



**SkillsUSA Texas Association  
Secondary Division, Inc.**

# **CONSTITUTION**

## Table of Contents

<b>ARTICLE I. NAME AND PURPOSES</b>	<b>4</b>
Section A – Official Name	4
Section B – Purposes	4
<b>ARTICLE II. ORGANIZATION</b>	<b>4-6</b>
Section A – Section or Local Chapter	4
Section B – District and/or Regional Chapter	5
Section C – State Chapter	5
Section D – National Association	6
<b>ARTICLE III. MEMBERSHIP</b>	<b>6-7</b>
Section A – Active Members	6
Section B – Alumni Members	6
Section C – Honorary Members	6
Section D – Professional Members	7
<b>ARTICLE IV. OFFICERS</b>	<b>7-8</b>
Section A – Section or Local Chapter	7
Section B – District and/or Regional Chapter	7
Section C – State Chapter	7
Section D – National Candidates	8
<b>ARTICLE V. MEETINGS</b>	<b>8-10</b>
Section A – Section or Local Meeting	8
Section B – District and/or Regional Meeting	8
Section C – State Meeting	9
Section D – National Meeting	9
Section E – State Board of Directors Meeting	10
<b>SkillsUSA Texas Association Secondary Division, Inc. Constitution</b>	
Amended: January 13, 2024	2

Section F – Committee Meeting	10
<b>ARTICLE VI. CHAPTER FINANCES</b>	<b>10</b>
Section A – State and National SkillsUSA Dues	10
Section B – SkillsUSA Texas Funds	10
<b>ARTICLE VII. DISSOLUTION</b>	<b>11</b>
Section A – Dissolution of Funds	11
<b>ARTICLE VIII. AMENDMENTS</b>	<b>11</b>
Section A – Amendments to the SkillsUSA Texas Constitution	11
<b>ARTICLE IX. PARLIAMENTARY PROCEDURE</b>	<b>11</b>

## **ARTICLE I. NAME AND PURPOSES**

### **Section A – Official Name**

The official name of the organization is SkillsUSA Texas Association Secondary Division, Inc., DBA SkillsUSA Texas, herein referred to as SkillsUSA Texas.

### **Section B – Purposes**

The purposes of this organization are as follows:

1. To unite in a common bond students in Career and Technical Education (CTE) programs in the various schools of Texas;
  2. To provide opportunities for student members to develop leadership abilities through participation in worthwhile educational, social, recreational, and career related activities;
  3. To develop through group action the ability of Chapter members to plan together, organize, and carry out worthy club activities and projects;
  4. To foster a deep respect for the dignity of work;
  5. To promote high standards of work skills, scholarship, trade ethics, and safety;
  6. To create among students, faculty members, patrons of the school, and persons in business and industry a sincere interest in and esteem for Career and Technical Education;
  7. To develop in the individual wholesome attitudes toward useful citizenship in school and community;
  8. To develop a knowledge of industrial organizations and the interdependence of workers.
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## **ARTICLE II. ORGANIZATION**

### **Section A – Section or Local Chapter**

1. A chapter of the SkillsUSA Texas may be organized by a class, or section (or combination of two or more classes or sections operated within the same school) which is approved to operate and is a designated Career and Technical Course by the Texas Education Agency.
2. National Charters will be issued to a school (Local Chapter) by the SkillsUSA Texas Executive Director upon receipt of:
  - a. a properly executed Petition for Charter;
  - b. A copy of the chapter roster of the members.
3. Texas Chapter Numbers will be issued to a class(es) or section(s) by the SkillsUSA Texas state office upon receipt of:
  - a. Evidence of being a chartered member of the national organization of SkillsUSA;
  - b. A properly executed Petition for Texas Chapter;
  - c. A chapter roster of the members(s); and
  - d. Evidence of payment of State and National SkillsUSA dues for all members listed on the roster.

4. In schools, school districts, or communities with more than one SkillsUSA chapter, a Local Executive Committee may be formed, ideally consisting of:
  - a. The advisors of each chapter;
  - b. The presidents of each chapter;
  - c. One faculty representative to be selected by the members;
  - d. Parent representatives; and
  - e. Industrial representative.

