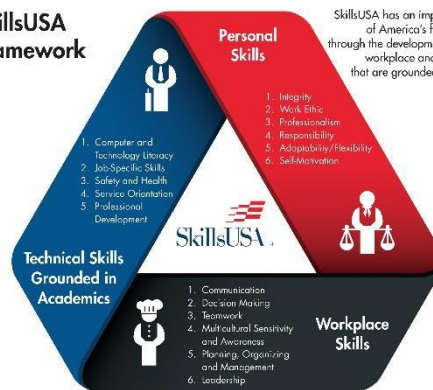


SkillsUSA Texas 2023 - 2024 Texas Regulations

Revised November 2023



SkillsUSA Framework



SkillsUSA has an impact on the lives of America's future workforce through the development of personal, workplace and technical skills that are grounded in academics.

TABLE OF CONTENTS

PREFACE	3
PURPOSE	3
MISSION STATEMENT	3
COMPLIANCE STATEMENT	3
STATE STAFF.....	3
MEMBERSHIP ELIGIBILITY.....	4
THE SKILLSUSA PLEDGE.....	5
SKILLSUSA CHAMPIONSHIPS AND CONFERENCE THEME	6
SKILLSUSA TEXAS CHAPTER STRUCTURE.....	7
SKILLSUSA TEXAS DISTRICT MAP	8
SKILLSUSA TEXAS STATE OFFICERS	9
STATE OFFICER SCREENING PROCESS	10
SKILLSUSA TEXAS BOARD OF DIRECTORS 2023 - 2024	11
SKILLSUSA TEXAS STATE ADVISORY COMMITTEE	11
SKILLSUSA TEXAS OFFICER ADVISORY COMMITTEE.....	11
SKILLSUSA TEXAS DISTRICT COORDINATORS.....	12
SKILLSUSA TEXAS TEACHER ADVISORY COMMITTEE.....	12
APPENDIX A.....	14
ELIMINATION OF CONTESTS	14
NEW COMPETITIONS.....	14
APPLICATION FOR DEMONSTRATION (NEW) CONTEST	15
PROCEDURE FOR FILING A GRIEVANCE/RESOLUTION	16
FORMING A SKILLSUSA CHARTER/CHAPTER	4
APPLICATION FOR CHAPTER CHARTER*	6
SKILLSUSA LOCAL CHARTER BYLAWS.....	7
PETITION FOR A TEXAS CHAPTER	10
TEXAS REGULATIONS UPDATES AND CHANGES SINCE OCTOBER 2020.....	12

GENERAL STATE REGULATIONS

JOB EXHIBIT NOTEBOOKS

SKILLSUSA TEXAS COMPETITIONS

TECHNICAL INFORMATION STATE CONTESTS

PREFACE

These Texas Regulations are updated each Fall. This along with the [National Technical Standards and the Leadership Handbook](#) gives you a complete set of SkillsUSA National and Texas contests and guidelines. It will be made available online at www.skillsusatx.org each year after revisions have been made. If the occasion should arise that any changes should be made throughout the year you will be notified through the SkillsUSA Texas updates sent out monthly during the school year. Any rule changes in the national contest guidelines are found on [the national web page here](#). The SkillsUSA Texas Regulations are updated under the direction of the SkillsUSA Texas Board of Directors, the SkillsUSA Texas executive director, the SkillsUSA Texas District Directors, and the SkillsUSA Texas Teachers Advisory Committee. Any recommendations should be directed to your representative from your region or your district.

PURPOSE

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. We help each student excel.

Our purpose is to promote leadership and trade excellence in a competitive situation and give SkillsUSA Texas student members and opportunity to demonstrate the basic skills of their field. State competitions determine the eligibility of a student to compete at the national level of SkillsUSA.

MISSION STATEMENT

The mission of SkillsUSA Texas is to provide opportunities for its members to become successful and productive community members, employees and leaders.

Accomplished through a structured program of leadership training activities, communication and business partnerships.

COMPLIANCE STATEMENT

SkillsUSA Texas shall comply fully with the nondiscrimination provisions of all federal and state laws, rules, and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, gender, disability, age, or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration). The SkillsUSA Texas Association, High School/Secondary Division, Inc. is an Equal Employment Opportunity/Affirmative Action employer.

STATE STAFF



Executive Director
Crystal Latham Alford
crystal@skillsusatx.org
903-887-4013x1



Executive Assistant
Stephanie Evans
stephanie@skillsusatx.org
903-887-4013x2



Director of Operations
Amy Baxmann
amy@skillsusatx.org
903-887-4013x3



Regional Manager I
Eddy Parker
eddy@skillsusatx.org
903-887-4013x5



Regional Manager II
Darlene Mills
darlene@skillsusatx.org
903-887-4013x4

MEMBERSHIP ELIGIBILITY

Membership eligibility may be found in the SkillsUSA Texas Constitution. This document may be found on the SkillsUSA Texas web site. Go to www.skillsusatx.org then documents.

Active Member

A local chapter will accept for membership of any student currently enrolled or previously enrolled or in a pathway to a Career and Technical Education (CTE) course. All active secondary members have full voting privileges and the right to hold elective local and district chapter offices and to participate in district, state and national SkillsUSA contests and events as specified by contest rules. Secondary members in High School hold the privilege of running and holding state or national office.

Texas' 16 career clusters are based on those developed by the US Department of Education. With the endorsement of the Texas Education Agency, and as a nationally recognized CTSO SkillsUSA Texas serves the clusters listed below.



Agriculture,
Food &
Natural
Resources



Health Science



Law,
Public Safety,
Corrections
& Security



Architecture &
Construction



Hospitality
& Tourism



Manufacturing



Arts, A/V
Technology &
Communications



Transportation,
Distribution
& Logistics



Science,
Technology,
Engineering &
Mathematics



Marketing



Human
Services



Information
Technology



Education &
Training

THE SKILLSUSA PLEDGE

Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

To base my expectations of reward upon the solid foundation of service.

To honor and respect my vocation in such a way as to bring repute to myself.

And further, to spare no effort in upholding the ideals of SkillsUSA.

Meaning of the pledge

Upon my honor, I pledge: This is a very strong statement. It means you are committed to follow through on your promise.

To prepare myself: Preparation requires self-control. It means effort without immediate reward but with the knowledge that the effort will pay off when the preparation is completed.

By diligent study: Diligence implies something far beyond a quick review of assignments. Diligence means perseverance, concentration and not always taking the easy route.

And ardent practice: A person of character makes every effort in spite of setbacks or personal loss.

To become a worker: SkillsUSA members take pride in making things happen, in being good workers and in their employers.

Whose services: Doing things for others is the basis of many occupations. SkillsUSA members strive to be active in their schools and communities.

Will be recognized as honorable: The result of preparation, study, practice, work and service is the respect and honor given SkillsUSA members.

To base my expectations of reward upon the solid foundation of service: This statement reinforces the attitude that we must first serve in order to gain. This attitude is important to success.

To respect my vocation: SkillsUSA members recognize the need to find their vocation and strive to understand its traditions, skills, leaders and potential.

To bring repute to myself: SkillsUSA members strive to have a good reputation among their peers, fellow workers, teachers, parents and employers.

To spare no effort in upholding these ideals: This means service to the community, school and SkillsUSA chapter getting things done and becoming a leader, all with the ideals of SkillsUSA in mind.

The opening ceremony, purposes, motto and creed for all SkillsUSA chapters may be found in the Leadership Handbook, which may be purchased from the national office.

<https://www.skillsusastore.net/leadership-personal-growth.html>

SKILLSUSA CHAMPIONSHIPS AND CONFERENCE THEME

The SkillsUSA competition theme for the 2023 - 2024 year is:

SkillsUSA: No Limits

The SkillsUSA competition theme is used throughout the year as the topic to be addressed by contestants in the following competitions at local, state and national levels.

- Chapter Display
- Prepared Speech
- Promotional Bulletin Board



Within this topic, contestants might illustrate or discuss any of the following:

1. The membership theme "SkillsUSA: No Limits" implies that members have both the tools and the confidence to take on further education or employment in their career field. Name three ways that SkillsUSA has prepared you with the tools to enter the workforce?
2. How is the SkillsUSA Framework of developing Personal Skills, Workplace Skills and Technical Skills Grounded in Academics central to the idea of being ready for employment?
3. The theme "No Limits" is inclusive of all SkillsUSA members and their collective preparedness and confidence in their skills and abilities. How has your SkillsUSA chapter worked together to ensure that all chapter members are career-ready?
4. If asked to create a member recruitment campaign around the theme "No Limits", what would be your key points?
5. How has learning and practicing the SkillsUSA Framework Essential Elements given you confidence in your skill set? Name two Essential Elements that you have practiced during your SkillsUSA membership that are mastered now.
6. What activities or learning within your career and technical education program have prepared you to contribute to the workforce, implementing the concepts and the positive confidence exemplified in the theme "SkillsUSA: No Limits"?
7. What does the theme "SkillsUSA" No Limits" mean to you?

SKILLSUSA TEXAS CHAPTER STRUCTURE

National Charters

Will be issued to a school, or Local Chapter, by the SkillsUSA Texas Executive Director upon receipt of:

- a properly executed Petition for National Chapter (Appendix A)
- no less than 7 members and one advisor on the registration page
- bylaws that will serve for all sections, programs, in the school. See Appendix A for template.

SkillsUSA Texas High School Chapter

May be organized by a class or program/section (or combination of two or more classes or sections operated within the same school designated as a Career and Technical Course by the Texas Education Agency). Texas Chapter Numbers will be issued to a class, program or section by the SkillsUSA Texas State Office upon receipt of:

- Evidence of being a chartered member of the national organization of SkillsUSA with By-Laws for the school campus;
- A properly executed Petition for Texas Chapter
- A chapter roster of no less than 7 student members and one advisor; and
- Evidence of payment of State and National SkillsUSA dues for all members listed on the roster.

Texas Chapters are issued numerically in the order in which the Petition for Texas Chapter document is received by the State Office. The Texas Chapter number originally issued to a dormant or nonexistent local chapter shall not be reissued to any other campus but may be reassigned to another section at the same school.

SkillsUSA Texas Middle School Chapter

May be organized by school in a program designated in a pathway to CTE. Texas Chapter Numbers will be issued school by the SkillsUSA Texas State Office upon receipt of:

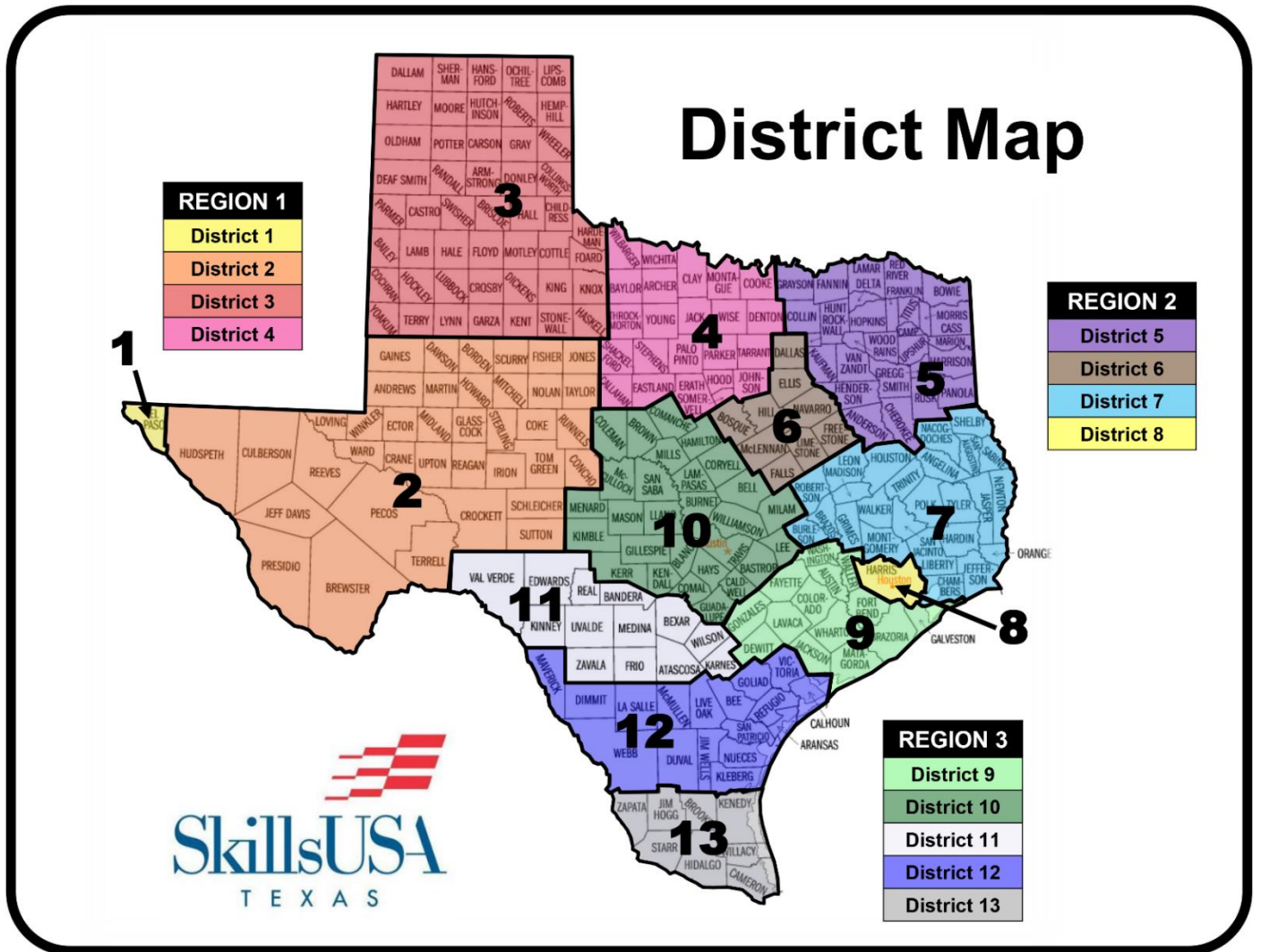
- Evidence of being a chartered member of the national organization of SkillsUSA with By-Laws for the school campus;
- A properly executed Petition for Texas Chapter
- A chapter roster of no less than 7 student members and one advisor; and
- Evidence of payment of State and National SkillsUSA dues for all members listed on the roster.

