

California Association of SkillsUSA Constitution

ARTICLE I – NAME

The official name of the organization shall be the “California Association of SkillsUSA, Inc.”

ARTICLE II – PURPOSES

The purposes of this organization are:

1. To unite in common bond, without regard to race, sex, creed, or national origin, students enrolled in career technical education training program areas identified by national SkillsUSA and approved by the California Association of SkillsUSA, Inc.
2. To provide leadership for local organizations chapters.
3. To develop leadership abilities through participation in educational, vocational, industrial, civic, and community activities.
4. To foster a deep respect for the dignity of work.
5. To assist students in establishing realistic vocational career goals for future occupations.
6. To promote high standards in all phases of occupational endeavors, including: education, workmanship, scholarship, and safety.
7. To foster a wholesome understanding of the functions of labor and management organizations and recognition of their mutual interdependence.
8. To develop patriotism through a knowledge of our Nation’s heritage and the practice of democracy.
9. To help students attain a more purposeful life.
10. To help provide support for the California Association of SkillsUSA California, Inc. (SkillsUSA California).

ARTICLE III – ORGANIZATION

Section 1. The California Association of SkillsUSA, Inc. is an association made up of local chapters in accordance with the State Charter granted to the California Department of Education by national SkillsUSA, Inc.

Section 2. The administration of SkillsUSA California shall be vested in the State Executive Council comprised of state association officers from the secondary and the postsecondary divisions, and its sponsor, the California Department of Education, and the SkillsUSA California Board of Directors.

Section 3. Charters shall be granted to local chapters by the SkillsUSA State Executive Director on behalf of the Executive Council.

Section 4. The SkillsUSA California Executive Council will provide council, advice, and assistance to the state association and the California Department of Education in carrying out the SkillsUSA program.

Section 5. The SkillsUSA State Executive Director, responsible to the California Department of Education and the SkillsUSA California Board, is the administrator of SkillsUSA California, and works collaboratively with the Executive Council, to conduct the work of the state SkillsUSA program.

ARTICLE IV – MEMBERSHIP

Section 1. Membership of the SkillsUSA California shall consist of the total membership of the chartered local chapters, middle school, secondary and postsecondary divisions in the categories recognized by the national office.

Section 2. A local chapter must have a minimum of seven (7) members and one advisor. All must be members of the State and National Organization to qualify as a chapter.

Section 3. Each local chapter shall be open for membership to all students enrolled in career technical education training program areas identified by national SkillsUSA regardless of race, sex, sexual orientation, including transgender status or gender expression, creed, age, disability, veteran's status, or national origin.

Section 4. SkillsUSA California will recognize members only through a local chapter. Classes of membership which will be recognized are:

- **Student Membership** – Students enrolled in middle school, secondary, and post-secondary divisions in career technical education training program areas, or exploratory class areas identified by national SkillsUSA and approved by the state association. Active members will pay dues as established by SkillsUSA California and National SkillsUSA, Inc.
- **Professional Membership** – Persons associated with or participating in the professional development of SkillsUSA California as approved by SkillsUSA California. Such members shall include chapter advisors, teacher educators, administrators, consultants, laypersons, and representatives of business, industry, labor, and government. Professional members shall pay dues as established by SkillsUSA California, but members will be ineligible to vote, hold office or compete in the SkillsUSA California competitions and SkillsUSA Championships.
- **Honorary Life Membership** – Individuals who have made significant contributions to the development of SkillsUSA and career and technical education, whose membership has been approved by the State Executive Council and Board of Directors. Such members shall not be required to pay dues.
- **Alumni and Friends** – Individuals who have been past members of the organization or support the organization either financially or through services that have completed the Alumni and Friends membership form.

Section 5. The SkillsUSA membership year shall be August 1 through July 31 of each year.

ARTICLE V – STATE OFFICERS

Section 1. The State Officers of SkillsUSA California shall be two representatives from the six established regions comprised of one secondary and one postsecondary student, preferred.

Section 2. State Officers shall be elected by the House of Delegates at the annual SkillsUSA California Business meeting at the SkillsUSA California State Conference and shall serve from June 1 through May 31.

Section 3. Should any region of either House of Delegates fail to elect a representative, the vacancy shall be filled by a qualified applicant from within the House-at-large. Should either House be unable to fill its slate of six representatives, vacancies shall be filled from within the other House-at-large.

