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NEW HAMPSHIRE SkillsUSA STATE CONSTITUTION

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CONSTITUTION of
NEW HAMPSHIRE ASSOCIATION of
THE SkillsUSA SECONDARY DIVISION

ARTICLE I - NAME

The official name of this organization shall be "New Hampshire SkillsUSA."

ARTICLE II - PURPOSE

The purposes of this organization are:

1. To unite in a common bond without regard to race, sex, creed, color or national origin, students enrolled in classes with the vocation trade, industrial, technical, and health occupation education objectives.
2. To provide a role model of leadership for this total organization.
3. To provide a clearinghouse for national, state, and local information.
4. To provide recognition and prestige through an association of local clubs.
5. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities at the national, regional, state and local levels.
6. To foster a deep respect for the DIGNITY OF WORK.
7. To assist students in establishing realistic career goals.
8. To help students prepare for a purposeful life.
9. To generate enthusiasm for learning.
10. To promote high standards in all phases of occupational endeavors, including: ethics, workmanship, scholarship, and safety.
11. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of democratic process.
12. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
13. To create among students, faculty member, patrons of the school, and patrons of the industry, a sincere interest in and esteem for trade, industrial, technical, and health occupations education in the state of New Hampshire.
14. To develop patriotism through a knowledge of our Nation's heritage and the practice of DEMOCRACY.

ARTICLE III – ORGANIZATION

- Section 1. The New Hampshire Association of SkillsUSA is an Association of local clubs of the State of New Hampshire, operating in accordance with a charter granted by the National SkillsUSA.
- Section 2. The State Executive Council shall advise the administration concerning the execution of the decisions of the State House of Delegates.
- Section 3. A club charter shall be issued to a local school by the Administrators of the New Hampshire Association of SkillsUSA.
- Section 4a. A single section club is defined as a group of five (5) minimum trade, and industrial, technical, or health occupation students who have met the following requirements:
- a. Paid SkillsUSA dues and submitted an official roster
 - b. Elected officers
 - c. A school approved advisor
 - d. Organized a calendar of activities
- Section 4b. A multi-section club is defined as an organization of sections, each representing a single trade and industrial, technical, or health occupation program. Each section must contain a minimum of five (5) student members who have met the following requirements:
- a. Paid SkillsUSA dues and submitted an official roster
 - b. Elected officers
 - c. A school approved advisor
 - d. Organized a calendar of activities
- Section 5. A chapter may be composed of a number of sections. A chapter section is defined as follows:
- a. Five (5) minimum student members in a single occupational or cooperative education class
 - b. A school approved advisor
 - c. Having an elected set of officers
 - d. Having a planned calendar of events
- Section 6. The state shall be divided into as many districts as deemed necessary by the administration. These boundaries shall be drawn as near as possible to equalize the number of clubs and members in each district. Their boundaries and functions shall be described in the bylaws. A statement will be issued by the administration each year regarding districts.
- Section 7. State Advisory Council, composed of a leader from education, management, and labor, 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 management and labor.

ARTICLE IV – MEMBERSHIP

- Section 1. Membership of the New Hampshire Association of SkillsUSA shall consist of the chartered local clubs; members shall hold the same membership status as their respective local club.
- Section 2. To qualify for a charter, all members of the State Association must be members of the National Organization.
- Section 3. Each local club and state association shall be open for membership regardless of race, sex, creed, or national origin.
- Section 4. Classes of membership, which shall be recognized by the New Hampshire Association are as follows:
- Active Membership – students enrolled in a secondary Career and Technical Education (CTE) course, offered in trade and industrial, technical, and health occupations education, meeting the requirements of the State Plan for Career & Technical Education.
 - Alumni Membership – individuals who have been previous members of SkillsUSA, and have successfully completed their last school year as a SkillsUSA member.
 - Associate Membership – Cooperative employers, and/or training station sponsors, advisory council members, and lay-persons associated with and contributing to the improvement and development of the organization and vocational trade, industrial, technical, and health occupations education. Associate members are not eligible to hold office or vote.
 - Professional Membership – Persons associated with or participating on the professional development of SkillsUSA as approved by the State Organization. Such members shall include club advisors, teacher educators, supervisors, and administrators. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as a national or state voting delegate, hold national or state office, or otherwise represent the State Association in SkillsUSA.
 - Honorary Life Membership – Individuals who have made a significant contribution to the development of SkillsUSA and vocational trade, industrial, technical, and health occupations education, whose membership has been approved by the State Executive Council. Such membership shall not require the payment of state dues. The State Association shall purchase National SkillsUSA services for state honorary members.
- Section 5. A membership year shall be from September 1 through August 31, inclusive. The exception to this rule shall be membership for new club or a new advisor to an old club. Any club, except those that are listed above, that miss the State deadline of January 15 must file an appeal to be submitted to the Executive Council for review. This process includes accurate officers as to the reason for the missed deadline. The State Executive Council will render the final decision.