### **Section B – District and/or Regional Chapters**

1. There shall be a district and/or regional chapter of SkillsUSA Texas for each designated district.
2. The functions of SkillsUSA Texas district and/or regional chapters are as follows:
  - a. To assist in planning, organizing, and conducting district SkillsUSA meetings;
  - b. To assist in planning, organizing, and conducting chapter and member contests; and
  - c. To study and evaluate proposed amendments to the SkillsUSA Texas Constitution and Bylaws emanating from local chapters and to recommend action to the State Chapter.

### **Section C – State Chapter**

1. There shall be a State Chapter composed of the following members:
  - a. State President;
  - b. State Vice-President;
  - c. State Vice-Presidents (District Presidents);
  - d. State Secretary;
  - e. State Treasurer;
  - f. State Reporter;
  - g. State Historian;
  - h. State Parliamentarian;
  - i. A designee of the State Board of Directors;
  - j. Advisor to the State President;
  - k. Any current National SkillsUSA officers from Texas (ex-officio, non-voting); and
  - l. The SkillsUSA Texas Executive Director.
2. The functions of the State Chapter are:
  - a. To review proposed amendments to the Constitution and Bylaws;
  - b. To nominate national officer candidates;
  - c. To assist in election and installation of state officer slate;
  - d. To conduct the business of the organization at the annual House of Delegates Meeting;
  - e. To conduct general assemblies at the Annual State Leadership and Skill Championships;
  - f. To lead the Texas delegation at the SkillsUSA Championship; and
  - g. To provide leadership for the state organization through participation on a national, state, regional, district, and local level.
3. There shall be a state officer election committee composed of the following members:
  - a. State Chapter;

### **SkillsUSA Texas Association Secondary Division, Inc.**

#### **Constitution**

Amended: January 13, 2024

- b. SkillsUSA Texas Board member (as appointed by Board Chair);
  - c. The SkillsUSA Texas Executive Director shall designate one adult, with no conflict of interest, as an advisor to the committee; and
  - d. Chair of the SkillsUSA Texas Student Engagement Advisory Committee.
4. The function of the State Officer Election Committee is to conduct the election process at the annual state leadership and skills conference.

**Section D – National Association**

The official name of the national organization for Career and Technical Education for public school students is SkillsUSA Inc. As a state associate of the national association, SkillsUSA Texas Association Secondary Division, Inc. will comply with the SkillsUSA National Constitution.

**ARTICLE III. MEMBERSHIP**

**Section A – Active Members**

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, regional, and national SkillsUSA contests and events as specified by contest rules. Secondary members hold the privilege of running and holding state or national office.

**Section B – Alumni Members**

Former active members who have legitimately separated from the local schools, in good standing with their chapter, and who have paid their state and national membership dues may maintain their membership in SkillsUSA. Alumni members have all the rights and privileges of active members except the rights to vote, to hold elective office and to participate in district, regional, state, and national contests.

**Section C – Honorary Members**

1. **Student Associate Members** – Students enrolled in bona fide CTE programs who do not have opportunities to become members of a chapter organized within their own class may be elected to associate membership by a SkillsUSA chapter operating within the same school. In any chapter there shall not be more than one associate member for every two active members. Student Associate members have the same rights and privileges of club membership as active members.
2. **Industrial Associate Members** – Individuals, businesses, corporations, foundations, etc., may become Industrial Associate members through support of SkillsUSA Texas. Industrial Associate Members have all the rights and privileges of active members except the rights to vote, hold elective offices and to compete in district, regional, state, and national contests.

## **Section D – Professional Members**

Individuals of schools engaged in the fields of education, business, or industry interested in CTE and have paid their national membership dues may become professional members. Professional members have all the rights and privileges of active members except the rights to vote for and hold chapter membership elective offices, and to participate in district, regional, state, and national SkillsUSA contests.

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## **ARTICLE IV. OFFICERS**

### **Section A – Section or Local Chapter Officers**

1. Each Section or Local chapter shall have the following officers elected from the active membership:
  - a. President;
  - b. Vice President;
  - c. Secretary;
  - d. Treasurer;
  - e. Reporter;
  - f. Historian; and
  - g. Parliamentarian.

