

Secondary Constitution of the North Dakota Association of SkillsUSA North Dakota

Articles of Incorporation

Article I - Name

Section I. The official, legal name of this organization shall be the North Dakota Association of SkillsUSA, here after identified as “SkillsUSA North Dakota”

Article II - Agreement

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

Article III - Purpose

Section I. The purposes of the association are:

- A. To unite in a common bond without regard to race, sex, religion, creed, national origin disabilities, as defined by the Americans with Disabilities Act, full-time students enrolled in approved programs with vocational trade, industrial, technical and health occupations objectives.
- B. To establish and assist local chapters in growth and development of SkillsUSA North Dakota.
- C. To provide opportunities for recognition and prestige through an association and affiliated organizations.
- D. To develop leadership abilities through participation in educational, occupational, civic, recreational and social activities.
- E. To foster a deep respect for the dignity of work.
- F. To assist students in establishing realistic career goals.
- G. To help students attain a purposeful life.
- H. To create enthusiasm for learning.
- I. To promote high standards in trade, ethics, workmanship, scholarship, and safety.
- J. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process.
- K. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
- L. To create among students, faculty members, patrons of the schools, and persons in industry a sincere interest in and esteem for trade, industrial, technology and health occupations education.
- M. To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy.

Article IV - Organization

- Section I.** SkillsUSA North Dakota is a student organization in the State of North Dakota operating in accordance with a charter granted by SkillsUSA Inc.
- Section II.** The administration of SkillsUSA North Dakota shall be vested in the State Advisor and duly elected state officers.
- Section III.** Charters shall be issued to local chapters by the SkillsUSA North Dakota State Advisor.

Article V - Membership

- Section I.** Membership in SkillsUSA North Dakota shall consist of the total eligible members of the chartered local chapters.
- Section II.** There shall be a maximum of one charter issued per school. A charter shall be issued to any chapter which has met the requirements set forth by SkillsUSA North Dakota.
- Section III.** All members of a chartered secondary chapter must belong to the State Association and the National Organization.
- Section IV.** Each local chartered chapter and the State Association shall be open for membership for all students regardless of race, color, national origin, sex, or handicapping condition.
- Section V.** Classes of membership which will be recognized by SkillsUSA North Dakota are:

Active Membership

Active membership shall include students enrolled in a coherent series of courses or career major that prepares them for further education and/or employment related to trade, industrial, technology and health occupations and who are earning credit toward a high school diploma/certificate or equivalent. Active members will pay dues as established by SkillsUSA and SkillsUSA North Dakota.

Professional Membership

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

Alumni and Friends Membership

Alumni and Friends membership shall include past active and professional members who are no longer enrolled career and technical education and SkillsUSA supporters. Alumni and Friends members are not eligible to serve as national voting delegates, hold a national office or otherwise represent the state active association membership in SkillsUSA. Alumni will pay dues as established by SkillsUSA and SkillsUSA North Dakota.

Honorary Life Membership

An Honorary life membership will be available to those individuals who have made significant contributions to the development of SkillsUSA and trade, industrial,

technology and health occupations. An Honorary Life Membership must be approved by the Executive Council upon the recommendation of the State Association. Such membership shall not require payment of dues nor will honorary life members have voting privileges or hold an elected office in the high school division.

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

Article VI - State Officers

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

Section II. All State Offices shall be elected annually by receiving a majority of the number of votes cast by the voting delegates during the Annual Meeting at the State Leadership and Skills Conference. Terms of state office will begin upon installation and ends with the SkillsUSA North Dakota State Leadership and Skills Conference.

Section III. In the event the elected State President vacates his/her office, the State Vice President shall succeed him/her. In the event the elected State Vice President vacates his/her office, the office will be filled by an election from within the current SkillsUSA North Dakota State Officer Team. This individual must be approved by the SkillsUSA North Dakota State Advisor. In the event any of the other officers vacate their elected office, the State Officer Team, with the assistance of the SkillsUSA North Dakota State Advisor, may appoint another officer or the position may be left vacant.

Section IV. (Moved from Article VII Section V) The duties of the State Officers shall be the same as those designated by the, National Leadership Handbook, and/or duties assigned by the SkillsUSA State Advisor.

Section V. (Moved from Article VII Section IV) Each state officer shall keep an orderly, up-to-date file on the information concerning their respective office. These files, at the close of the SkillsUSA North Dakota State Leadership and Skills Conference shall be turned over to the SkillsUSA North Dakota State Advisor.

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

Section VII. Any officer that fails to attend the state officer training in June (without just cause as determined by the SkillsUSA North Dakota Executive Board) will forfeit their office.

Section VIII. All secondary SkillsUSA North Dakota State Officers must remain in active member status and be enrolled in a career-technical class until the completion of the term of office. If they do not meet this requirement mid-term, their position may be forfeited as decided by the SkillsUSA North Dakota State Advisor and remaining State Officer Team.

Article VII - Qualifications of Officers.

