
Reporter		
Parliamentarian		
Optional Officer		
Advisor		
Administrator		
School Name		
School Address		
City/State/Zip		School Phone:
Advisor Email:		Advisor Phone:
Complete and send as PDF via email to: amy@skillsusatx.org Additional information may be found at www.skillsusatx.org , click on "New Chapter" button.		SkillsUSA, Texas Association P O Box 173847 Arlington, TX 76003 Questions call: 903-887-4013 x 6
SkillsUSA Texas District Number:		National Charter Number: