

Article I **Name**

The official name of this organization shall be the Florida SkillsUSA Inc. and shall be referred to hereafter as SkillsUSA Florida.

Article II **Purpose**

- A. To unite in a common bond without regard to race, sex, religion, creed, national origin or disabilities, as defined by the Americans with Disabilities Act, full-time students enrolled in courses with vocational trade, industrial, technology and health occupation objectives.
- B. To develop leadership skills through participation in educational, vocational, civic, recreational and social activities.
- C. To help students establish realistic occupational goals while fostering a deep respect for the dignity of work.
- D. To develop student's abilities to plan, organize, and carry out worthy activities and projects through the use of the democratic process.
- E. To promote high standards in all phases of occupational endeavor, including: ethics, workmanship, scholarship and safety.
- F. To foster a wholesome understanding of the functions of labor and management combined with recognition of their mutual interdependence.
- G. To develop patriotism through knowledge of our nation's heritage and the practice of democracy.
- H. To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade, industrial, technology and health occupations education.
- I. To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his/her chosen occupation.

Article III **Organization**

- A. SkillsUSA Florida is an association of local chapters of the state of Florida operating in accordance with a charter granted by the National Vocational Industrial Clubs of America on the 3rd day of December, 1967.
- B. Active local chapters of SkillsUSA Florida shall be organized in schools where vocational classes are functioning to prepare students for future employment in the world of work.
- C. The administration and authority of SkillsUSA Florida shall be vested in the Executive Council of Florida SkillsUSA, with all members having voting privileges.
 - (1) The Executive Council consists of the members of the Executive Board of Directors of Florida SkillsUSA, Inc. and the (12) twelve state officers listed in Article V, Section A of these bylaws.
 - (2) A member who is elected to a National office shall be a non-voting Ex-officio member to the Executive Council for the term of their National office.
- D. The State SkillsUSA Director is the administrative officer of SkillsUSA Florida. The State Director shall be appointed by and responsible to the Executive Board of Directors of Florida SkillsUSA, Inc. for conducting the work of the state program for SkillsUSA Florida.
- E. The State Officer Trainer shall be appointed on an annual basis by the Executive Board of Directors of Florida SkillsUSA, Inc., and with the State SkillsUSA Director, be responsible for training and development of the State Officers.
- F. The Florida Association shall be divided into regions. The regional boundaries will be regulated by the Executive Board of Directors of Florida SkillsUSA, Inc.
- G. Charters shall be issued by the State SkillsUSA Director in accordance with the following requirements:
 - (1) SkillsUSA Florida charters shall be issued in the name of the school and only one charter may be authorized per school.
 - (2) There may be multiple chapters within a school club to accommodate morning, afternoon, and evening sessions.
 - (3) Each chapter must meet the minimum number of members specified in Article IV, Section A. Students from each chapter may enter regional competition.

Article IV **Membership**

- A. Chapter membership shall be composed of at least six (6) student members and one (1) active advisor.

- B. The membership year of SkillsUSA Florida shall extend from September 1 of one year through August 31 of the following year. Classes of membership in SkillsUSA Florida shall be:
 - (1) 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 trade, industrial, technology and health occupations and is earning credit toward a diploma/certificate or its equivalent.

 - (2) Professional Members:
Persons concerned with, or participating in, the professional development of SkillsUSA Florida. Such members include all industrial teachers, administrators, supervisors, teacher-educators, chapter advisory, and other interested persons who subscribe to the principles and objectives of SkillsUSA. Unless a member of the Executive Board of Directors, Professional Members may only vote in advisors meetings.

 - (3) Honorary Life Members:
Individuals who have made a significant contribution to the development of SkillsUSA Florida. Such memberships are awarded by the Florida Executive Board of Directors. Honorary Life Members shall pay no Florida dues. They have the same voting privileges as Professional Members.

 - (4) Alumni Membership—
Former active members who are no longer enrolled in trade, industrial, technology and health occupations education. Although alumni members pay dues and may participate at the regional/state/national level through the Youth Development Foundation of SkillsUSA, Inc., they are not eligible to serve as region/state/national voting delegates, hold regional/state/national office or otherwise represent the state active association membership in SkillsUSA.
 - i. The State Alumni Coordinating Committee oversees contributions to the SkillsUSA Alumni Fund, a fund which supports a variety of worthwhile projects for active SkillsUSA members.

- C. State SkillsUSA membership dues shall be variable with the directives of the SkillsUSA Executive Board of Directors and the Florida SkillsUSA, Inc. Executive Board of Directors. (All classes of membership shall pay state dues except for Honorary Life Membership.)

Article V **State Officers**

A. The State Officers of SkillsUSA Florida shall consist of:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Parliamentarian
- (5) Reporter
- (6) Historian
- (7) Goodwill Ambassador
- (8) Education Coordinator
- (9) Awards Coordinator
- (10) Sergeant at Arms
- (11) Event Coordinator
- (12) Technology Coordinator

B. Eligibility for holding a state office in SkillsUSA Florida shall include:

- (1) Active member status in Florida and National SkillsUSA.
- (2) Has an occupational objective in trade, industrial, technical or health occupations field, and this must be of record (High School Candidate) or occupational objective must apply to the postsecondary training the applicant is receiving or will receive in the school in which he or she has been accepted (College/Postsecondary Candidate) and have at least one full year remaining in said course of study.
- (3) A grade point average of at least 3.0 in the course of study which leads to a career in a trade, industrial, technical or health occupations field.
- (4) Maintaining at least a 2.5 grade point average in all other subjects not included in Article V Section B line 3
- (5) The written endorsement of:
 - (a) The local school chapter advisor,
 - (b) The student's Career Technical Education teacher,
 - (c) The school administrator,
 - (d) The secondary student's parent/guardian
 - (e) The employer (if applicable), and
 - (f) The Regional SkillsUSA Coordinator.

C. State officers shall be elected by the House of Delegates at each annual state conference and shall serve from July 1 through June 30.

- D. In the event of the inability of a state officer to complete a term of office in SkillsUSA Florida or the inability of a state officer to fulfill his/her duties, the Florida Executive Council may, by majority vote, declare the office vacant.
- E. The vacancy of President will be filled by the Vice President. In the event of a vacancy in a state office not otherwise specified, may be left vacant or a nomination to the position may be made by the Regional Coordinator from the region in which the vacancy occurred. The vacancy shall be filled by a SkillsUSA member in good standing and approved by the Executive Council at the next meeting.

Article VI **Regional Officers**

- A. The Regional Officers of SkillsUSA Florida consist of:
 - (1) President
 - (2) Vice President
 - (3) Secretary
 - (4) Parliamentarian
 - (5) Reporter
 - (6) Historian
 - (7) Sergeant at Arms
- B. Regional officers may comprise either secondary or postsecondary divisions.
- C. Eligibility for holding a regional office shall be the same as for holding a state office as described in Article V, Section B.
- D. In the event there is an insufficient number of candidates for regional office, position vacancies may be appointed by the Regional SkillsUSA Coordinator.
- E. Regional Officers shall serve until a new slate of Regional Officers has been duly elected.

Article VII **Local Chapter Officers**

- A. Local chapter officers of Florida SkillsUSA shall consist of:
 - (1) President
 - (2) Vice President
 - (3) Secretary
 - (4) Treasurer
 - (5) Parliamentarian
 - (6) Reporter
 - (7) Historian
- B. A local school may elect additional chapter officers as needed.
- C. Eligibility for holding a local chapter office shall include active membership in the local chapter, Florida, and SkillsUSA. Each candidate must be enrolled in a vocational course, have the support of his/her local school administration, and have the approval of the local school SkillsUSA advisor.
- D. Local SkillsUSA officers shall serve for the membership year.

Article VIII **Election of Regional Officers**

- A. All Regional Officers shall be elected annually at the Regional Orientation Workshop, unless otherwise designed by the Executive Board of Directors and shall serve for the forthcoming year.
- B. Each candidate shall submit the Official Candidate Form for Regional Officers to the Regional Coordinator by the designated date.

Article IX **Election of State Officers**

- A. All State officers shall be elected annually at the State Skills and Leadership Conference, unless otherwise designated by the Executive Board and shall serve for the forthcoming year.
- B. Each candidate shall submit the Official Candidate Form for State Officer Candidates to the SkillsUSA Florida State Director or their designate with Regional Coordinator permission by an announced date (by the State Director).

- (1) Two secondary and two postsecondary candidates will be elected by delegate vote at the Regional SkillsUSA Competition to run for the position of state officer at the State Leadership and Skills Conference.
 - (2) In the event there are not candidates representing both divisions, multiple candidates may be elected from one (1) division, either secondary or postsecondary.
- C. The positions of all state officers will be determined at a time designated by the SkillsUSA Florida State Director or their designate (State Officer Trainer). Offices will be determined by a process decided by the State Officer Trainer with approved by the State Director.
- D. The slate of officers shall be presented at a designated time during the State Skills and Leadership Conference. Nominations may be made from the floor provided an Official Candidate Form for officers has been submitted to the Regional Coordinator and only if a vacancy exists.
- E. "Voting shall be done by ballot and officers shall be elected by majority vote of the delegates. The office of candidate will be announced during the House of Delegates meeting, or other designated time.
- F. Each region shall have two officers representing their region. In the event that a region does not elect two officers, a state officer may be selected by popular vote, from those candidates not elected to represent their region.

Article X **Duties of State Officers**

- A. The President shall:
1. Preside with the State SkillsUSA Director over Executive Council meetings.
 2. Preside over delegate assemblies of SkillsUSA Florida.
 3. Provide leadership and delegate responsibilities.
 4. Conduct meetings following correct parliamentary procedure.
 5. Maintain contact with regional officers and members.
 6. Represent SkillsUSA Florida officially in school-community relations.
 7. Design and coordinate the Opening General Session at all state meetings.
 8. Complete other duties as assigned by the State Director or State Officer Trainer.

B. The Vice President shall:

1. Preside at all meetings and other official functions of SkillsUSA Florida in the absence of the President.
2. Assume the duties of the State President should that office be vacated for any reason.
3. Assist the President in the discharge of all duties.
4. Serve as a link between the President and all committees.
5. Act as chairperson in developing the State Skills and Leadership printed program.
6. Act as the credentials chairman at all voting delegate assemblies.
7. Promote the Alumni Association in Florida.
8. Complete other duties as assigned by the State Director or State Officer Trainer.

C. The Secretary shall:

1. Maintain an accurate record of all SkillsUSA business to include correspondence and minutes for all official council meetings
2. Coordinate all fundraising activities for SkillsUSA Florida.
3. Work in cooperation with the president to develop an agenda.
4. Write the communications authorized by the president.
5. Count and record the rising or ballot votes of the delegates or committee members.
6. Keep an accurate membership roll.
7. Provide minutes of the previous meeting.
8. Complete other duties as assigned by the State Director or State Officer Trainer.

D. The Parliamentarian shall:

1. Ensure that the Executive Council does not act contrary to National or Florida SkillsUSA Constitution and Bylaws.
2. Annually review the SkillsUSA Florida bylaws and make recommendations as needed.
3. Follow the most recently revised Roberts Rules of Order when not in conflict with National or Florida Constitutions and Bylaws.
4. Assist the president during the House of Delegates meeting.
5. Design and coordinate the Annual House of Delegates meeting.
6. Complete other duties as assigned by the State Director or State Officer Trainer.

