



CONSTITUTION SkillsUSA District 5

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ARTICLE I. NAME AND PURPOSES

The official name of the organization is SkillsUSA, Texas Association, District 5. District 5 may be used by way of abbreviation.

SECTION A

1. The purposes of this organization are as follows:

1. To unite, in a common bond, students in trade and industrial education programs in the various high schools of Texas.
2. To provide opportunities in student members to develop leadership abilities through participation in worthwhile educational, social, recreational, and career and technical education activities.
3. To develop through group action the ability of club members to plan together, organize, and carry out worthy club activities and projects.
4. To foster a deep respect for the dignity of work.
5. To promote high standards of work skills, scholarship, trade ethics, and safety.
6. To create among students, faculty members, patrons of the school, and persons in business and
2. industry a sincere interest and esteem for trade and industrial education.
7. To develop in the individual wholesome attitudes toward useful citizenship in the school
and
3. community.
8. To develop a knowledge of industrial organizations and the interdependence of workers.

ARTICLE II. DIRECTION AND CONTROL

SECTION A

The functions of this organization are a part of the total instructional program of trade and industrial education in Texas.

SECTION B

The authority and administration of District 5 affairs, with the advice and counsel of the Trade and Industrial Education Division of the Texas Education Agency (TEA), is vested with the District 5 Board of Directors.

SECTION C

The representation of the District 5 Board of Directors shall consist of seven (7) members to be composed as follows:

Two Year Term: (election and installation to be held during fall leadership)

One Officer Advisors

One Teacher Advisory Representative

Four District 5 Advisors

One Year Term:

One Student member – the District 5 President

Duties:

1. Attend a minimum of four (4) District 5 Board of Director meetings as called by the District 5 Director.
2. Recommend operational strategies, procedures, and activities to the District 5 Director.
3. Select a member from the District 5 Board of Directors to serve on the Texas SkillsUSA Teacher Board of Directors.
4. Serve as the grievance committee at the annual District 5 Leadership and Skills Competition.

The duties of the District 5 Director are:

1. Coordinate with the District 5 President in the planning, organizing, and conducting of the District 5 Fall Leadership Training.
2. Plan, organize, and conduct the District 5 Leadership and Skills Competition, including awards and officer elections.
3. Manage the District 5 funds and budget.
4. Submit District 5 contest results, including names and addresses of newly elected officers, to the office of the SkillsUSA, Texas Association, or person designated to receive such information.
5. Give a District 5 report and conduct a district planning session at the annual Trade and Industrial Vocational Association (TIVA) Teachers Summer Workshop.

STIPENDS

1. The District 5 Director will be issued a stipend of \$1000 per fiscal year based on an average minimum balance of \$2500 in the District 5 bank account; to be issued within 10 days of District Competition. If the balance is less than the minimum balance, a lesser stipend may be approved by the board of directors.

2. The District 5 Teacher Advisory Representative will be issued a stipend of a minimum of \$500 per fiscal year based on an average minimum balance of \$2500 in the District 5 bank account; to be issued within 10 days of District Competition. If the balance is less than the minimum balance, a lesser stipend may be approved by the board of directors.

ARTICLE III. ORGANIZATION

SECTION A. Local Chapter

1. A chapter of District 5 may be organized by a class (or combination of two or more classes operated within the same school district) which is approved to operate and is designated as Trade and Industrial Education by TEA.
2. Chapters will be issued to such classes in accordance with the rules of the SkillsUSA, Texas Association.
3. Local executive committees may be organized in accordance with the constitution of the SkillsUSA, Texas Division.
4. Functions of the local chapter
 - a. To assist in planning, organizing, and conducting local and District 5 meetings.
 - b. Assist in planning, organizing, and conducting chapter and member contests.

SECTION B

1. There shall be a District 5 Chapter composed of the following members.
 - a. District 5 President
 - b. District 5 Vice-President
 - c. District 5 Secretary
 - d. District 5 Treasurer
 - e. District 5 Parliamentarian
 - f. District 5 Reporter
 - g. District 5 Sergeant-At-Arms
 - h. District 5 Historian
 - i. District 5 Officer Alternates (2)
 - j. District 5 Director
2. The functions of the District 5 Chapter are:
 - a. To assist in planning, organizing, and conducting District 5 meetings.
 - b. To assist in planning, organizing, and conducting District 5 chapter and member contests.
 - c. To study and evaluate proposed amendments to the SkillsUSA Constitution and By-Laws emanating from the local chapters and to recommend action to the State Chapter.
 - d. To review proposed amendments to the District 5 Constitution and By-Laws.
 - e. To review the annual District 5 financial statement.

- f. To conduct elections and installation of District 5 officers.
 - g. To conduct the business of the organization at the annual House of Delegates Meeting.
 - h. To conduct general assemblies at the annual District 5 Leadership and Skills Competition.
 - i. To lead the District 5 delegation at the State SkillsUSA Leadership and Skills Competition.
 - j. To provide leadership for the District 5 organization through participation in district, state, and local activities.
 - k. To attend the State SkillsUSA Summer Leadership Camp.
 - l. Attend a minimum of four (4) District 5 Chapter meetings as called by the District 5 President.
 - Two (2) meetings prior to fall leadership.
 - m. Joint meeting of president and officers prior to the State SkillsUSA Competition.
 - n. Officer orientation to be held one day prior to the District 5 Leadership and Skills Competition.
3. The District 5 President is recommended to attend SkillsUSA Texas National Competition and Washington Leadership Training Institute (WLTi). Providing that the District 5 bank account has a minimum balance of \$2500, SkillsUSA District 5 agrees to pay the registration fee for the District 5 President for the SkillsUSA Texas National Skills and Leadership Conference and WLTi. If the balance is less than the minimum balance, a lesser amount for registration payment may be approved by the board of directors.

SECTION C

District 5 Officer Nominating Committee

There shall be a District 5 Officer Nominating Committee composed of the following members:

- 1. District 5 Chapter
- 2. Three (3) teacher/advisor members shall serve on the nominating committee in an advisory capacity without a vote appointed by the District 5 Director.
 - a. The function of the District 5 Officer Nominating Committee is to select not more than 10 candidates for the slate panel to be voted on in the House of Delegates at the District 5 Leadership and Skills Competition.

ARTICLE IV. MEMBERSHIP

Membership in District 5 is in accordance with the rules as specified in the Texas SkillsUSA Constitution.

ARTICLE V. OFFICERS

SECTION A

Local Chapter Officers

- a. Each chapter will have the following officers elected from active membership:
 - b. President
 - c. Vice-President
 - d. Secretary
 - e. Treasurer
 - f. Reporter
 - g. Parliamentarian
 - h. Sergeant-At-Arms
 - i. Historian
2. The duties of these officers shall be in accordance with the duties designated in the official guide (Leadership Handbook) of SkillsUSA. Duties of the Sergeant-At-Arms are to:
 - a. Arrange the meeting room and care for chapter equipment
 - b. Be responsible for the comfort of those present at chapter meetings.
 - c. Attend the door during meetings and welcome visitors.
 - d. Take Charge of candidates before and during initiation.
 - e. Assist with entertainment and refreshments and other details connected with the program.

SECTION B

District 5 Chapter Officers

1. The District 5 officers shall be the same as those enumerated under “Local Chapter Officers” Article V, Section A.
2. The duties of the district chapter officers are essentially the same as those listed in “The Official Guide of SkillsUSA” (Leadership Handbook). Duties of the Sergeant-At-Arms as listed in Article V, Section A2.
3. District 5 Officers are elected as follows:
 - a. Officer candidates will be nominated as a slate panel from the District 5 Voting Delegation meeting.
 - b. District officers are elected by a majority vote of the official delegates at the District 5 Leadership and Skills Competition.

- c. In the event of a tie vote, the candidates will take a SkillsUSA Knowledge Test and the highest score on the written test will be the tie-breaker. In the event the test scores are the same, then a run-off vote will be declared.
 - d. District screening committee composed of the District Advisor Committee in attendance at the Summer Leadership Camp shall select the candidate officer positions.
 - e. Voting procedure to be followed as outlined in the District 5 By-Laws section.
4. Vacancies in District 5 offices:
- a. A vacancy in the office of District President shall be filled by the District 5 Vice-President.
 - b. Vacancies in other offices will be filled by district officer alternates. The district officer alternate with the most votes from the officer elections will be the first to move into a vacant position.
 - c. Other vacancies will be filled by alternates according to number of votes received.
 - d. The District Advisor and the newly elected District Secretary will be responsible for maintaining election results in case district officer vacancies should occur.

In order to be qualified to be a district officer the student must:

- i. Run for district office in the current school year.
- b. Attended and successfully completed the SkillsUSA Texas Summer Leadership Camp.
- c. Be eligible according to University Scholastic League rules
 - a. If there are no district officer alternatives to fill vacated positions, vacancies will be filled as follows:
 - 1. District 5 chapters will be notified of the vacancy.
 - 2. Interested students will submit the following within two (2) weeks of notification:
 - b. Most recent six-weeks grades (either report card or official eligibility form)
 - c. 100 word essay describing reasons for wanting the office and why they should be chosen.
 - d. The current District 5 officers will select the student to fill the vacancy.
- 4. The local advisor of the current District 5 President shall help plan and organize Fall Leadership.
- 5. A candidate for district office must file for the office with the District 5 Director a minimum of two (2) weeks prior to the election. The letter filing for office should be signed by the candidate, the local chapter president, local advisor, and school principal. A candidate for district office must have one or more years remaining in high school, be regularly enrolled in a trade and industrial education program, and be a SkillsUSA member in an active status.

SECTION C. Dual Offices

- a. Individuals may be permitted to hold a local and district office. However, no

person may hold a district and state office with the exception of the District President who will serve as a state Vice-President.

- b. All district officers will be allowed to run for a state office but must relinquish their district office upon election to a state office.

ARTICLE VI. INITIATION

SECTION A

Initiation Ceremonies

All candidates for membership should be initiated into SkillsUSA, Texas Association, by being conducted through the regularly subscribed initiation ceremony adopted by the State Chapter.

SECTION B

District 5 Officer Installation

All newly elected District 5 officers will be installed at the awards ceremony held during the SkillsUSA Texas Summer Leadership. Students selected to fill vacancies after that date would assume the duties of that office.

ARTICLE VII. SKILLSUSA MEETINGS

SECTION A

Local Chapter Meetings

1. A minimum of one regular meeting shall be held each six-weeks school period. The opening and closing ceremonies adopted by the state shall be used.
2. Other meetings may be called by the president at any time it is deemed advisable. These meetings may be outside the school day or during it, according to the opportunities provided by the local school for the club meetings.
3. In general, the meetings shall be educational or recreational in nature, or both. Regular meetings should be educational but may be followed by social activities.
4. Guests, such as school officials, leaders, patrons of the school, employers, parents, and others interested in the development of leadership qualities in young people shall be permitted to attend chapter meetings.

SECTION B

District 5 Chapter Meetings

1. There shall be two regular District 5 meetings each school year which shall be known as Fall District and Spring District Meetings.

ARTICLE VIII. CLUB FINANCES

SECTION A

State and National Dues

1. Each local chapter shall pay to the office of the State Advisor, State and National SkillsUSA dues for each member (except honorary) listed on the membership roster.
2. The amount of annual state membership dues shall be determined by the State Chapter.
3. The amount of annual national membership dues shall be determined by the National Chapter.

SECTION B. District 5 Funds

1. The District 5 Director develops a proposed line item yearly budget. After securing the advice and counsel of the District 5 Board of Directors, the budget for the ensuing year is adopted.
2. The past year's financial records will be audited no later than September 15th by the District 5 Board of Directors, along with the newly elected District 5 Treasurer.

