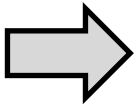


New Chapter Guide 2023



Forming a SkillsUSA Charter/Chapter

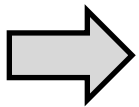


School Campus WITHOUT a SkillsUSA National Charter

(If you are unsure call 800-444-2297. If you log in to www.skillsusa-register.org and don't see your school listed you will need to request the school be added through that site, you do NOT have a national charter)

Your school campus is new to SkillsUSA, has not been active in a few years, does not have any active Texas chapters, your campus has changed names or locations or does not have a SkillsUSA National Charter, complete the following:

- **Application for Chapter Charter (template follows)**
 - **Local Bylaws (template follows)**
 - **Petition for Texas Chapter (template follows)**
1. Complete the Application for Chapter Charter. (ONE per SCHOOL, not per chapter) Must have a minimum of 7 joined members for the entire campus, local chapter/school.
 2. Complete the Bylaws for the local chapter/charter. (ONE per SCHOOL, not per chapter) Be sure to complete the blanks in template and customize for your school. If you do not have at least 7 members in one program you can start a mixed training chapter to include all programs to get started.
 - 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 and by laws as one PDF: email to stephanie@skillsusatx.org
 - a. These documents will be on file at the state office. These may be needed when schools are audited. When this paperwork has been filed, you will receive email confirmation you are ready to proceed to next step.
 4. **After** students and advisor are entered as members in new chapter, complete the Chapter Petition. See next section for details. Email completed petition to stephanie@skillsusatx.org



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

(If you are unsure if your program already has a chapter call 903-887-4013 x 2)

Your school campus has an active SkillsUSA National Charter. Advisors of CTE programs that do not have a SkillsUSA Texas chapter or a new advisor for existing chapter should complete the following:

- **Petition for Texas Chapter (template follows)**
1. Log into www.skillsusa-register.org and go to Membership. Add your training program or edit the existing program if you are taking over for advisor no longer with program.
 2. Under your school/training program enter and submit students and at least one advisor as professional member. (one advisor minimum per Texas Chapter, one chapter per advisor)
 - a. Make sure this information is complete and accurate. It is linked throughout the year for event registrations. Home address, cell numbers and valid emails should be used.

- b. Members can enter and leave “unjoined” until you are ready for an invoice. Be aware of deadlines/requirements for competition and your school policies about requesting a PO/invoice/payment. The system will indicate joined date to the right of each member.
- c. When you click “**join now**” you will receive an invoice starting with “**M**” to pay *annual* national membership fees: SkillsUSA, 14001 SkillsUSA Way, Leesburg, VA 20176
 - i. Event registration invoices (due per event) will start with an “**S**” and are due to the Texas State office. “**S**” invoice payments cannot be combined with “**M**” invoices.
 - ii. Make sure the billing information for your school is accurate. The billing contact should be the person on your campus responsible for processing payments.
 - iii. Once membership is joined the invoice cannot be changed and the fees are due.
3. Complete Petition for Texas Chapter showing your officer slate. (Must have 7 members per chapter if more than one chapter per school, 10 members if only 1 chapter for school).
4. Email completed petition/application for Texas chapter as PDF: to stephanie@skillsusatx.org
 - a. When paperwork is complete a new chapter number is assigned. A welcome letter will be sent with your chapter number, as reflected in national database.

Your school may have been affiliated with SkillsUSA Texas and has a charter and possibly a Texas chapter, but has been inactive or you’ve lost the information. Call us at 903-887-4013 x 2 and let us check. 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.

Know the lingo! Questions or Need Help? Call: 903-887-4013 extension 2

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: Texas uses Texas Chapters for bookkeeping purposes. Each CTE program may apply for individual Texas Chapters or the entire school may be assigned one Texas Chapter. Your school business office may prefer one number for the campus (all sections/programs) or a Chapter Number for each program. Chapter numbers are also used to determine competitor limits for district and state.

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

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>

Date Submitted: _____

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	_____ SkillsUSA Texas District Number
_____ Advisor Email Address (print clearly)	_____ Advisor cell phone
_____ School District Name	_____ State County for School campus
_____ By Laws submitted for campus	_____ Old Campus Name if New Name

INSTRUCTIONS

One file of charter and one of by laws are for the campus not per chapter.

Send one copy of this completed application along with one copy of your charter bylaws for your campus (saved as single pdf) to: stephanie@skillsusatx.org

* 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.

SkillsUSA Local Charter 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 _____ (School Name-as appears with TEA) 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 7 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 name): _____ Date: _____ to stephanie@skillsusatx.org

Petition for a Texas Chapter



Submission Date: _____ SkillsUSA Texas District Number _____

We the undersigned members of the (CTE cluster/program) _____, a Career & Technical Education Program, at (legal school name) _____ 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

Please Print Names		Signatures
President		
Vice President		
Secretary		
Treasurer		
Reporter		
Parliamentarian		
Historian		
Chapter Advisor		
Administrator		
School Name		
School Address		
City/State/Zip		School Phone:
Advisor Email:		Advisor Phone:

INSTRUCTIONS

Must have Charter and By Laws for campus on file with state office prior to submission of chapter application. Membership also must be submitted before chapter number assigned. Complete and send as PDF via email to: stephanie@skillsusatx.org
 Additional information may be found at www.skillsusatx.org. Under Membership Heading.
 SkillsUSA, Texas Association
 P.O. Box 65087, Lubbock, Texas 79464
Questions call: 903-887-4013 x 2