Texas Chapters are issued numerically in the order in which the Petition for Texas Chapter document is received by the State Office. The Texas Chapter number originally issued to a dormant or nonexistent local chapter shall not be reissued to any other campus but may be reassigned to another section at the same school.

Further details and the forms required for Charter and Chapter are included in Appendix A of this document.

SKILLSUSA TEXAS DISTRICT MAP

SkillsUSA Texas has 3 Regions divided into 13 districts. Each district has a director and teacher advisor. Each region has two representatives elected to serve on the Board of Directors.



SKILLSUSA TEXAS STATE OFFICERS

President

Jana Kawasmi

jana@skillsusatx.org



Grand Prairie Collegiate Institute
Grand Prairie, TX
Advisor: Rodney Kasper
rodney.kasper@gpisd.org

Vice President

Audrie Sargent

audrie@skillsusatx.org

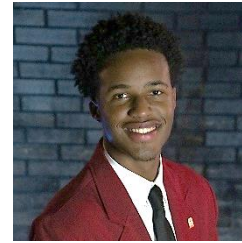


Sherman High School
Sherman, TX
Advisor: Debra Elk
delk@shermanisd.net

Secretary

Braylen Perkins

braylen@skillsusatx.org



Miller Career and Tech Center
Katy, TX
Advisor: Dallas Bergstrom
dallasbergstrom@katyisd.org

Treasurer

Melissa Alfaro-Zeledon

melissa@skillsusatx.org



Dubiski Career Center
Grand Prairie, TX 75052
Advisor: D'artagan Harris
Dartagnan.harris@gpisd.org

Reporter

Siri Paruchuri

siri@skillsusatx.org



College Station High School
College Station, TX
Advisor: Kimberly Munoz
kmunoz@csisd.org

Parliamentarian

Gavin Treadway

gavin@skillsusatx.org



Iowa Park High School
Iowa Park, TX
Advisor: Derick Simpson
dsimpson@ipcisd.net

Historian

Gustavo Flores

gustavo@skillsusatx.org



Cleveland High School
Cleveland, TX
Advisor: Andi Pope
apope@clevelandisd.org

STATE OFFICER SCREENING PROCESS

State and national officer candidate forms may be found on the SkillsUSA Texas web site www.skillsustx.org. Incomplete applications will not be accepted. All pages should be scanned or saved as a PDF file and submitted in one document. Only a complete document in one file will be accepted. Candidates will complete the forms online, print and then scan and then upload or email their application as a single PDF document to destination indicated on the application. Candidates will be asked to complete the officer screening test online.

The top 30 students after the officer screening test will take part in a virtual interview. (Students should be familiar with the virtual conference app determined to be used during the 2022 conference.) Students should have a computer, tablet or phone to conduct the interview. Students will be notified of the scheduled interview times.

Written test – 20% - A written exam will be administered as scheduled by the state office. This exam will include knowledge from Career Essentials – Foundations Level 1, SkillsUSA Framework and information found in the SkillsUSA Membership Handbook and the SkillsUSA Texas web page. **(Results Narrows to top thirty)**

Oral interview – 30% - There will be three to five questions asked of each candidate. The same questions will be asked of each candidate. These questions will cover the qualifications for becoming a State Officer as listed in the By Laws, Article XI; Section A and the SkillsUSA Leadership Handbook. Tips: Questions may include specific SkillsUSA Texas knowledge or situational questions about state officer roles and responsibilities. **(Results Narrows to top 15)**

House of delegate vote – 30% – There will be a two-minute **campaign speech** (no props allowed) and problematic question. General topic will be given to top 15. Tip: In your answer state the obvious, what it means to you, and what it means to the organization. House of Delegates will be in person at state contest in Corpus Christi.

Executive Director – 10 % Observation (Social Behavior, interaction between candidates and students, interactions between advisors, business and industry and SkillsUSA Texas board of directors and staff.

Written Application 10 % – Student’s ability to prepare written documents, (spelling, grammar, vocabulary) and meet deadlines judged by the executive director or designee.