ARTICLE IX. AMENDMENTS

The District 5 Constitution can be amended according to the following sections:

SECTION A

Amendments by Writing

1. A proposed amendment to the constitution may originate in written form to the District 5 Director.
2. The District 5 Director will submit the proposed amendment to the District 5 Board of Directors for recommendations within thirty (30) days of receipt.
3. By a two-thirds majority affirmative vote during the District 5 Fall Leadership conference a proposed amendment may be passed.
4. Upon a two-thirds majority affirmative vote by the District 5 Chapter, the proposed amendment will be presented in writing to each active local chapter at least thirty (30) days prior to the next scheduled District 5 Meeting.
5. Upon a two-thirds majority affirmative vote, the proposed amendment is adopted for the present year if adopted at the Fall Meeting; or the upcoming year, if adopted at the Spring Meeting.

Texas SkillsUSA District 5 Bylaws
Adopted October 19, 2014

ARTICLE I. PROCEDURE FOR ISSUING CHARTERS

- A. Charters are issued numerically in the order in which the Petition for Charter form is received by the State Office.
- B. The Charter number originally issued to a dormant or nonexistent local chapter shall not be reissued to any other chapter.

ARTICLE II. DUES

- A. The state dues shall be seven dollars and fifty cents (\$7.50) per member per year.
- B. State members must also be members of National SkillsUSA. National membership dues are determined by National SkillsUSA. (Refer to Article XII Membership.)

ARTICLE III. INITIATIONS

- A. No candidate for initiation shall be subjected to any treatment which is part of or incidental to the initiation into SkillsUSA that would be intended to humiliate or discomfort that person.
- B. No activities on the part of the SkillsUSA members which may be construed as hazing will be permitted.

ARTICLE IV. VOTING

- A. Each local chapter shall have at least one voting delegate.
- B. Each local chapter shall be represented at district meetings by official delegates who shall do the voting for their respective chapter. Each local chapter shall have one voting delegate and an additional voting delegate for each ten or any fraction thereof, members who have paid their state and national dues.
- C. Representation and voting at the National Skills USA Leadership Conference will be by the new state officers elected prior to the national meeting plus other voting delegates as

designated by the State Director.

ARTICLE V. CONTESTS AND AWARDS

The State and District Chapter or a duly designated committee may:

- A. Set up such chapter and member contests, as it deems advisable and practical.
- B. Designate awards for member and chapter contests winners.
- C. Designate certain of its members to serve on an award committee to contact donors.

ARTICLE VI. FINANCES

- A. All SkillsUSA Texas District 5 funds shall be deposited in a bank designated by the SkillsUSA Texas Director.
- B. All funds shall be disbursed by check or debit card as approved by the District 5 Director during the fiscal year.
- C. A financial report of the District 5 funds will be given at annual Fall Leadership Conference and at District Skills Competition.
- D. All books and records of SkillsUSA Texas District 5 may be inspected by any member, advisor, or committee person.
- E. Non-payment policy - Outstanding invoices
 - For Invoices that remain unpaid for 90 days, Chapters will be unable to attend any district, state or national event unless full payment is received for that event in the appropriate office at least ten days prior to the time of the event.

ARTICLE VII. FISCAL YEAR

The fiscal year of the SkillsUSA Texas District 5, shall commence on the first day of September in each year and shall end on the thirty-first day of August of the next calendar year.

ARTICLE VIII. QUORUM

- A. The official voting delegates representing sections or local chapters shall constitute a majority of delegates present at the District 5 House of Delegates meeting.
- B. Representation from at least six section or local chapters shall constitute a quorum at district meetings.
- C. A majority of members designated as State Chapter members shall constitute a quorum of the State Chapter.
- D. A majority of the State Board of Directors shall constitute a quorum.

ARTICLE IX. EMBLEM AND EQUIPMENT

- A. The wearing of SkillsUSA, Texas Association, Inc. emblems purchased independently of

a garment shall conform to the following standards:

- a. Emblem shall not be worn on any article of clothing other than the official clothing approved by National SkillsUSA.
- b. Emblems should not be worn on any items of clothing not specifically mentioned in this Bylaw.