ARTICLE V – VOTING DELEGATES

- Section 1. The SkillsUSA member shall exercise his/her franchise through voting delegates or a designated representative of that school at district, state, and national meetings and conferences.
- Section 2. Each club shall elect delegates who shall be considered “Voting Delegates” at the House of Voting Delegates Business Session. The number of delegates shall be determined as provided in the bylaws.
- Section 3. Every school is entitled to have a designated representative at any State meeting to ensure receipt of all State SkillsUSA activities. Every organized section is entitled to send student voting delegates to State meetings. The number of delegates shall be determined as provided in the bylaws. (See Bylaws, p.8, Section 1).
- Section 4. The number of voting delegates to the National Leadership Conference shall be variable with the directives of the National Constitution. The number of alternates shall be the same as the number of delegates. The President of the State Association is automatically a voting delegate. Other delegates are assigned by membership members.

ARTICLE VI – QUALIFICATIONS FOR STATE OFFICE

- Section 1. Eligibility for holding a New Hampshire SkillsUSA office shall be as follows:
- a. Active membership status
 - b. Endorsement of the local club and advisor
 - c. Have at least one full school year remaining in preparatory Career Technical Education Program, or with approval from the Director.
 - d. Must maintain a GPA of 2.5 or higher.
 - e. Failure to maintain GPA as stated above shall result in mandatory probation for 30 days. Should the 30-day period not provide for maintenance of this standard, the office will be considered vacant and a new officer may be installed.
 - f. Must be actively involved in state-level activities, meetings and conferences.
- Section 2. All candidates for state office must file their candidacy for office with the State SkillsUSA Director prior to the end of the current school calendar year, or other date designated by the Director.

ARTICLE VII – MEETINGS

- Section 1. A State Leadership Skills Conference shall be held each year, and this shall serve as the official meeting of the New Hampshire Association of SkillsUSA.
- Section 2. The State Executive Council shall hold at least five (5) regular State meetings in advance of the State Leadership Skills Conference. The State Executive Council shall be empowered to call special meetings with the approval of the State SkillsUSA Director.
- Section 3. Scheduled State meetings shall conduct on-going business of the State Organization and the House of Delegates Business Section. These meetings shall be conducted by the State Executive Council, and *Robert's Rules of Order, Revised*, shall serve as standard of procedure. Regular State meetings shall make operating rules as needed to carry out projects, activities, and contests. If these operating rules are necessary on a permanent basis (longer than the school year), they shall be referred to the Constitution and Bylaws Committee in a timely fashion for consideration.

ARTICLE VIII – STATE EXECUTIVE COUNCIL

- Section 1. Officer Positions:
- The elected Officers on the Student Executive Council shall be: President, Vice-President, Secretary, Treasurer, Parliamentarian, Reporter and Historian.
 - Elected Officers on the State Executive Council shall be: Membership Secretary, Public Relations Advisor, and Financial Advisor.
 - The State Curriculum Supervisor for Trade and Industrial Education shall appoint the State SkillsUSA Director.
- Section 2. Election of Officer Positions:
All Student State Officers shall be elected annually by majority vote of those present at the Annual Summer Leadership Institute.
The State Advisor Executive Council shall be elected annually by majority vote of those present at the Last Annual meeting of the House of Delegates.
The State Director shall be nominated by State CTSO (Career Technical Student Organizations) Director and approved by the State Curriculum Supervisor for Trade and Industrial Education.
- Section 3. Vacancies may be filled by majority vote of the State Executive Council and approved by the State Curriculum Supervisor for Trade and Industrial Education.
- Section 4. Student Officers shall serve for a term of one year, from Annual CTSO Summer Leadership Institute to the next Annual CTSO Summer Leadership Institute, except for the State SkillsUSA Director and Advisor Executive Council. Elected Student State Officers shall be installed at the first scheduled September meeting.