Section 4. An Election Committee shall determine which candidate shall fill each position. A full slate of officers shall consist of President, Vice-President, Secretary, Treasurer, Reporter, and Parliamentarian. If additional positions are required, the remaining State Officers shall serve as Regional Vice-Presidents Historian or Sergeant at Arms. Whenever possible this process shall ensure that each region shall have one State Officer representing their region. The Election Committee shall consist of the State Officer Trainers, The State Executive Director, and the Presidents' of both houses or any individual invited and agreed upon by the election committee.

Section 5. In case any member of the Executive Council shall, by death, resignation, incapacity to act, breach of contract, or otherwise cease to be a member, a successor shall be chosen from the region of that vacancy using the following hierarchy.

1. The SkillsUSA California State Officer Trainers and the State Executive Director shall attempt to substitute the previous state officer election runners-up from the specified vote that originally elected the officers whose position have become vacant.
2. If for some reason the alternate process fails, the Executive Council shall open the candidacy by using the application process.
 - a. Send out applications to all SkillsUSA California chapters in that region.
 - b. The new candidate applications will be sent to the SkillsUSA State Executive Director for screening.
 - c. A member of the Election Committee and the Regional Manager in the region of the potential candidate will conduct the interview process for all those who fulfill all requirements of the State Officer Candidacy.
 - d. Election Committee shall select the replacement officer.
3. When there is not sufficient time, or Regionals have passed, a past State Officer from that Region can be appointed by the Election Committee, or the position shall be left vacant.

ARTICLE VI – QUALIFICATIONS FOR STATE OFFICE

Section 1. Candidates for a State Office shall have:

- Active student membership status
- Endorsement of their local chapter
- A minimum grade point average of 2.0 (C) in their general education or general academic classes
- A minimum grade point average of 3.0 (B) in their career technical education (CTE) class(es), course(s) or degree(s)
- At least one semester remaining in their career technical education program classes during the SkillsUSA year they will be holding State Office.
- Meet all further requirements as specified in the Officer Application.
- Must be a member of the secondary or postsecondary division.

Section 2. All candidates for State Office must file their candidacy applications for State Office with the SkillsUSA California State Executive Director no later than two (2) weeks (14 days) before the first day of the annual SkillsUSA California State Conference. All paperwork must be completely filled out, signed and dated. All State Officer Application due dates and deadlines will be enforced.

Section 2a. A maximum of two State Officer candidates, per division, may be endorsed by a single local chapter.

Section 2b. If no candidate files an application from a region, or does not meet the qualifications, only then can nominations from the floor be taken from that region only.

Section 3. Active members are eligible to hold a state level office, at each division for no more than two (2) years, per division, providing they have re-filed or re-applied to be considered an eligible state officer candidate, following all of the rules and regulations listed in the SkillsUSA California constitution and SkillsUSA California State Officer Candidate Packet and Application.

Section 4. Candidates for State Office shall be required to submit the Official State Officer Candidate form and the State Officer Application Packet, and the Election Committee shall have the final authority in determining which office the candidates are best qualified to serve.

Section 5. Candidates for National Office must have served as a State Officer. Candidates must receive endorsement of the House of Delegates prior to running for National Office.

Section 6. A member who holds an elected position in a local chapter prior to election as a State Officer, will vacate the local position during their tenure in State Office.

ARTICLE VII – REGIONAL OFFICERS

Section 1. The Regional Officers of SkillsUSA California shall be one representative from each of the six established region, with at least one high school and one post-secondary student, preferred.

Section 2. Regional Officers shall be elected by the House of Delegates at the annual SkillsUSA California Business meeting at the SkillsUSA California State Conference and shall serve from June 1 through May 31.

Section 3. Should any region of either House of Delegates fail to elect a representative, the vacancy shall be filled by a qualified applicant from within their respective region.

Section 4. Regional Officers shall serve as Region Vice-Presidents.

ARTICLE VIII – QUALIFICATIONS FOR REGIONAL OFFICERS

Section 1. Candidates for a Regional Office shall have:

- Active student membership status
- Endorsement of their local chapter
- A minimum grade point average of 2.0 (C) in their general education or general academic classes
- A minimum grade point average of 3.0 (B) in their career technical education (CTE) class(es), course(s) or degree(s)
- At least one semester remaining in their career technical education program classes during the SkillsUSA year they will be holding Regional Office.
- Meet all further requirements as specified in the Officer Application.
- Must be a member of the secondary or post-secondary divisions.

Section 2. All candidates for Regional Office must file their candidacy applications for Regional Office with the SkillsUSA California State Executive Director no later than two (2) weeks (14 days) before the first day of the annual SkillsUSA California State Conference. All paperwork must be completely filled out, signed and dated. All Regional Officer Application due dates and deadlines will be enforced.

