



Attached is a copy of the SkillsUSA Charter Application form and a suggested local constitution form necessary for starting up SkillsUSA Kansas Chapter. A minimum of seven student members and one advisor is required to attain a charter.

Please complete the application, your schools local constitution, and a letter of support from a school administrator and submit these documents to the SkillsUSA Kansas Office, 900 SW Jackson Street, Suite 653, Topeka, KS 66612, or email them to bwarren@ksde.org

Once the documents have been reviewed and approved, your documents will be submitted to the national office to be entered into the SkillsUSA Conference Management System where schools submit membership and conference registrations.

Approved new charters will be recognized at the State Championship Conference in April during the Opening Ceremonies.

As the Director of SkillsUSA Kansas, I look forward in assisting you in developing a strong chapter. Please feel free to contact me at any time by email or phone.

Sincerely,

Becky Warren
SkillsUSA Kansas State Director
620-820-9367
bwarren@ksde.org

The following website is a help tool for new advisors in developing a successful chapter: <http://skillsusa.org/membership-resources/advisors/>



APPLICATION FOR CHAPTER CHARTER*

The _____ Chapter hereby applies for Charter
(school)

by the _____ Association of SkillsUSA Inc.
(state)

We certify that students supporting this Charter are enrolled in bona-fide technical, skilled and service occupations education classes, which may include health occupations, meeting the requirements of the State Plan for Career and Technical Education. It is requested that a Certificate of Charter evidencing affiliation be issued to the above-named school. As required by SkillsUSA, we hereby submit a copy of our constitution and bylaws.

Chapter Advisor

Signature

School Name

Address

City State ZIP

Advisor Email Address

School Administrator

Signature

Address

City State ZIP

Date Submitted

INSTRUCTIONS:

Send one copy of this application with a copy of your chapter constitution and bylaws to the director of your state SkillsUSA association. For the address, go to: www.skillsusa.org/about/dir4.shtml.

**Submission of this application represents an official request by the local Board of Education for educational services to be provided by the State Board of Career and Technical Education in cooperation with SkillsUSA Inc.*

FOR STATE USE ONLY

RECEIVED: _____

APPROVED: _____
State Association Director or Corporate Member, SkillsUSA Inc.

DATE: _____

COPY RETURN DATE: _____

Suggested SkillsUSA Local Chapter Constitution

Constitution of The (Name of your School) Chapter SkillsUSA Kansas Association.

Article 1—Name

The official name of this organization shall be “(name of school) SkillsUSA Chapter.”

Article II—Purposes

The purposes of this organization are:

- To assist local SkillsUSA members in their growth and development
- To unite in a common bond without regard to race, sex, religion, creed or national origin full-time students enrolled in classes with vocational trade and industrial, technical and health occupations education objectives
- To develop leadership abilities through participation in educational, vocational, civic, recreational and social activities
- To foster a deep respect for the dignity of work
- To assist students in establishing realistic vocational goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in all phases of occupational endeavor including trade ethics, workmanship, scholarship and safety
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process
- To foster a wholesome understanding of the functions of labor and management organizations, and a recognition of their mutual interdependence
- To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade, industrial, technical and health occupations education
- To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy
- To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation

Article III—Organization

Section 1. The (School) SkillsUSA Chapter shall be affiliated with the (State) Association of SkillsUSA. The chapter shall operate in accordance with its charter granted by the (State) association.

Section 2. *(For chapters organized into morning and afternoon units)* The (School) chapter shall be organized into two units, one for morning students and one for afternoon students. Each unit shall have an Executive Council and a calendar of activities.

Section 3. *(For chapters organized into occupational sections)* The (School) chapter shall be organized into occupational sections. The section is defined as 10 or more members in a single occupational or cooperative education class; whose teacher serves as the section advisor; having an elected set of section officers; and having planned a section calendar of activities.

Section 4. Section and chapter activities shall be coordinated by appropriate executive councils.

Section 5. A section advisory council composed of community leaders from education, management and labor shall be appointed by the appropriate school administrator upon recommendation of the section executive council. The advisory council shall provide counsel,

advice, and assistance to the section in carrying out section's functions. Equal representation shall be given management and labor. The advisory council shall assist in the administration of the Professional Development Program.