- Section 5. It shall be the duty and function of the Executive Council to conduct business pertaining to the service of youth. Duties include:
- a. Advise the administration concerning the execution of the decisions of the House of Delegates.
 - b. Preside over meetings and conferences.
 - c. Call meetings and conferences, subject to the approval of the State SkillsUSA Director.
 - d. Propose and review proposed amendments to the Constitution and Bylaws and recommend legislation to the House of Delegates.
 - e. Initiate and coordinate the State work program.
 - f. Communicate the business of the Executive Council to Membership Secretary.
 - g. Perform the duties of liaison between National and State Joint Executive Council.
- Section 6. The Joint Executive Council shall represent Secondary and Post-Secondary education. The purpose of the Joint Executive Council is to provide articulation and coordination within the State SkillsUSA organization.

ARTICLE IX – FINANCES

- Section 1. State dues must be paid by January 15. The only exception to this rule shall be membership for new club or a new advisor to an old club. Any club, except those that are listed above, that miss the State deadline of January 15 must file an appeal to be submitted to the Executive Council who shall render the final decision. However, all clubs must submit rosters prior to the National deadline (reference: National SkillsUSA guidelines) –no exceptions. After the National deadline date, approval will be the decision of the National Office.
- Section 2. Dues or any contribution shall be paid to National SkillsUSA. The State SkillsUSA Director and the Executive Treasurer shall co-sponsor the following listed activities:
- a. To receive and record all State dues from the National Association.
 - b. To receive and record all contributions from donating individuals, businesses, organizations, or foundations.
 - c. To pay or have paid all bills incurred by the State Association.
 - d. To keep accurate financial records of the Association.
 - e. To display a financial report of the condition of the State Association at regular intervals to the club by way of the Internet web site: nhskillsusa.org.
 - f. To uphold a recognized bookkeeping system and accounts maintained in an orderly fashion, to be audited at the discretion of the State Department of Education by persons qualified to perform said service.
 - g. To assure all monies of the State Association are deposited in a bank under accounts known as New Hampshire SkillsUSA.
- Section 3. The State Treasurer shall report on March 1 of each year as to which clubs have paid their dues in full. These clubs shall be designated as clubs in good standing.

ARTICLE X – EMBLEM AND COLORS

The emblem of the New Hampshire Association of SkillsUSA and its colors shall be the same as those adopted by National SkillsUSA.

ARTICLE XI – AMENDMENTS

Section 1. The Constitution may be amended as follows:

- a. All proposed amendments to this Constitution should be submitted in writing to the State Executive Council or State Officer Board. Discussion will take place at the next regular scheduled State meeting.
- b. If the State Executive Council passes the proposed amendment(s) or amended form of the proposed amendment by a majority vote, a final revised draft of the constitution shall be distributed to all registered advisors for review and vote to accept will take place at the following month's State meeting, or by proxy ballot.
- c. Immediately upon two-thirds vote, the amendment shall be effective.

ARTICLE XII– RULES, REGULATION, AND BYLAWS

Section 1. Such rules, regulations, or bylaws 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 this Constitution.

BYLAWS

1. HOUSE OF DELEGATES COMPOSTITION, which give representation to organized sections and chapters (See Constitution, Article III):
 - a. A single section club is entitled to two (2) voting delegates. A multi-section club is entitled to one (1) voting delegate per organized section. Clubs, sections, and chapters are defined in the Constitution (Article 3).
 - b. Each delegate is entitled to one (1) vote and must be present to register it.
 - c. Each club is entitled to the same number of alternates to aforementioned delegates.
 - d. The Executive Council shall hold no less than one (1) State Advisor Informational Meeting per school calendar year.

DEFINITION OF GEOGRAPHIC DISTRICTS:

The State of New Hampshire may be divided into districts for the purpose of communication, representation, organization and administration of contest.

3. DUES STRUCTURE:

Active, Alumni, Professional, and Associate dues for State and National positions shall be determined annually.

REQUIREMENTS FOR STATE AFFILIATION OF LOCAL CLUBS:

To receive State affiliation, a local club must have submitted a membership roster (reference National Office for current form) correctly completed for each section and accompanied by State and National dues to the National SkillsUSA office. After the initial affiliation, a local club shall be considered continuously affiliated unless:

- a. The local club constitution is found by the Executive Council to be in conflict with State or National Constitution, or
- b. The local club fails to meet the aforementioned requirements by the deadline each year.

5. ELECTION OF STATE OFFICERS:

Election of officers shall take place at the CTSO Summer Leadership Institute.

Candidates must:

- a. Be a member in good standing of their local chapter
- b. Prepare a *Letter of Intent* for the office position desired, addressed to the State Director.
- c. Obtain a *Letter of Recommendation* from their SkillsUSA Class Advisor.