E. The Reporter shall:

1. Write and coordinate the SkillsUSA PRIDE Newsletter covering all SkillsUSA Florida activities
2. Obtain information from local reporters for the Updated SkillsUSA PRIDE newsletter.
3. Ensure that SkillsUSA Florida activities are duly publicized in the various media outlets.
4. Provide the historian with relevant historical information.
5. Complete other duties as assigned by the State Director or State Officer Trainer.

- F. The Historian shall:
 - 1. Record, maintain, and update the historical records of all pertinent SkillsUSA activities.
 - 2. Prepare a scrapbook of SkillsUSA events to be archived by the State SkillsUSA Director.
 - 3. Design and coordinate the installation ceremony of officers.
 - 4. Complete other duties as assigned by the State Director or State Officer Trainer.

- G. The Goodwill Ambassador shall:
 - 1. Promote fair and active representation for all student members.
 - 2. Prepare the thought for the day when needed
 - 3. Send remembrances to members, advisors, and others as appropriate.
 - 4. Assist the Sergeant at Arms with VIP responsibilities.
 - 5. Assist the Secretary with state officer fund raising activities.
 - 6. Provide a written evaluation of the Officer Retreat to the State Officer Trainer.
 - 7. Complete other duties as assigned by the State Director or State Officer Trainer.

- H. The Education Coordinator shall:
 - 1. Demonstrate leadership abilities and encourage student involvement.
 - 2. Serve as the chief officer for the Professional Development Program (PDP).
 - 3. Serve as the chief officer for the Florida Statesman Award.
 - 4. Promote in service leadership training for the Executive Council.
 - 5. Coordinate educational programs for students/advisors during state conferences.
 - 6. Coordinate the administration of the SkillsUSA Professional Development Test
 - 7. Assist in the design of the State Officer Leadership Orientation Workshop.
 - 8. Complete other duties as assigned by the State Director of State Officer Trainer.

- I. The Awards Coordinator shall:
 - 1. Act as chairperson of the awards ceremony at the Closing General Session of the State Skill and Leadership Conference.
 - 2. Serve as co-chairperson with the President for designing the Opening General Session at the State Skill and Leadership Conference.
 - 3. Assist the Vice President in developing the State Skill and Leadership printed program.
 - 4. Contact business, industry, and other supportive agencies for donations, scholarships, etc., and follow-up with appropriate correspondence.
 - 5. Design and coordinate the awards ceremony at State Conference.
 - 6. Complete other duties as assigned by the State Director or State Officer Trainer.

- J. The Sergeant at Arms shall:
 - 1. Monitor membership activity at all official functions.
 - 2. Act as official host for industry representatives.
 - 3. Assist Awards Chairperson in the security of awards.
 - 4. Escort VIPs.
 - 5. Assist the Vice President in monitoring credentials at all delegate assemblies.
 - 6. Submit articles to the SkillsUSA Journal and other pertinent publications.
 - 7. Complete other duties as assigned by the State Director or State Officer Trainer.

- K. The Event Coordinator shall:
 - 1. Chair the Spirit Committee
 - 2. Coordinate student social activities (ie. the Florida Champions Festival at State Championships)
 - 3. Coordinate Community Service activities on the State Level.
 - 4. Complete other duties as assigned by the State Director or State Officer Trainer

- L. The Technology Coordinator shall:
 - 1. Coordinate the production of the State Newsletter.
 - 2. Recommend changes and additions to SkillsUSA Florida website.
 - 3. Make additions to the SkillsUSA Web information.
 - 4. Complete other duties as assigned by the State Director or State Officer Trainer

Article XI **Delegates**

- A. SkillsUSA members shall exercise their franchise through the House of Delegates meeting at the Regional, State, and National levels.

- B. Each Chartered SkillsUSA school shall be allowed three (3) voting delegates at the Regional Leadership Orientation Workshop and the Regional SkillsUSA Competitions. Proxy voting shall not be allowed.