- Section I.** All candidates desiring to run for election to a state office must submit to the SkillsUSA State Advisor prior to the SkillsUSA State Leadership and Skills Conference an official Application for State Office with the appropriate required signatures.
- Section II.** All candidates for state office must be active members of SkillsUSA North Dakota.
- Section III.** All candidates for state office must have at least one full school year remaining in a secondary educational facility and agree to enroll and attend an approved trade, industry, technology or health program during the-following year.

Article VIII- Voting Delegates

- Section I.** The SkillsUSA North Dakota members shall exercise their rights through voting delegates at State and National meetings.
- Section II.** Each local chartered chapter shall have two voting delegates at the SkillsUSA North Dakota State Leadership and Skills Conference. Current State Officers are not allowed to vote.
- Section III.** All voting delegates shall be active SkillsUSA members that have received approval from their local chapter advisor prior to the SkillsUSA North Dakota State Leadership and Skills Conference.

Article IX-Headquarters.

- Section I.** Headquarters of SkillsUSA North Dakota shall be the State Capitol, 15th floor, Bismarck, North Dakota 58505-0610.
- Section II.** The ~~state~~ SkillsUSA State Advisor shall maintain all files and records of SkillsUSA North Dakota and handle inquiries relative to the work and methods of SkillsUSA North Dakota.

Article X- Meetings

- Section I.** SkillsUSA North Dakota will hold an annual business meeting at the annual SkillsUSA North Dakota Leadership and Skills Conference.
- Section II.** Other Business meetings will be held as deemed necessary by the President of SkillsUSA North Dakota and the SkillsUSA State Advisor, and SkillsUSA Executive Board.
- Section III.** All official SkillsUSA meetings will be run under the guidelines of Robert's Rules of Order.

Article XI - Audit

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

Article XII - Emblem, Color and Motto

- Section I.** The emblem of SkillsUSA North Dakota and its colors shall be the same as those adopted by SkillsUSA.
- Section II.** The Motto of SkillsUSA North Dakota shall be “Preparing for Leadership in the world of work”.

Article XIII - Amendments

- Section I.** Proposed amendments to the state constitution must be submitted in writing to the SkillsUSA State Advisor 60 calendar days prior to the SkillsUSA Leadership and Skills Conference. Copies of the proposed amendments must be distributed to the State Officers, Voting Delegates, and chapter Advisors by the State Advisor. These copies must be postmarked no later than 15 calendar days prior to the SkillsUSA North Dakota State Leadership and Skills Conference.
- Section II.** Proposed amendments to the constitution acted upon and passed by the majority vote of the delegate assembly during the current school year of the SkillsUSA State Leadership and Skills Conference will go in effect for the following full school year. However, if such amendment will effect preliminary work by a SkillsUSA member prior to the above mentioned conference this amendment would not go into effect the following full school year but would go into effect the second full school year.

Article XIV - Voting Process

- Section I.** There shall be at least TWO Voting Delegate Sessions, both of which will be open to all SkillsUSA members. A list of all delegates shall be compiled by the SkillsUSA State Advisor and provided to the State Secretary at the beginning of the first Delegate Session. All delegates will be seated separately from the rest of the assembly at each session. A roll call of Voting Delegates shall be taken by the current Secretary and placed in the official minutes.
- Section II.** The first Voting Delegate Session will be held directly following the opening session of the SkillsUSA North Dakota State Leadership and Skills Conference. The purpose of this session is to orient the Voting Delegates and State Officers to their duties, responsibilities, and the election process/procedure. The SkillsUSA State Officer Team will be responsible for this orientation. The State President will introduce the State Officer candidates and explain proposed amendment changes and their implications.

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

State Officer training will be conducted in June and will aid in the determination of the office of each officer-elect following the annual Business Meeting, with the Secondary State Advisor providing oversight. The SkillsUSA North Dakota Executive Board will be informed for the support of the process.

By-laws

Article I. By-laws may be amended by a simple majority of the voting delegates present at the business meeting.

Article II. Annual state dues shall be set by the delegates. The state association and national organization dues will be collected by the State Association.

Article III No rules, regulations, or by-laws shall be adopted which are contrary to this constitution.

Article IV. Duties and responsibilities of the SkillsUSA State Advisor:
A. Administer and control all finances of SkillsUSA North Dakota;
B. Provide for the publications and awards program of SkillsUSA North Dakota;
C. Recommend to the Voting Delegate Assembly through the State Officer Team, all policies, procedures, and regulations for carrying on the affairs of SkillsUSA North Dakota.

Article V. Disciplinary authority. The State Advisor, with the assistance of, local advisors at a statewide or national function shall be authorized to determine whether there has been a violation of the Code of Conduct by any member, and if so, to determine what disciplinary action is to be taken. Disciplinary action shall include, but not be limited to, the authority to send members home at the expense of their parents or legal guardian.

Article VI. The Executive Board shall consist of at least five members with a self-established constitution. A copy of the constitution is available upon request from the SkillsUSA State Advisor.

Article VII. All SkillsUSA North Dakota Secondary State Officers must meet North Dakota High School Activities Association rules of eligibility to be an active officer.

Article VIII. All proposed amendments to the constitution must include a Disclaimer Statement, which names the individuals and/or chapter(s) requesting the changes. In addition, a Statement of Rationale (reason and clear explanation of the proposed change(s)) must also be included.