### **Section B – District and/or Regional Chapter Officers**

1. Each District and/or Regional chapter shall have the following officers elected from the active membership:
  - a. President;
  - b. Vice President;
  - c. Secretary;
  - d. Treasurer;
  - e. Reporter;
  - f. Historian; and
  - g. Parliamentarian.

### **Section C – State Chapter Officers**

1. Only high school members have the privilege to hold a secondary officer position at the state level.
2. SkillsUSA Texas shall have the following officers elected from the active membership:
  - a. President;
  - b. Vice President;
  - c. Secretary;
  - d. Treasurer;
  - e. Reporter;
  - f. Historian; and
  - g. Parliamentarian.

**SkillsUSA Texas Association Secondary Division, Inc.  
Constitution**

Amended: January 13, 2024

## **Section D – National Officer Candidates**

3. Candidate(s) for National Office:
  - a. Candidates for a National Office must have one or more years remaining in high school and must meet the national officer qualifications;
  - b. Candidates are selected by the State Officer Election Committee at the Annual SkillsUSA Texas meeting; and
  - c. Candidates for a National Office must be accompanied to the National Meeting by their Chapter Advisor if they are not an official voting delegate.

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## **ARTICLE V. MEETINGS**

### **Section A – Section or Local Meeting(s)**

1. A minimum of one regular meeting shall be held each six-week school period. The opening and closing ceremonies adopted by the State Chapter shall be used.
2. Other meetings may be called by the President at any time it is deemed advisable. These meetings may be outside the school day or during it, according to the opportunities provided by the local school for chapter meetings.
3. In general, the meetings shall be educational or recreational in nature, or both. Regular meetings should be educational but may be followed by social activities.
4. Guests, such as school officials, teachers, patrons of the school, employers, parents, and others interested in the development of leadership qualities in young people, shall be permitted to attend chapter meetings.

### **Section B – District and/or Regional Meeting(s)**

1. There shall be two regular SkillsUSA Texas District and/or Regional meetings each school year, which shall be known hereafter as Fall district meeting and Spring district meetings.
  - a. Fall district and/or Regional meeting may include:
  - b. Evaluating club activities of the preceding year;
  - c. Planning district activities for the ensuing school year; and
  - d. Providing educational, social, and recreational activities for member.
  - e. Spring district and/or Regional meeting includes:
  - f. Organization of the District Chapter into a working unit,
  - g. Conduct a House of Delegates for election of district officers, and
  - h. appointing working committees;
  - i. Conducting member and chapter contests; and
  - j. Providing educational, social, and recreational activities for members present.



2. Time of Meetings:
  - a. The Fall district and/or Regional meeting shall be held between the opening of school and December 1.
  - b. The Spring District and/or Regional meeting shall be held after January 1, and at least two weeks prior to the date of the Annual SkillsUSA Texas Leadership and Skills Contest.
3. A quorum is established when representation from at least six section or local chapters shall constitute a quorum at district and/or regional meetings.

### **Section C – State Meeting**

1. There shall be at least one regular SkillsUSA State Chapter meeting each school year, which shall be known hereafter as the SkillsUSA Texas House of Delegates Session. The SkillsUSA Texas House of Delegates, at the annual state meeting, is vested with the authority to:
  - a. Seat delegates;
  - b. Elect the slate of state officers (except the State Vice-Presidents); and
  - c. Amend the Constitution and Secondary Division Bylaws.
2. Time of Meetings:
  - a. Except in case of an extreme emergency declared by the SkillsUSA Texas Board of Directors a convention of the SkillsUSA Texas House of Delegates shall be held annually. The time and place of the convention shall be determined by the governing body Board of Directors but must be held at least 45 days prior to the National Convention.
3. A Quorum is established:
  - a. Of the State House of Delegates meeting when the official voting delegates, representing sections or local chapters, constitute a majority of those present;
  - b. Of the State Chapter by a majority of the members designated as State Chapter members.

