

# CONSTITUTION AND BY-LAWS

*Of the*

## ***SkillsUSA KENTUCKY BOARD OF DIRECTORS***

*Revised December, 2016*

### **ARTICLE I**

#### **NAME**

The name of this board shall be the “**SkillsUSA Kentucky Board of Directors**” (the **Board**). This board is not for profit.

### **ARTICLE II**

#### **PURPOSE**

The purposes of the board are:

1. To support the goals and purposes of SkillsUSA Kentucky.
2. To be affiliated with, and cooperate with the goals and purposes of National SkillsUSA.
3. To be the governing body on matters pertaining to the daily operations of SkillsUSA Kentucky.
4. To encourage and support membership participation in SkillsUSA Kentucky.
5. To promote public support for SkillsUSA Kentucky.
6. To work with business and industry to foster support for SkillsUSA Kentucky and career and technical education in Kentucky.
7. To work for the welfare of Kentucky students, the advancement of educational opportunities, and the improvement of instructional opportunities through association with SkillsUSA Kentucky and National SkillsUSA
8. To seek resources for the SkillsUSA Kentucky Program of Work.
9. To promote professional attitude and ethical conduct among all SkillsUSA Kentucky members.

10. To represent Regional and Local Chapters of SkillsUSA Kentucky.

11. To serve as an advisory body to the Kentucky SkillsUSA Foundation, Inc.

## **ARTICLE III**

### **SkillsUSA KENTUCKY ORGANIZATIONAL STRUCTURE**

Kentucky will be divided into sixteen (16) technical education regions. Each Region will select a High School and Collegiate/Post-Secondary Regional Coordinator to coordinate SkillsUSA regional activities. (*See attached Maps*) These Regional Coordinators serve as members of the SkillsUSA Kentucky Regional Advisory Board. The Regional Advisory Board elects members to the SkillsUSA Kentucky Board of Directors.

## **ARTICLE IV**

### **MEMBERSHIP**

Members on the SkillsUSA Kentucky Board of Directors include:

- Two (2) Regional Collegiate/Post-Secondary SkillsUSA Coordinators and Five (5) Regional High School SkillsUSA Coordinators;
- The State SkillsUSA Kentucky Director;
- A Corporate member, selected from the Kentucky Tech System, the Kentucky Community and Technical College System, or the Department of Education;
- The State SkillsUSA officer advisor; and,
- One to three (1-3) business and industry representatives recommended by the Board or selected by the State Director).

**Section 1.** SkillsUSA Kentucky Board of Directors members are elected by the entire membership of the SkillsUSA Kentucky Regional Advisory Board. The election is conducted by the State Director.

**Section 2.** Industry representatives who support the purposes of SkillsUSA Kentucky will serve on the Board. Industry representatives will be recommended by the SkillsUSA Kentucky Regional Advisory Board and the appointment(s) will be made by the State Director.

**Section 3.** The state SkillsUSA Director serves as a full voting member of this board and an ex-officio officer.

**Section 4.** The Corporate member represents the participating educational systems.

**Section 5.** Other members of the Board are selected by virtue of their office and due process of their constituents.

**Section 6.** SkillsUSA Kentucky does not financially support the participation of any member serving on the Board.

## **ARTICLE V**

### **MEMBERSHIP DUES AND THE MEMBERSHIP YEAR**

**Section 1.** Each member of the Board **should** by a paid professional member of SkillsUSA (including all levels of membership).

**Section 2.** The membership year shall extend from September 1 of one year to August 31 of the following year in accordance to National SkillsUSA membership guidelines.

## **ARTICLE VI**

### **OFFICERS**

**Section 1.** The officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary with the State SkillsUSA Director serving as an ex-officio officer of the Board.

## **ARTICLE VII**

### **TERM AND SELECTION TO OFFICE**

**Section 1.** The term of office for all offices shall be two membership years as defined in Article V, Section 2. The State SkillsUSA Director will always serve as an ex-officio officer to the Board.

**Section 2.** The offices of Chairperson, Vice-Chairperson and Secretary shall be filled on a two-year basis, elected by members of the Board of Directors. The Vice-Chairperson shall be Chairperson-elect.