Section 6. All section advisors shall be members of a Section Advisor's Committee. They shall meet periodically to discuss SkillsUSA as it relates to the instructional program. Their advice and counsel shall be transmitted to the section executive council(s) through the section advisor.

Article IV—Membership

Section 1. Membership in the chapter shall be open to students enrolled in (high school or college/technical) preparatory courses in trade, industrial, technical and health occupations education in (name of school).

Section 2. Chapter membership shall be open to all students regardless of race, sex, religion, creed, national origin or disabilities, as defined by the Americans with Disabilities Act.

Section 3. State and national membership shall be permitted only through the chapter, and all members of the local chapter must be members of the state and national organization.

Section 4. Classes of membership that will be recognized are:

Active Membership—Students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry and is earning credit toward a diploma/certificate or its equivalent.

Alumni Membership—Former active members who are no longer enrolled in vocational-technical education. Although alumni members pay dues and may participate at the national level through the Youth Development Foundation of SkillsUSA Inc., they are not eligible to serve as national voting delegates, hold national office or otherwise represent the State Active Association membership in SkillsUSA. Charters may be issued for local and state alumni associations. The Board of Directors approves appointments to the National Alumni Coordinating Committee, which oversees contributions to the SkillsUSA National Alumni Fund, a fund that supports a variety of worthwhile projects for active SkillsUSA members.

Professional Membership (*High School only*)—Persons associated with or participating in the professional development of SkillsUSA as approved by a state association. Such members shall include chapter advisors, teacher educators and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as national voting delegates, hold national office or otherwise represent the state association in SkillsUSA.

Professional Membership (*Postsecondary only*)—Persons associated with or participating in the professional development of SkillsUSA, who pay dues as established by SkillsUSA, will be recognized as professional members.

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 chapter executive council upon the recommendation of the chapter. The chapter shall provide membership services.

Section 5. A membership year shall be from September 1 through August 31.

Article V—Executive Councils

Section 1. There shall be an executive council for each chapter consisting of president, vice president, secretary, treasurer, parliamentarian, and the president of each organized section.

Section 2. There shall be an executive council for each organized section with no less than

three officers deemed appropriate by section members.

Section 3. The chapter and section officers of (school) SkillsUSA shall be nominated and elected by ballot at the first regular business session or chapter meeting of each school year. A majority vote of the active members shall be necessary to elect an officer.

Section 4. The presidents and vice presidents of the sections and the chapter advisor shall be the chapter executive council and shall coordinate overall chapter activities. They shall elect their own officers.

Article VI— Chapter Meetings

Section 1. Regular section meetings shall be held during the school year.

Section 2. Several section and chapter meetings shall be held during the school year.

Section 3. The appropriate executive council shall meet in advance of every section or chapter meeting.

Section 4. Parliamentary procedure of all meetings will be governed by *Robert's Rules of Order, Newly Revised*.

Article VII—Finances

Section 1. The chapter will be responsible for state and national SkillsUSA dues, according to the number of individual members claimed in each membership classification.

Section 2. The chapter advisor and the section advisor shall be responsible for the finances and will furnish an annual audit to the state SkillsUSA director and the membership.

Article VIII—Voting

Section 1. (School) SkillsUSA members shall exercise their franchise through voting delegates at state conferences. Each organized section shall elect one delegate and one alternate to the (state) SkillsUSA House of Delegates.

Section 2. Each active member in good standing shall have the right to cast his or her vote concerning all section and chapter business and election of officers.

Article IX — Logo, emblem and colors

The logo, ceremonial emblem and colors of (school) SkillsUSA shall be that of the national organization. The wearing or use of the logo, emblem and colors will be governed by the national organization.

Article X—Amendments

The chapter constitution shall be amended as follows:

- A. All proposed amendments to the constitution shall be submitted in writing to the chapter Executive Council.
- B. If the Executive Council passes the proposed amendment or an amended form of the proposed amendment by a majority vote, and the membership votes by two-thirds majority for the amendment, it shall be effective.

Article XI—Rules, regulations and bylaws

Section 1. Such rules, regulations and bylaws as are 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.

(Items to include in the chapter bylaws include the names of the sections (auto, welding, drafting, etc), amount of local, state and national dues, committees and their duties (see the National Leadership Handbook for a listing and explanation of the standing and ad hoc committees), and the function of the advisory council.)