

Postsecondary Constitution of the North Dakota Association of SkillsUSA North Dakota

Articles of Incorporation

Article I – Name

Section I. The official name of this organization shall be the North Dakota Association of College/Postsecondary SkillsUSA, identified as College/Postsecondary SkillsUSA North Dakota or SkillsUSA North Dakota.

Article II – Agreement

Section II. 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 this organization are:

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

- O. To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation.

Article IV – Organization

- Section I.** The SkillsUSA College/Postsecondary North Dakota is a post-secondary student organization of the State of North Dakota, operating in accordance with a charter granted by the SkillsUSA Inc.
- Section II.** The administration of SkillsUSA College/Postsecondary North Dakota shall be vested in the state advisor and duly elected state officers.
- Section III.** Charters shall be issued to local colleges by the SkillsUSA College/Postsecondary North Dakota State Advisor.
- Section IV.** A chapter is defined as a group of industrial, technical or health occupation students who have met the following requirements:
 - A. Paid SkillsUSA dues and submitted official rosters to the State Advisor.
 - B. Elected officers.
 - C. Has a designated advisor.
- Section V.** An Executive Board, composed of leaders from education, business, and labor unions shall be appointed by the administration to provide council, advice, and assistance to the State Association in carrying out its functions. Equal representation shall be given to management and labor.

Article V – Membership

- Section I.** Membership of the SkillsUSA College/Postsecondary 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 as set forth by SkillsUSA North Dakota.
- Section III.** All members of a chartered post-secondary club 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, sex, religion, creed, national origin, or disabilities, as defined by the Americans with Disabilities Act.
- Section V.** Classes of membership, which will be recognized by the SkillsUSA College/Postsecondary North Dakota, are:

Active Membership

Students enrolled in a coherent sequence of courses or career major that prepares the student and/or employment related to trade, industrial, technology and health occupations and is earning credit toward a diploma/certificate or its equivalent.

Professional Membership

Persons associated with 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 SkillsUSA, but members will not be eligible to serve as a national voting delegate, hold national office or otherwise represent the state association.

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 State Executive Board upon the recommendation of a local chapter or the State Executive Council. Such membership shall not require payment of dues.

Alumni and Friends Membership

Former active and professional members and SkillsUSA supporters. Alumni and Friends members will have all rights and privileges of active membership, are not eligible to serve as national voting delegates, hold a national office, or otherwise represent the state active association membership in SkillsUSA

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

Article VI – State Officers

Section I. The state officers of the SkillsUSA College/Postsecondary North Dakota shall be the president, vice-president, secretary, treasurer, reporter and 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 at the annual meeting during the SkillsUSA North Dakota State Leadership and Skills Conference.

Section III. Terms of state office will begin upon installation and ends the following year at the SkillsUSA North Dakota State Leadership and Skills Conference.

Section IV. 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 College/Postsecondary State Officer Team. 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. The individual must be approved by the SkillsUSA State Advisor.

Section V. Any officer who cannot perform the duties of office or brings discredit upon the association is subject to removal by agreement between the SkillsUSA College/Postsecondary North Dakota State Advisor and the elected state officers.

- Section VI.** 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 VII.** (Moved from Article VII Section V) State officers shall keep an orderly, up-to-date file on the information concerning their respective office. These files at the close of each state conference shall be turned over to the SkillsUSA College/Postsecondary North Dakota State Advisor.
- Section VIII.** (Moved from Article VII Section VI) 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 College/Postsecondary North Dakota State Advisor.

Article VII – Qualifications of Officers

- Section I.** All candidates desiring to run for election as a state officer must submit an application to the voting delegates prior to the State Officer elections during the annual meeting at the SkillsUSA North Dakota State Leadership and Skills Conference. All candidates desiring to run for election as a state officer must attend the State Leadership and Skills Conference and prepare an oral presentation.
- Section II.** In the event that there are no candidates at the start of the State Leadership and Skills Conference Assembly, nominations may be made from the floor.
- Section III.** All candidates for state office must be active members of the North Dakota SkillsUSA.
- Section IV.** Candidates shall be enrolled as a full-time student in a preparatory vocational or technical program and have one full year left in their program.