- C. Each chapter shall elect members who shall be considered voting delegates at the State Skill and Leadership Conference. The number of delegates shall be determined in accordance with the following apportionment:
 - 7-12 members 1 Delegate
 - 13-24 members 2 Delegates
 - 25-49 members 3 Delegates
 - 50-79 members 4 Delegates
 - 80-200 members 5 DelegatesIn addition, one (1) delegate shall be granted for each one hundred (100) SkillsUSA members thereafter.

- D. Twelve State Officers (Article V, Section A) shall be considered voting delegates at large at the State SkillsUSA Conference. Chapters from which the twelve officers are elected will be entitled to their regular delegation as indicated in Article XI, Section C. The twelve State Officers will not be counted as his/her chapter's delegates.
- E. The number of voting delegates to the National 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 twelve State Officers are automatically voting delegates, provided they have full-filled the responsibilities of their office, as approved by the Executive Board of Directors. The Executive Board of Directors will prescribe the conditions under which remaining National Delegation posts are filled.

Article XII **Meetings**

- A. Each region shall hold an Officers Training Workshop. Each region shall elect a full slate of regional officers as specified in Article VI, Section A. Meetings may be called by the Regional President, with the approval of the Regional Coordinator, or at the Regional Coordinator's discretion.
- B. The Executive Council of SkillsUSA Florida shall meet at least two times each year for regular meetings prior to the State Skills and Leadership Conference. The State President may call a special meeting of the State Executive Council with the approval of the Executive Board of Directors of Florida SkillsUSA, Inc.
- C. The State SkillsUSA Director may call meetings of the Executive Council in order to conduct business for the smooth operation of Florida SkillsUSA.
- D. The annual business meeting of SkillsUSA Florida House of Delegates shall be held in conjunction with the Florida State Skills and Leadership Conference.

Article XIII **Finances**

- A. All membership dues of SkillsUSA Florida shall be entrusted to the Florida State SkillsUSA Director and deposited in the official bank account of Florida SkillsUSA, Inc. according to the rules and regulations governing all non-profit organizations. The accounts of Florida SkillsUSA shall be audited each year according to the rules and regulations stipulated by the Executive Board of Directors of SkillsUSA, Inc.
- B. Annual dues shall be established by the Executive Board of Directors of Florida SkillsUSA, Inc.

- C. Expenditures of SkillsUSA funds shall be reported to the Executive Board of Directors by the State SkillsUSA Director and made a matter of record in the minutes of the meeting at which they are reported. Each expenditure of Florida SkillsUSA shall be made by a check drawn against the checking account and signed by the State SkillsUSA Director and/or any authorized cosigners designated by the Executive Board of Directors of Florida SkillsUSA, Inc.
- D. A proposed budget for SkillsUSA Florida will be prepared by the State SkillsUSA Director, approved by the Executive Board of Directors at the first annual organizational meeting, and submitted to the organization's audit committee.
- E. Each month, the State SkillsUSA Director shall obtain an account statement indicating deposits and expenditures.
- F. Upon dissolution, the assets of SkillsUSA Florida shall be distributed to a non-profit organization, foundation, or corporation, which has established its tax-exempt status under the internal revenue code.

Article XIV **Parliamentary Authority**

- A. The most recently revised Roberts Rules of Order shall be the final authority for SkillsUSA Florida on all questions of procedure and parliamentary law not covered by the Constitution and Bylaws of this organization.
- B. No rules or regulation shall be adopted which are contrary to the National or Florida SkillsUSA Constitution and Bylaws.

Article XV **Amending the Bylaws**

- A. Proposed amendments to this document shall be submitted, in writing, to the State Director at least sixty days prior to the House of Delegates Annual Business Meeting.
- B. The Executive Board of Directors shall review the proposed amendments and submit them to all schools for consideration at least seven days prior to the House of Delegates Annual Business Meeting.
- C. A two-thirds majority, affirmative vote of those delegates in attendance at the House of Delegates Annual Business Meeting is required to amend the bylaws.
- D. Upon ratification, changes to the bylaws shall immediately become effective.