B. Each chapter shall acquire the equipment necessary to carry on an effective program of work.

ARTICLE X. OFFICER QUALIFICATIONS

All members running for District 5 SkillsUSA officer must have the following qualifications:

- A. Grades - a transcript of the immediate past semester must be submitted with the application for all offices. All other officers must have a passing grade for the past semester in each class.
- B. Character - must be of good character as shown by an appropriate official communication from the local school administrator.
- C. Speech - must be able to deliver a message before an audience in an effective manner.
- D. Initiative - must be capable of performing the duties of the office for which elected.
- E. Reliability - must be honest and dependable.
- F. Knowledge - all officer candidates should be able to:
 - a. explain the concepts for SkillsUSA, Texas Association as written in the Constitution and Bylaws and in the SkillsUSA Leadership Handbook;
 - b. say their part in all ceremonies;
 - c. describe the SkillsUSA objectives;
 - d. describe SkillsUSA activities;
 - e. explain the concepts and general contents of the SkillsUSA Contest Rule Book;
 - f. describe the duties of the office they seek, as outlined in the SkillsUSA Official Guide (SkillsUSA Leadership Handbook);
 - g. describe the definition and purpose of Trade and Industrial Education;
 - h. describe the types of programs offered in secondary schools for Trade and Industrial Education; and
 - i. Explain and demonstrate the use of parliamentary procedure.
 - j. The knowledge of the above items will be demonstrated through a 25 question written test where the applicant must score a 70 or above and pass an oral interview to be given by person or persons designated ahead of time by the Director of District 5.

- G. Elections - Officers will be selected by a majority vote in the House of Delegates at the Annual District 5 Leadership & Competition Conference.
- a. No officer candidate is eligible for election if they do not pass officer screening.
 - b. If there are no officer candidates that have passed screening for a specific position available, then that position may become available for other officer candidates who have already passed screening for a different position and know the part in the Opening & Closing Ceremony for the position they would like to switch too. No outside person may be brought in that has NOT already started the screening process ahead of time.
 - c. If there are no qualified officer candidates available for a particular officer position by the time of election by the House of Delegates then that position will remain open for the upcoming school year.
- H. Officer Ineligibility – A SkillsUSA Texas District 5 Officer maybe removed their position for any of the following reasons;
- a. Failure to attend SkillsUSA Texas Officer training session in the summer. Unless the officer is unable to attend due to personal illness or is needed to take care for a person in their immediate family because of illness.
 - b. Is involved in internet activity that would bring disrepute to SkillsUSA; I.E. racy or sexually explicit photos, filming or participating in fight scenes, internet bullying, substance abuse, foul abusive language etc.
 - c. Posting content deemed inappropriate by SkillsUSA District 5 Board of Directors.
 - d. Criminal activity on or off school property.
- I. Officer Replacement – If a duly elected District 5 Officer is removed they will be replaced by the following method
- a. The advisor charged with officer screening by the District 5 Director will maintain through the school year the record of votes that each officer candidate received for that position. The officer candidate receiving the second highest vote will then be offered that position, if that officer is unable to assume the vacant position it will then be offered to officer candidate with the third amount of highest votes and so on.
- J. If there is no qualified officer candidate available that ran for that position then that officer position for District 5 will remain vacant until the next Annual District 5 Leadership & Competition Conference.

ARTICLE XI. AMENDMENTS

- A. The Bylaws for the Constitution may be amended by a two-thirds (2/3) vote by the House of Delegates at Annual District 5 Fall Leadership Conference.

- B. Amendments to the Bylaws must be reported to all local chapters at the next Annual District 5 SkillsUSA Fall Leadership Conference.

ARTICLE XII. MEMBERSHIP

- A. All chapters are encouraged to organize and submit memberships on or prior to October 31.
- B. Membership will be accepted all year. However, any membership applications postmarked after February 1 will not be eligible to compete in district, state, or national contests.

(See Article II SECTION B)