Basic steps to election process are:

- Appoint an interview committee to screen candidates and prepare a slate for delegate voting.
- Establish the day and time for candidates to present their speeches and answer the questions posed by the interview committee.
- Conduct a meet the candidate day. Each candidate will provide an introduction, present their speech and respond to interview questions.
- Slate is presented to delegates for final vote. An electronic voting app will be determined and distributed to all paid SkillsUSA Texas members.

Election date will be determined by the Executive Director.

SKILLSUSA TEXAS BOARD OF DIRECTORS 2023 - 2024

Professional Members

Elected by professional membership

REGION 1 (DISTRICT 1-4)

Victor Ramirez – 2021-2024

Center for Career and Technology- District 1
El Paso, Texas 79930

varamir1@episd.org

Nathan VanRyn 2023-2026, Treasurer

Cleburne High School – District 4

Cleburne, TX

nvanryn@c-isd.com

REGION 2 (DISTRICT 5-8)

David Lanman, 2022-2024, Co-Chair

Wylie East High School-District 5

Wylie, TX 75098

david.lanman@wylieisd.net

Rebecca Jan Holland, 2022-2025, Secretary

Nacogdoches High School-District 7

Nacogdoches, TX 75961

r_holland@nacisd.org

REGION 3 (DISTRICTS 9-13)

Danna Farmer, 2023-2026

Hamilton ISD, District 10

Hamilton, Texas

dfarmer@hamiltonisd.org

Caroline Hinojosa, 2022-2025

Edinburg ISD, District 13

Edinburg, TX 78539

ca.hinojosa@ecisd.us

Industrial Board Members

Recommended by the SkillsUSA State Advisory Committee

Crystal Smith, 2022-2025

Associated Builders Contractors Central Texas
Austin, TX 78758

csmith@abccentraltexas.org

Aaron Paul, 2023-2026

Advanced Technologies Consultants

Dallas, TX

apaul@atctrain.com

Eduardo Sanchez, 2022-2025, Chair

Bracewell LLP

Dallas, TX

sanchezjr.eduardo@gmail.com

Regina Lopez Montague, 2023-2026

Morton Buildings

Houston, TX

regina.lopez-montague@mortonbuildings.com

Ex-officio Members

Crystal Latham Alford ED SkillsUSA Texas

Lubbock, TX

crystal@skillsusatx.org

Diane Ferguson TIVA Executive Director

Austin, TX 78714

www.tiva.org

Lacy Freeman–TEA

Austin, Texas

lacy.freeman@tea.texas.gov

Board elections for regional term limits are held at State Contest.

SKILLSUSA TEXAS STATE ADVISORY COMMITTEE

Appointed Nov 2023

SKILLSUSA TEXAS OFFICER ADVISORY COMMITTEE

SkillsUSA Texas Alumni Representative

Appointed Nov 2023

SKILLSUSA TEXAS DISTRICT COORDINATORS

District 1
Amy Baxmann
El Paso, TX
district1@skillsusatx.org

District 2
Raymond Bannert
San Angelo, Texas
district2@skillsusatx.org

District 3
Brandon Grace
Lubbock, TX
district3@skillsusatx.org

District 4
Derick Simpson
Iowa Park, TX
district4@skillsusatx.org

District 5
Emily Downing
Wylie, TX
district5@skillsusatx.org

District 6
Sheila Hyde
Richardson, TX
district6@skillsusatx.org

District 7
Andi Pope
Cleveland, TX
district7@skillsusatx.org

District 8
Darlene Mills
Houston, TX
district8@skillsusatx.org

District 9
Theresa Reyna
Webster, TX
district9@skillsusatx.org

District 10
Eddy Parker
Comanche, TX
district10@skillsusatx.org

District 11
Tamara Ford
San Antonio, TX
district11@skillsusatx.org

District 12
Eddy Parker
Corpus Christi, TX
district12@skillsusatx.org

District 13
**Irma Bazan &
Paul Hernandez**
Edinburg, TX
district13@skillsusatx.org

SKILLSUSA TEXAS TEACHER ADVISORY COMMITTEE

District 1
Israel Cortez
Socorro High School
iramir13@sisd.net

District 2
Roger Hall
LIFT
roger.hall@abileneisd.org

District 3
Elizabeth Sewell
Advanced Technology Center
Brandon.grace@lubbockisd.org

District 4
Shawndelle Harrington
Gorman ISD
sharrington@gormanisd.net

District 5
Sarah Mateo

District 6
Haley Patton
Dubiski High School
haley.patton@gpsid.org

District 7
Joel Casiday-Chair
Coldspring-Oakhurst High School
jcasiday@cocisd.org

District 8
Dallas Berstrom
Miller Career and Tech Center
DallasLBergstrom@katyisd.org