## ARTICLE VIII

### DUTIES OF OFFICERS

- Section 1.** The Chairperson shall preside over all scheduled meetings. With the help of the Secretary and State SkillsUSA Director, the Chairperson shall prepare and distribute the meeting agenda.
- Section 2.** The Chairperson, Secretary and State SkillsUSA Director shall make all necessary arrangements for the meeting location, i.e., send memoranda to appropriate people announcing the meeting; acquire the meeting room; supply necessary meeting materials; provide instructions to the meeting location; provide instructions for overnight accommodations; prepare and distribute the meeting agenda.
- Section 3.** The Secretary shall keep a full and accurate record of the proceedings of all meetings. The Secretary shall prepare and distribute the meeting minutes to all Board members within two weeks of the previous meeting.

## ARTICLE IX

### MEETING DATES AND PURPOSES

- Section 1.** The Board shall meet a minimum of three times per year.
- Section 2.** Dates and purposes of meetings:
- The first scheduled Board meeting shall take place in August. Members shall approve a program of work, approve the SkillsUSA KY calendar and define the Board's goals for the year at this meeting.
  - The second scheduled Board meeting shall take place in conjunction with the SkillsUSA Kentucky Championships.
  - The third scheduled Board meeting shall take place in July with the date, time and location deemed most suitable by the Chairperson and State SkillsUSA Director. The purposes of this meeting will be to (1) review the previous year, (2) confirm continuation of office positions or elect new officers, and, (3) draft a SkillsUSA Kentucky Program of Work and budget for the coming year.
  - A fourth meeting may occur in December if deemed necessary (described in Section 3).
- Section 3.** Special meetings of the Board of Directors may be called if deemed necessary by consensus of the SkillsUSA Kentucky State Director and board chairperson.

**Section 4.** The State SkillsUSA Director, Board Chairperson and/or Secretary must notify Board members at least two weeks in advance of any called or scheduled meeting.

## **ARTICLE X**

### **COMMITTEES**

The Chairperson of the Board and/or State Director shall appoint *ad hoc* committees as deemed necessary to carry out the work of the Board.

## **ARTICLE XI**

### **VOTING AUTHORITY**

All defined members as described in Article IV shall have full and equal voting authority. A majority (50% plus one) affirmative vote of the Board members present is required to pass any business of the Board.

## **ARTICLE XII**

### **RULES OF ORDER**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Board in all cases to which they are applicable. The Chairperson, with concurrence of the State SkillsUSA Director, will be the final authority on all questions of procedure.

## **ARTICLE XIII**

### **RULES FOR AMENDING THE CONSTITUTION AND BY-LAWS**

**Section 1.** An amendment or change to this Constitution may be introduced at any regular scheduled meeting of the Board. The Board may act on a proposed amendment during the current meeting, but must act on the proposal by the conclusion of the next regularly scheduled meeting.

**Section 2.** A two-thirds (2/3) affirmative vote of the Board members present is required to adopt any proposed amendment or change to the Constitution.

# **Addendum 1**

## **Duties of SkillsUSA Kentucky Board of Directors**

- Attend Board meetings,
- Maintain effective communication lines with the State Director and SkillsUSA Kentucky Regional Advisory Board. Submit reports to State Director as requested and needed,
- Encourage student membership at all chapter schools,
- Promote SkillsUSA Kentucky to business and industry and seek resources for SkillsUSA Kentucky official activities including
  1. Kentucky SkillsUSA Leadership and Skills Conference,
  2. National SkillsUSA Leadership and Skills Conference,
  3. Washington Leadership Training Institute,
  4. Kentucky Leadership Training Institute,
  5. New advisor training and/or materials, and
  6. Other official activities.
- Disseminate information to other regional coordinators including information relating to
  1. Membership deadlines,
  2. Deadlines for state events,
  3. Deadlines for regional events,
  4. State and national contact information,
  5. Guidance for developing a Calendar of Events and Program of Work for individual schools, and
  6. Up-to-date requirements for competitions such as resume preparation for district, regional, state and national events.
- Promote membership at all levels and participation at regional, state and national competitions,
- Encourage leadership and essential workplace skills to all SkillsUSA members,
- Publicize newsworthy SkillsUSA events for the region,
- Assist with regional skills and leadership events,
- Promote the Professional Development Program (PDP) for all students, and
- Promote the Chapter Excellence Program (CEP) and SkillsUSA Framework.