

Constitution

Indiana Association of SkillsUSA, Incorporated Board of Directors
UPDATED 7/2013

ARTICLE I – NAME

The name of the Board shall be the Indiana Association of Skills USA (SkillsUSA Indiana),
Incorporated Board of Directors.

ARTICLE II– PURPOSES

In furtherance of the educational purposes of the Corporation set forth in the Articles of
Incorporation, The Indiana Association of SkillsUSA, Incorporated Board of Directors shall
supervise the activities of the members and set policies of the chartered Indiana Association
of SkillsUSA, Incorporated.

ARTICLE III – MEMBERSHIP

<u>Section 1</u>	There shall be one class of member: adult, high school graduate at least eighteen (18) years of age. The adult members of the Indiana Association of SkillsUSA, Inc. Board of Directors shall consist of adults that have a vested interest in the affairs of the Indiana Association of SkillsUSA, Inc. and who are members in good standing of the Indiana Association of SkillsUSA, Inc. Voting rights of this classification of member shall be in accordance with the constitution of this corporation. Only members in good standing of this association may claim such member privileges and benefits as may be rendered and offered.
<u>Section 2</u>	No persons except adult members of the corporation in good standing shall be entitled to vote at any officially called meeting or special meeting of the members.
<u>Section 3</u>	The Chair of the Board of Directors shall call all meetings of the voting membership or the entire membership of Indiana Association of SkillsUSA, Inc. Executive Board of Directors at such time and place as the said Chair may designate. Members shall receive a notice, not less than ten (10) days prior, of these meetings.
<u>Section 4</u>	There shall be a minimum of five members of the Board of Directors. Their numbers may be increased to a maximum of sixteen voting members. Only 2 members from one school shall be allowed to serve on the Board of Directors at one time. a. Elected Membership may include: 1. Current high school SkillsUSA advisors 2. Current college/post-secondary SkillsUSA advisors

3. Current or retired career and technical administrators of SkillsUSA advisors

4. SkillsUSA alumni members

5. Business/industry/union representatives Membership shall include:

b. Mandated membership shall include:

1. Corporate member from the Indiana Department of Education.

c. Ex-officio membership shall include (non-voting):

1. Contracted (paid positions) Personnel

2. The school coordinator/liaison to the SkillsUSA Indiana Championships.

3. SkillsUSA Indiana State Director

Section 5

The current members of the Indiana Association of SkillsUSA, Inc. Board of Directors shall elect board officers annually. In the event, the state officials fail to assume or provide a designee to the Board of Directors, that position may be filled by the Board of Directors. New Board Members will be voted in at a face-to-face meeting only.

Section 6

A Board member will be allowed to serve a three year term per position with a maximum of 2 consecutive terms will be allowed. A member that would like to rejoin the board must be off the board for at least one year before reapplying.

Section 7

In case any member of the Board of Directors shall, by death, resignation, incapacity to act, or otherwise cease to be a member of the board, a successor shall be chosen by the majority vote of the members of the remaining board. A board member may be removed from office by a majority vote of the Indiana Association of SkillsUSA Executive Board of Directors.

Section 8

Elected Board Members must:

a. Be actively involved in SkillsUSA Indiana activities and/or holding membership in SkillsUSA Indiana.

b. Submit the official application.

Section 9

The direction and management of affairs, funds and property of the of Association of SkillsUSA, Inc. shall be vested in the Governance Board, who shall pursue such policies and principles as shall be in accordance with the provisions of the Articles of Incorporation and policy directives promulgated by the Indiana Association of SkillsUSA, Inc. Governance Board and shall comply with the laws of the State of Indiana.

ARTICLE IV – MEETINGS

- Section 1 An annual meeting shall be held prior to the beginning of the school year (retreat) at such time and place as the chair of the Board shall designate. Other meetings shall occur as necessary and shall be called by the Chair or SkillsUSA Indiana State Director.
- Section 2 A vote of the Board of Directors may be taken by mail, telephone, or electronically at the discretion of the Chair.
- Section 3 At all meetings of the Board of Directors, 50% of the Board membership shall constitute a quorum. A majority vote of members present shall be necessary for the transaction of business.
- Section 4 Travel and accommodations to meetings will have consideration due to the distance traveled. Members that live within 40 miles of meeting locations will need to use their own accommodations or pay for their expenses.