Section 2a. A maximum of two Regional Officer candidates may be endorsed by a single local chapter.

Section 3. Candidates for Regional Office shall be required to submit the Officer Application Packet.

Section 4. A member who holds an elected position in a local chapter prior to election as a Regional Officer, will vacate the local position during their tenure in Regional Office.

ARTICLE IX - MIDDLE SCHOOL AMBASSADORS

Section 1. The Middle School Ambassadors of SkillsUSA California shall be one representative in the middle school division from each of the six established regions.

Section 2. Middle School Ambassadors shall be elected by the House of Delegates at the annual SkillsUSA California Business meeting at the SkillsUSA California State Conference and shall serve from June 1 through May 31.

Section 3. Whenever possible, this process shall ensure that each region shall have one ambassador representing their region. A region may never be represented by more than one ambassadors.

ARTICLE X - QUALIFICATIONS FOR MIDDLE SCHOOL AMBASSADORS

Section 1. Candidates for a Middle School Ambassador Office shall have:

- Active student membership status.
- Endorsement of their local chapter.
- A minimum grade point average of 2.0 (C) in their general education or general academic classes.
- A minimum grade point average of 3.0 (B) in their career technical education (CTE) class(es) or course(s).
- At least one semester remaining in their career technical education program classes during the SkillsUSA year they will be hold office.
- Met all further requirements as specified in the Officer Application.
- Must be a member of the middle school division.

Section 2. All candidates for Middle School Ambassadors must file their candidacy applications with the SkillsUSA California State Executive Director no later than two (2) weeks (14 days) before the first day of the annual SkillsUSA California State Conference. All paperwork must be completely filled out, signed and dated. Application due dates and deadlines will be enforced.

Section 2a. A maximum of two Middle School Ambassador candidates may be endorsed by a single local chapter.

Section 3. Candidates for Middle School Ambassadors shall be required to submit the Officer Application Packet.

Section 4. A member who holds an elected position in a local chapter prior to election as an Ambassador, will vacate the local position during their tenure as a Middle School Ambassador.

ARTICLE XI – STATE EXECUTIVE COUNCIL

Section 1. The State Executive Council shall consist of the two State Officers, one from secondary and one from postsecondary preferred, from each region, and the SkillsUSA California State Executive Director. It shall be the duty and function of the State Executive Council to:

- Conduct business pertaining to the SkillsUSA California members they serve
- Preside over regional and state meetings, workshops, and conferences
- Call special meetings and conferences, upon advice and counsel of the SkillsUSA California State Executive Director

- Propose and review amendments to the Constitution
- Recommend legislation to the House of Delegates

ARTICLE XII – HOUSE OF DELEGATES

Section 1. There shall be three divisions of delegates; one middle school, one secondary and one postsecondary. Each House of Delegates shall consist of two voting delegates from each active chartered local chapter, plus an additional delegate for each 15 student members of that chapter. Each delegate shall have one vote and must be present to cast that vote. It shall be the duties and functions of the House of Delegates to:

- Enact the Constitution, rules, and regulations necessary for carrying out the affairs and activities of the organization
- Elect Middle School Ambassadors, Regional Officers, and State Officers and endorse National Officer Candidates for the organization
- Act upon items of business as requested by the SkillsUSA California Board of Directors and Regional Managers.
- Elect National Voting Delegates

Section 2. No student delegates, contestants, or participants at State Meetings shall be recognized or seated unless they are accompanied by one or more adult advisors from their respective region at the Annual SkillsUSA California State Conference.

Section 3. National Voting Delegates for the State Association shall consist of two delegates elected per division by the House of Delegates at the Annual SkillsUSA California State Conference. Other National Delegates shall be selected by the State Executive Director.

ARTICLE XIII – BY-LAWS

Section 1. By-Laws consistent with this constitution shall be adopted by a majority vote of the seated State Delegation at the Annual SkillsUSA California State Conference and are subject to the approval of the California Association of SkillsUSA Board of Directors.

Section 2. By-Law changes or additions must be consistent with this Constitution and may be submitted through the SkillsUSA California State Executive Director to the State Executive Council at any time throughout the year. The proposed change or addition must be submitted on the proper form and must contain 2/3 of the submitting chapter’s members, “signatures of approval,” in order to be considered. The State Executive Council will review the proposed change or addition and contact the local chapter in case of concerns or questions about the recommended By-Law change or addition. The Executive Council will either adopt the change or addition, deny the change or addition, or refer it to committee for further investigation, and are subject to the approval of the California Association of SkillsUSA, Inc. Board of Directors.