6. STANDING COMMITTEES:

The following standing committees may be appointed as needed by the Joint Executive Council, and their duties shall be as follows:

- a. The Contests and Projects Committees review the competitive activities of New Hampshire SkillsUSA and make suggestions for improvement of rules, methods and procedures. All suggestions shall be forwarded to the NH SkillsUSA Conference Coordinator, who shall be responsible for administration of these projects and contests. Members shall initiate new activities to further meet the objectives of NH SkillsUSA. All deadlines that are established by this committee must be adhered to in order to ensure participation at the annual NH SkillsUSA Conference. Any club that misses any deadline must file an appeal to the Executive Council, who shall render the final decision.
- b. The Program Committee shall plan the year's *Program of Work*, study proposals for the coming year's annual meetings, plan the program for the annual meetings and recommend sites and dates for these meetings.
- c. The Resolution Committee shall draw up and present to the delegates for their consideration such resolutions as may be in order at the time of the annual meeting.
- d. The Constitution and Bylaws Committee shall draw up and submit recommendations for constitution and bylaws changes to the Executive Council for consideration.
- e. The Public Information Committee shall work with the State SkillsUSA Director to suggest and implement public information for NH SkillsUSA.
- f. The Credentials Committee shall review and seat delegates, review qualifications of candidates for office and review recommendations for honorary membership. This committee is the Executive Council.

7. DUTIES OF STATE OFFICER:

- a. President - The President shall exercise general supervision over the affairs of the Association pursuant to the policies and directives of the Executive Council and have all powers inherent in the office of the President, including the power and duty of presiding over the House of Delegates and the Leadership Conference. He/she shall appoint all necessary committees and may serve as an ex-officio member in these committees.
- b. Vice President - The Vice President shall, in the absence or disability of the President, exercise all duties and powers of the President in the management of the affairs of the Association and shall at other times have such duties as may be delegated to his/her State President.
- c. Secretary - The Secretary shall be charged with the care and keeping of the Association records and minutes, and shall exercise all duties inherent to the office of Secretary.
- d. Treasurer - In cooperation with the State SkillsUSA Director, the Treasurer shall have the care and custody of the fund, securities, properties and other assets of the Association, keep accurate books of account, and perform such duties as the Executive Council and State Director may delegate him/her.
- e. Parliamentarian – It shall be the duty of the Parliamentarian to see that all business meetings are in accordance with parliamentary procedure. He/she shall review the constitutions of new clubs and issue charters to those new clubs during the State Leadership Conference. He/she shall assume all duties delegated to him/her by the State President.

- f. Reporter – It shall be the responsibility of the reporter to publicize the activities of NH SkillsUSA locally and state-wide, and collect and display material at the State and National meetings.
- g. Historian – It shall be the responsibility of the Historian to keep a written record of the club, which is to be submitted at the last Executive Council meeting of the year for approval and acceptance.

MEETINGS:

Should any Executive officer be absent from two consecutive state meetings without justification, he/she may be asked to resign.

A calendar of meeting dates of the Executive Council shall be established at the first meeting in September of each year.

AMENDMENTS TO THE BYLAWS:

To amend these bylaws, the proposed amendments must be presented to the Executive Council. Immediately upon approval by the majority vote of the Executive Council, the amendment will become effective.

10. EXECUTIVE COUNCIL:

- A. The Secondary Student Executive Council consists of 7 office positions: President, Vice President, Secretary, Treasurer, Parliamentarian, Reporter, and Historian. Nominations for these positions shall be submitted to the Advisor Executive Council, and vacancies shall be filled by majority vote of the Advisor Executive Council. The Director, with approval of the Advisor Executive Council, may establish additional regional and or advisory positions as considered appropriate. Student elect will hold office for one school calendar year, but are not limited to one term.
Voting will be by simple majority.
- B. The Advisor Executive Council Board consists of, but is not limited to State Director, and a minimum of three State Advisors to the position of Membership Secretary, Public Relations Advisor and Financial Advisor.
Executive positions will be renewed yearly at the Summer Leadership Institute, and must be confirmed by the State Curriculum Supervisor to Trade & Industry Education, and ratified by the current Advisory Membership by simple majority vote.
The Executive Council may be expanded as needed by majority vote of the State Executive Council, confirmed by the State Curriculum Supervisor to Trade & Industry Education. The Director may establish additional positions, with approval by the State Executive Council. Consecutive Executive Council terms are not limited.
- C. The position of State Director will be appointed by the State Curriculum Supervisor to Trade & Industry Education, contracted for a term of one year from September 1 through August 31. Consecutive Director terms are not limited.