Article VIII – Headquarters

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

Article IX – Meeting

- Section I.** North Dakota SkillsUSA will hold an annual business meeting at the annual SkillsUSA North Dakota State Leadership and Skills Conference.

Section II. Other business meetings will be held as deemed necessary by the President of SkillsUSA College/Postsecondary North Dakota and the ~~state~~ SkillsUSA College/Postsecondary North Dakota State Advisor.

Section III. All official SkillsUSA College/Postsecondary North Dakota meetings will be run under the guidelines of Robert's Rules of Order.

Article X – Voting Delegates

Section I. The SkillsUSA College/Postsecondary North Dakota members shall exercise their franchise through voting delegates at state and national meetings.

Section II. Each local chartered club may be allowed a maximum of ten voting delegates for all delegate sessions, no more.

Section III. All voting delegates must be active members.

Article XI – Emblem, Color and Motto

Section I. The emblem of the SkillsUSA College/Postsecondary North Dakota and its colors shall be the same as those adopted by SkillsUSA.

Section II. The motto of the SkillsUSA College/Postsecondary North Dakota shall be "Preparing for Leadership in the World of Work."

Article XII – Finances

Section I. State and National dues shall be payable on or before November 15. Such dues are established in the by-laws.

Section II. Dues or any contribution shall be paid to the SkillsUSA College/Postsecondary North Dakota State Advisor, acting as Executive Treasurer. The Executive Treasurer's duties shall be:

- A. To receive all dues from the local chapters of the state association.
- B. To forward all national dues received to SkillsUSA.
- C. To receive all contributions from donating individuals, businesses, organizations, or foundations.
- D. To pay, or have paid all bills incurred by the State Association.
- E. To keep the financial records of the association.
- F. To submit a financial report on the condition of SkillsUSA College/Postsecondary North Dakota at regular intervals to the local chapters.
- G. To have a recognized bookkeeping system set up and have the accounts kept in order. Once a year an audit shall be made by persons qualified to perform this service.

Article XIII – Amendments

Section I. Proposed amendments to the State Constitution must be submitted in writing 60 days before the annual SkillsUSA North Dakota State Leadership and Skills Conference to the SkillsUSA College/Post-Secondary North Dakota State President and the SkillsUSA College/Postsecondary North Dakota State Advisor. A copy of the proposed amendment must be included in the registration packet for the annual SkillsUSA North Dakota State Leadership and Skills Conference.

Article XIV – Officer Voting Procedure

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

Section II. A Leadership Workshop 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 SkillsUSA College/Postsecondary North Dakota 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 and national 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 College/Postsecondary North Dakota State Advisor:

- A. Administer and control all finances of SkillsUSA College/Postsecondary North Dakota;
- B. Provide for the publications and awards program of SkillsUSA College/Postsecondary North Dakota;
- C. Recommend to the delegate assembly, through the state officer team, all policies, procedures, and regulations for carrying on the affairs of SkillsUSA College/Postsecondary North Dakota and pass upon decisions made by these bodies.

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 their own expense.

Article VI. The Executive Board shall consist of at least three elected board members and one appointed by the staff of North Dakota Career and Technical Education. Three members shall be elected for a three-year term by state and local advisors at an annual meeting or regular meeting of the association. The terms of the directors at the first election shall be elected for staggered terms so that the term of one director shall expire each year thereafter. The SkillsUSA State Advisor shall be the fourth member of the Board of Directors, and shall be a member of the staff of Career and Technical Education. In case of a vacancy on the Board, the remaining directors may elect to continue, or they may appoint another member to fill the vacancy and the remaining term of the director that has been replaced.