District 9
Al Taglivore
Friendswood High School
atag@fisd12.net

District 10
LaMisha Stinson
KISD Career Center
lamisha.stinson@killeenisd.org

District 11
Juan M. Morales
Sidney Lanier High School
jmorales3@saisd.net

District 12
Iris Simmons
Harold T. Branch Academy
Iris.simmons@ccisd.us

District 13
Omar Duran
La Feria High School
omar.duran@laferiaisd.org

Plano West High School
sarah.mateo@psd.edu

GENERAL STATE REGULATIONS

JOB EXHIBIT NOTEBOOKS

SKILLSUSA TEXAS COMPETITIONS

TECHNICAL INFORMATION STATE CONTEST

Appendix A

ELIMINATION OF CONTESTS

There must be at least 5 contestants/teams from 2 districts in each official contest for the contest to be held. (Exceptions are Chapter Display, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and health occupations contests.) In the event that fewer than 5 contestants participate for two years, the contest may be discontinued pending a decision by the SkillsUSA Texas board of directors.

New Competitions

There are many requests for the establishment of new contests in the SkillsUSA Texas Championships program. The SkillsUSA Texas Program Committee will apply the following principles as a test of need:

1. Application submitted between June 1 –August 1 of that year to be considered for the following State Conference. example: July 1, 2014, would be for 2015 State Conference; Sept. 13, 2014, would fall to 2016 State Conference.
2. All applications submitted within the enrollment period will be reviewed and placed before the Programs Committee at their Fall meeting for recommendations to the Board of Director.
3. The Board of Directors would then accept, decline or recommend revisions to the contest.
4. The executive director would then notify the district directors and post the new competition in the revised Texas Regulations.

Some of the criteria to consider:

- Are there a significant number of members in SkillsUSA Texas and/or SkillsUSA who want to compete in the contest?
- Are there jobs in the occupation and an industry that is significant?
- Special attention should be given to areas of new and changing technology as driven by industry.
- Leadership contests will be added based upon solid proposals from the membership that indicate value to students in relationship to future employment.

The following areas will be considered before a new contest can be approved:

1. A minimum of 3 SkillsUSA Texas districts must commit to conducting the contest at the district level for a contest to be seriously considered.
2. A SkillsUSA Texas technical committee representing at least one companies or professional organization must be established to develop contest rules and establish the necessary support for personnel, contest equipment and prizes to introduce the contest. There will also be a need to establish financial support help cover the cost of the contest. The financial commitment will be handled dependent upon the type of contest, i.e., Leadership, Occupationally Related or Skilled and Technical Sciences and the potential number of consumables needed.
3. Preliminary contest rules will be printed and distributed to all district directors to invite each to conduct the contest and participate in the state demonstration.
4. New contests introduced at the state conference are given “demonstration” status. The contest is then reviewed to continue to qualify for a state competition.
5. Contest operation and participation regulations will be reviewed by the program committee to determine feasibility of official inclusion of the contest in the SkillsUSA Texas competitions.
6. Official inclusion of new SkillsUSA Championships contests will be approved by the SkillsUSA board of directors. Industries may conduct technology demonstrations to solicit support from the members for a demonstration contest the following year.

Application for Demonstration (New) Contest

1. **Proposed Name** of contest:
2. **Purpose** of the contest (50 words or less):
3. **Skills/competencies** to be tested by the contest (list 5 to 10):
4. What is the employment **market demand** for these skills?
5. What are the **titles** of the entry-level jobs appropriate to these skills?
6. What are the prospects for **industry growth** in demand for these skills?
7. What **academic skills** would be expected of competitors in this contest?
8. Is this an individual student ____ or a team ____ (check one) contest? If a team contest, how many students on a team? ____
9. Which occupational titles in SkillsUSA membership directly or closely relate to the competencies expected of competitors in this contest? (A list of "OE codes" from SkillsUSA is attached.)
10. What companies/organizations are **presently committed** to providing volunteers and equipment to conduct a demonstration contest at the national SkillsUSA Championships?
11. What companies/organizations should be approached in the near future to provide volunteers and/or contest equipment and/or place winner prizes for a demonstration contest at the national SkillsUSA Championships?
12. Where can SkillsUSA district directors procure volunteers/contest equipment/prizes for a **state-level contest**?
13. Assuming 13 contestants/teams, approximately how much **square footage** will be required to conduct the contest? _____
14. What are the likely utility **needs** (electrical/water) needs of this contest?
15. What contest equipment/tools will be provided (loaned or donated) by member companies serving on the contest's technical committee and by allied partners?
16. What equipment/tools will competitors be required to bring to the contest?
17. Which schools have expressed interest in this proposal?
18. What if any are the expected consumables needed for this contest? *
19. Are there any known costs for materials that the schools need to invest in?
20. If so what is the approximate cost?
21. A full recap in contest technical standard form and scoring rubric could be provided in submission.
22. Other appropriate information, if any:

Name of person completing form:

Title:

Organization:

Phone

Cell Phone

E-mail address

Send completed form to: contests@skillsusatx.org

[Due date to be considered for next contest season is May 1st. If approved by the Board of Directors a new contest would be a demo at district level only for the 1st year. If results are positive from district level, it can go before Board to become part of the regular schedule for state the following contest year.](#)

Procedure for Filing a Grievance/Resolution

1. Advisor completes written report **prior to completion of the competition.**
 - a) All grievance reports and suggestions for improvements properly filed will be reviewed by the SkillsUSA Texas Grievance Committee or assigned representatives.
 - b) In order to present to the SkillsUSA Texas Grievance Committee a petition for grievance, a teacher must complete and present to the Committee member a SkillsUSA Texas Suggestion and Resolution Report.
 - c) The advisor must submit on the form the rule from the National Technical Standard or the Texas Regulations that was not followed.
 - d) Submission of the Resolution Report will be made in a timely manner during specified times at the registration booth or designated appointee for off-site competitions.
2. Advisor completes report to be submitted to:
 - a) Grievance Committee
3. Grievance Member presents
 - a) to Committee
4. Grievance Committee evaluates and recommends action
 - a) Action will then be considered for improvement or resolution properly presented to the SkillsUSA Texas Grievance Committee. (See procedures for proposed SkillsUSA Changes or Resolutions)
 - b) Results of grievance or resolution will be posted at the registration booth or in tabulation.
5. Grievance Committee Member reports grievance or change to
 - a) Executive Director or State Conference Director
 - b) Technical Chair if appropriate
 - c) Upon evaluation of the grievance report, the SkillsUSA Texas Grievance Committee will notify the teacher filing the report of the actions taken.
6. Recommendations for changes are submitted to
 - a) SkillsUSA Texas Executive Director for changes approval/disapproval
7. If recommendations are approved, changes are
 - a) Implemented.
 - b) If disapproved, no action is taken.

RESOLUTION REPORT FORM - FRONT

SkillsUSA TEXAS SKILL & LEADERSHIP CHAMPIONSHIP

Time Submitted		Contest Location	
District Number		Chapter Number	
Name of Contest			
Contestant Name		Contestant/Team Number	
Person Filing Resolution		Cell Number:	

Please describe the incident in question and the **SkillsUSA Texas Skill Championship Regulation(s)** or the **SkillsUSA Standard** regulation(s) you feel were not followed. Please be specific. Give page and rule number.

Signature - Chapter Advisor

Suggestive Correction Action

Please give your suggestions for corrective action. Please be specific.

Signature - Chapter Advisor

School Name

Chapter Number

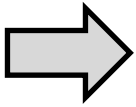
School Address

Advisors Cell Phone Number

Advisor's Email Address

New Chapter Guide 2023

FORMING A SKILLSUSA CHARTER/CHAPTER

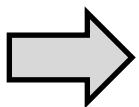


School Campus WITHOUT a SkillsUSA National Charter

(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 10 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 10 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 documents covers all sections/programs on the campus. A new set of Bylaw’s in **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/program 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

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
Questions call: 903-887-4013 x 2
 Additional information may be found at www.skillsusatx.org. Under Membership Heading.
 SkillsUSA, Texas Association
 P.O. Box 65087. Lubbock.Texas 79464

SkillsUSA Texas Travel Release with COVID – 19 Waiver

Please read ALL information on this form. If you understand and agree to the conditions, please fill out the form below and sign. Please type or print clearly.

Participants Full Name, First Middle and Last		
Participant's School Name and Address		
Age	Birthdate	SkillsUSA Texas Advisor
Participant's Home Address, City, State and Zip Code		
Student's Cell Phone Number		Student's Home Phone Number
Parent's Name		Parent's Cell Phone Number

COVID-19 Safety Liability Waiver

While participating in events for SkillsUSA Texas, I agree to adhere to the most current Centers for Disease Control (CDC) guidelines in order to reduce the risks of exposure to COVID-19. Because COVID-19 is contagious and is spread mainly from person-to-person contact, SkillsUSA Texas has put in place preventative measures to reduce the spread of COVID-19. However, SkillsUSA Texas cannot guarantee that its participants, volunteers, partners or others will not become infected with COVID-19. While participating in events held by SkillsUSA Texas, coordinated through SkillsUSA Texas or arranged by myself for the benefit of SkillsUSA, I certify that:

- I willingly and voluntarily engage in this SkillsUSA Texas activity.
- I release all liability and claims against SkillsUSA Texas and its partners or vendors to the fullest extent permissible by law including to damages or losses caused by the negligence, fault or conduct of any party that might arise from my participation in any SkillsUSA activity or event.
- I will not attend the event if in the 14 days prior to the event I have I experienced any symptoms associated with COVID-19 including fever, illness, cough or shortness of breath.
- I will not travel in the 14 days prior to a SkillsUSA event, internationally or to a community in the U.S. that has experienced or is experiencing sustaining community spread of COVID-19.
- I have not knowingly been exposed to a confirmed or suspected case of COVID-19.
- I have not been diagnosed with COVID-19 by any state or local public health authorities or by my local health care provider.
- I agree to self-monitor and contact SkillsUSA Texas if I experience symptoms of COVID-19 within 14 days of participating in any SkillsUSA-related event.
- I understand that participation in any in-person SkillsUSA Texas -related activity could present a risk to myself that includes possible exposure to infectious diseases, including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness does exist

I have read and understand this entire agreement, including all of the COVID-19 provisions, and I do hereby agree to abide by this agreement in its entirety and completely release SkillsUSA Inc. and SkillsUSA Texas Association, Secondary Division, Inc. from any liability.

Participants Signature	Date
Parent Signature	Date

Temperature upon arrival: _____

Texas Regulations Updates and Changes since October 2020

Changes since posted in October 2020

Date	Contest Effected	Change
9/28/2020	All	Virtual
10/22/2020	District Guidelines section 1i	Removed the word 02 in leadership competitions eligibility
10/22/2020	Criminal Justice Display Panel	Removed the following: "and is not entered in any other district or state level competition"
11/01/2020	All Contests and Job Exhibits	Changed Naming configuration
11/5/2020	Action Skills, Community Action Project, Building Maintenance, Employment Application	There is no written test for these competitions. At the District level, students will present via Zoom knowledge of the SkillsUSA Framework and the duties of one of the officers found in the handbook (student's choice). Question to be asked will be similar to: How has SkillsUSA helped prepare you for post-secondary life?
11/5/2020	All District Competitions	Updated list of competitions with testing sources and type of test. This will be updated often to complete.
11/5/2020	Technical Information testing	Removed TECLOSE and changed to TCOLE
11/17/2020	All Contests	Eligibility for competitions both state and district, substitution policy
11/17/2020	All Contests	Substitution Policies in the Guidelines for State and District
12/1/2020	District General Guidelines	Correct three categories for contests.
12/3/2020	Several Competitions, be sure to check your competition	Clothing Options
12/11/2020	Pin and T-shirt Design	Entry Deadline
7/6/2021	All Contests	Updates for in person contest
7/8/2021	New Chapter Charter outline	Updated
8/19/21	Photography, Culinary, Cosmo job exhibits	Guidelines rating sheets updated
8/19/21	Added 2 IT, 1 Health, 1 CJ, 1 Culinary JE	
8/19/21	Professional Development Test scores added	All TX only contests
8/30/21	Added more specific grading sheets and descriptions	Job Exhibits
8/31/21	Added COVID Release	
9/28/21	one team in each team contest-Page 18	this may be adjusted at district director's digressions.
9/30/21	Technical Information Testing	Added High School Only
10/19/2021	Felony Traffic Stop	Changed student eligibility
10/19/2021	Building Search	Student eligibility.

Revised 11/2023

10/25/2021	District Regulations Item 2b	Changed to match 1j
10/27/2021	District Regulations	Clarified ind/team by chapter
10/27/21	Theme utilization	Added for Nail Art, 3D nail and commercial baking
11/15/21	Video Production Job Exhibit	Time changed to max 3 min
11/15/21	Restaurant. Crime Scene and Salon Model Job Exhibits	Added 2 story option
1/12/22	Technical Drafting job exhibit	Updated description
7/21/22	Occupational QBs	Teams must participate or attempt to answer at least one question per round or receive a 50 point deduction per round
7/21/22	Prof Dev Test Clothing Penalty	Part of score not tie breaker-50 pts Uniform penalty 10pts
8/10/22	Commercial Baking Job Exhibit	Rubric Updates
8/24/22	Added Middle School Contests	T Shirt and American Spirit
2/8/23	Video Production & Photo Panel Job Exhibit	Updates on standards
9/11/23	Combined district and state general regulations Added Cluster categories Added Contests for MS and NLSC Added Landscape JE	
OCTOBER	Best of Show Updates Pending CERT Contest Updates Pending TI Testing Source Updates Pending TX Only Contest Rubrics for: ESports, Natural Hair Design and Weaving, Police Application, MS Promotional Poster, Tactical Response Team, and Wedding Cake Design	