### **Section D – National Meeting**

1. SkillsUSA Texas Association Secondary Division, Inc. will participate in the National meeting as set forth by National SkillsUSA.
2. Voting Delegates are determined by the number of members in the state and may consist of:
  - a. State Officers;
  - b. Immediate Past President;
  - c. Newly-Elected District Presidents (State Vice-Presidents);
  - d. District and/or Regional Officers; and
  - e. Others Selected from Participating Contests at the National Meeting by the SkillsUSA Texas Executive Director.
3. Unofficial Delegates: any member may attend the national meeting, but that member must register for the national meeting through the SkillsUSA Texas Executive Director.
4. Candidate(s) for National Office:

- a. Candidates for a National Office must have one or more years remaining in high school and must meet the national officer qualifications;
- b. Candidates are selected by the State Officer Election Committee at the Annual SkillsUSA Texas meeting; and
- c. Candidates for a National Office must be accompanied to the National Meeting by their Chapter Advisor if they are not an official voting delegate.

#### **Section E – State Board of Directors**

1. The State Board of Directors shall conduct meetings according to the SkillsUSA Texas Board of Directors Policy Manual. The State Board of Directors will organize and maintain a Board Policy Manual for the governance, business, and related activities of SkillsUSA Texas.
2. A quorum is established by a majority of the State Board of Directors.

#### **Section F – Committee Meetings**

1. Committees shall conduct meetings according to the SkillsUSA Texas Board of Directors Policy Manual.
2. A quorum is established by a majority of the respective committee members.

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### **ARTICLE VI. CHAPTER FINANCES**

#### **Section A – State and National SkillsUSA Dues**

1. Each section or local chapter shall pay state and national SkillsUSA dues for each member (except honorary) listed on the membership roster;
2. The amount of annual state membership dues shall be determined by the recommendation of the SkillsUSA Texas Board of Directors with the approval of a majority of the SkillsUSA Texas House of Delegates; and
3. The amount of annual National membership dues shall be determined by the National office.
4. The membership year of SkillsUSA Texas shall be from August 1 to July 31.

#### **Section B – SkillsUSA Texas Funds**

1. The SkillsUSA Texas Board of Directors with the SkillsUSA Texas Executive Director shall develop a proposed line-item yearly budget to be approved by majority vote of the SkillsUSA Texas Board of Directors.
2. A Certified Public Accountant (CPA) will also audit the financial records each year.

## ARTICLE VII. DISSOLUTION

### Section A – Dissolution of Funds

Upon the dissolution of SkillsUSA Texas, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, per the recommendation of the SkillsUSA Texas Board of Directors.

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## ARTICLE VIII. AMENDMENTS

### Section A – Amendments to the SkillsUSA Texas Constitution

Amendments to the SkillsUSA Texas Constitution shall be conducted according to either of the two procedures outlined below:

1. Amendments by House of Delegates (Procedure 1):
  - a. A proposed amendment begins at a SkillsUSA Texas District and/or Regional House of Delegates meeting and is then referred to the SkillsUSA Texas Board of Directors; then
  - b. With a two-thirds majority affirmative vote from the SkillsUSA Texas Board of Directors, the proposed amendment advances to the State Chapter at the Annual SkillsUSA Texas House of Delegates; and finally
  - c. The proposed amendment is adopted upon a two-thirds majority affirmative vote from the Annual SkillsUSA Texas House of Delegates.
2. Amendments by State Chapter (Procedure 2):
  - a. A proposed amendment may originate from the floor of the Annual SkillsUSA Texas House of Delegates Session; then
  - b. If approved by a two-thirds majority affirmative vote of the assembled delegates, the proposed amendment is referred to the SkillsUSA Texas Board of Directors and the State Chapter; and finally
  - c. The proposed amendment is adopted upon a two-thirds majority affirmative vote from the SkillsUSA Texas Board of Directors.

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## ARTICLE IX. PARLIAMENTARY PROCEDURE

In conducting meetings and making decisions, SkillsUSA Texas adheres to the principles of parliamentary procedure outlined in Robert's Rules of Order, Newly Revised.