ARTICLE V – BOARD OFFICERS

- Section 1 The officers of the Board of Directors shall consist of a Chair, Past Chair, Vice-Chair, Secretary, and Treasurer who shall function as officers and members of the Board of Directors.
- Section 2 The Chair (President) shall exercise general supervision over the affairs of the Corporation pursuant to the policies and directives of the Board of Directors, and have all powers and duties inherent in the office of the Chair. Duties are as follows; preside over meetings, appoint committees, sit as the tie breaking vote and work directly with the director in the general operation of the organization.
- Section 3 The Past Chair (Past President) shall support the President, Director and or the board of directors in the functions of SkillsUSA. This position will be filled for a minimum of one year after the person is no longer holding the President’s position. This position may or may not be a voting member of the board.
- Section 4 The Vice-Chair (Vice-President) shall, in the absence or disability of the Chair, exercise all the duties and powers of the Chair in the management of the affairs of the Corporation, and shall at all other times have such duties as may be designated by the Board of Directors. The management of the “To Do” list will be overseen with reporting of the results to the Chair and or Director.
- Section 5 The Secretary shall be charged with the care, keeping and distribution of the corporate records, minutes and preparation of agendas, and shall exercise all duties inherent in the office of Secretary.
- Section 6 The Treasurer shall review all financial records that are produced by the Chief Financial Officer. These records will be reported to the Board of Directors at a

standard and requested time period. The Treasurer shall secure the financial review of accounts by an outside contractor. The Treasurer shall exercise all duties inherent in the office of the Treasurer.

Section 7 The Director shall oversee all operations of the business, public relations, contests, state officers, recruiting and conferences of the Indiana Association of SkillsUSA. The Director keeps direct connection with the National Office along with attending the National Conference. The Director works for the Board of Directors and works directly with the Chair (President), Past Chair (President) and the Chief Financial Officer (CFO). (refer to job description)

Section 8 The Chief Financial Officer (CFO) oversees all financial aspects of Indiana Association of SkillsUSA. They will work directly with the Treasurer, Director and Chair (President). Other duties include; public relations, recruiting, grants, and scholarships. (refer to job description)

Section 9 The SkillsUSA Indiana Board or Directors or designee, shall have custody of the properties and non-monetary assets of the Corporation.

ARTICLE VI – STUDENT OFFICERS

Section 1 The student officers shall consist of a President, Vice President, Treasurer, Secretary, & Parliamentarian.

Section 2 The President shall

Section 3 The Vice President shall

Section 4 The Treasurer shall

Section 5 The Secretary shall

Section 6 The Parliamentarian

ARTICLE VII – FISCAL YEAR

The fiscal year of the Corporation shall be July 1st through June 30th.

ARTICLE VII – MONETARY COMPENSATION OF OFFICERS AND DIRECTORS

See SkillsUSA Indiana Grant application

ARTICLE VIII - DUTIES AND RESPONSIBILITIES OF THE DIRECTOR AND CFO (refer to job descriptions)

- Section 1 Formulate and disseminate all policies and procedures of the Indiana Association of SkillsUSA, Inc.
- Section 2 Establish the annual membership dues for all members of the Indiana Association of SkillsUSA, Inc.
- Section 3 Approve expenditures over five hundred dollars (\$500.00) that are outside of State and National Conference expenses.
- Section 4 Plan, organize and supervise the SkillsUSA Indiana Championships and Leadership Training Sessions.
1. Each board member shall be assigned specific responsibilities.
 2. Select date, site and facilities
 3. Serve as official SkillsUSA Indiana board members regardless of chaperoning students.
- Section 5 Plan, organize and supervise all activities pertaining to the National SkillsUSA Championships for the Indiana delegation.
1. Each board member in attendance shall have specific responsibilities.
 2. Plan and conduct screening for National Officer Candidates from Indiana.
- Section 6 Develop a SkillsUSA Indiana Calendar of Events for the year.
1. State Activities
 2. Regional contest date window
 3. Indiana Association of SkillsUSA, Inc. board meeting dates
 4. Indiana District Coordinator meeting date
- Section 7 Determine registration costs for state conferences
- Section 8 Determine competitive events to be offered at Regional and in SkillsUSA Indiana Championships.
- Section 9 Determine type of awards that will be used for Regional and State events.
- Section 10 Place on probation or withdraw a charter of a local SkillsUSA Indiana chapter.
- Section 11 Assume responsibilities for any additional activities of the organization.
- Section 12 Other State Activities as may be appropriate to conduct the business of the Indiana Association of SkillsUSA, Inc., such as but not limited to:
1. Establish a dress code and code of conduct
 2. Appoint committees
 3. Extend honorary life membership to individuals and Advisor of the Year.
 4. Review any proposed amendments to the constitution and policies of the Indiana Association of SkillsUSA, Inc.
 5. Remove any State Officer who is not properly representing the organization
 6. May appoint an Indiana SkillsUSA member to an unexpired term of an Indiana SkillsUSA State Officer.

ARTICLE IX – DISSOLUTION STATEMENT

In the event of dissolution of the Association, after all debts are paid, any remaining assets shall be given over to a group or organization selected by the Board of Directors providing no such assets may be used to directly benefit any member of the Board of Director.

ARTICLE IX — AMENDMENTS

Section 1 Upon an affirmative vote of a majority of the members present of the Indiana Association of SkillsUSA, Inc. Board of Directors., at any annual meeting or regular meeting of the Board of Directors, proposed amendments to this constitution and policies shall be adopted by resolution. Adopted amendments shall take effect immediately.

Adopted: _____

Signed: _____

President, Indiana Association of SkillsUSA Executive Board