

# CONSTITUTION and BYLAWS

## SkillsUSA New Mexico

### 1.0 ARTICLE I - NAME and PURPOSES

#### 1.1 NAME

The official name of this organization shall be the New Mexico Association of SkillsUSA, and will be commonly referred to as SkillsUSA New Mexico or NM SkillsUSA (It had been formerly known as the New Mexico Association of the Vocational Industrial Clubs of America or NM VICA).

#### 1.2 PURPOSES

As an association of the national organization (SkillsUSA, Inc.), the purposes of the state organization are:

- 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 classes with vocational trade, industrial, technology and health occupation objectives
- B. To provide leadership for the state organization
- C. To provide a clearinghouse for information and activities
- D. To provide national recognition and prestige through an association and affiliated organizations
- E. To provide a vehicle, national in scope, for organizations to work articulately with trade, industrial, technology and health occupations student groups
- F. To develop leadership abilities through participation in educational, vocational, civic, recreational and social activities
- G. To foster a deep respect for the dignity of work
- H. To assist students in establishing realistic vocational goals
- I. To help students attain a purposeful life
- J. To create enthusiasm for learning
- K. To promote high standards in all phases of occupational endeavor, including: ethics, workmanship, scholarship and safety
- L. To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process
- M. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence
- N. 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
- O. To develop patriotism through a knowledge of our nation's heritage and the practice of democracy
- P. To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation

### 2.0 ARTICLE II - ORGANIZATION

#### 2.1.1 LOCAL CHAPTERS

- A. A local high school or postsecondary/college chapter of SkillsUSA New Mexico may be organized by an entire school or institution; a specific department or program area; or individual class(es) which meet the requirements of a technical, skilled, service or health occupations education program. Schools or institutions consisting of more than one SkillsUSA New Mexico chapter, should organize a local

executive committee.

- B. Due to the stated purposes of the organization, a New Mexico SkillsUSA chapter must be directly associated with a student's educational plan and co-curricular in nature.

2.1.2 At a designated state conference, an official charter will be issued to chapters that have been in operation for at least one full school-year by the SkillsUSA New Mexico Office upon verification of:

- A. A chapter roster with a minimum of at least one (1) Advisor and three (3) student members.
- B. Paid national and state SkillsUSA dues for all members (professional and student) listed on the roster.
- C. A chapter of less than three (3) student members may combine to form a multiple chapter with an identified Advisor and state approval.

## 2.2 STATE ORGANIZATION

2.2.1 SkillsUSA New Mexico is comprised of all active local high school and postsecondary/college chapters within the state boundaries.

2.2.2 There shall be a Board of Directors and a State Association Director of SkillsUSA New Mexico, in the capacity of Executive State Director.

2.2.3 The functions of SkillsUSA New Mexico are as follows:

- A. Collaboration and liaison with the national SkillsUSA, Inc. office.
- B. Information and professional development for technical, skilled, service, and health occupations educators. Various business and industry committees may provide advice and council to SkillsUSA New Mexico.
- C. Plan, organize, and conduct SkillsUSA New Mexico meetings and events relative to the stated purposes.
- D. Public Relations (PR) activities to support the operation and purposes of SkillsUSA New Mexico.
- E. Study and evaluate proposed amendments to the SkillsUSA New Mexico Constitution and Bylaws emanating from local chapters and recommend action to the Board of Directors.

## 2.3 DIRECTION and CONTROL

2.3.1 SkillsUSA New Mexico is a recognized Career and Technical Student Organization (CTSO) and an official state association of SkillsUSA, Inc. (located in Leesburg, Virginia) and is committed to follow the guidance and structure of the National Office.

2.3.2 The functions of this organization are an integral part of the total instructional program of technical, skilled, service and health occupations education in New Mexico and therefore influenced by the New Mexico Public Education Department.

2.3.3 The ultimate direction and control of this organization is vested in the SkillsUSA New Mexico Board of Directors.

3.0 **ARTICLE III - MEMBERSHIP**

3.1 Membership in SkillsUSA New Mexico shall consist of the total eligible members of the chartered local chapters and members shall hold the same membership status in their respective local chapter.

3.1.1 A local chapter must have and maintain at least one (1) Advisor and three (3) student members and all members of the state association must be members of the national organization to qualify for a charter.

3.1.2 Each local chapter and state association shall be open for membership to all students regardless of race, sex, religion, creed, national origin or disabilities.

3.2 Classes of membership which will be recognized by SkillsUSA New Mexico are:

- A. **ACTIVE MEMBERSHIP:** Full-time students enrolled in high school (secondary) or postsecondary/college courses offered in technical, skilled, service or health occupations education and meeting the requirements of the State Plan for Career (Vocational) Education.
- B. **PROFESSIONAL MEMBERSHIP:** Any person associated with, or participating in, the professional development of SkillsUSA New Mexico as approved by SkillsUSA New Mexico. Such members shall include chapter advisors, instructors, teachers, educators, parents, representatives of business and industry, counselors, administrators and supervisors. Professional members will pay dues established by SkillsUSA New Mexico, but will be ineligible to serve as National Voting Delegates, hold national office or compete in events conducted by SkillsUSA New Mexico.
- C. **HONORARY LIFE MEMBERSHIP:** Individuals who have made significant contributions to the development of SkillsUSA New Mexico and technical, skilled, service, and health occupations education whose membership has been approved by the National Executive Council upon the recommendation of SkillsUSA New Mexico. Such membership shall not require payment of national dues.

3.3 A membership year shall be from September 1 through August 31, inclusive.

4.0 **ARTICLE IV - FUNDING**

4.1 **REVENUE**

Funding for the operation of SkillsUSA New Mexico shall be derived from professional and student membership dues, conference registration fees, interest on investments, and contributions and may also come from grants, in-kind services and other sources.

4.2 **BUDGET**

The Executive State Director shall provide a quarterly review of all budgets and expenditures of revenues defined in 4.1.

4.3 **AUDIT**

There shall be an audit of financial records by a Certified Public Accountant or other appropriate source, whenever it is deemed necessary by the Board of Directors.

5.0 **ARTICLE V - SYMBOLISM, CEREMONIES, and OFFICIAL SUPPLIES**

5.1 SkillsUSA New Mexico, by affiliation with SkillsUSA, Inc., adopts the Motto, the Pledge, the Creed, the Colors, the Symbols, and the Ceremonies of SkillsUSA as outlined in the latest edition of the official SkillsUSA Leadership Handbook.

5.2 SkillsUSA New Mexico, by affiliation with SkillsUSA, Inc., recognizes the National SkillsUSA supply service as the official suppliers of all official items of jewelry, wearing apparel and paraphernalia.

6.0 **ARTICLE VI - MEETINGS and CONFERENCES**

6.1 **LOCAL CHAPTERS**

A minimum of one (1) local chapter meeting shall be held per semester, tri-mester or quarter to conduct business. Other meetings may be called by the President or the Advisor of the chapter at any time he/she deems it advisable to do so.

6.2 **STATE CONFERENCE**

6.2.1 There shall be at least one (1) annual state conference to be held at a time and place recommended by the Board of Directors, and in accordance with the calendar of the New Mexico Activities Association (NMAA). Other meetings /workshops/training/sessions may be called by the Executive State Director at any time he/she deems it advisable to do so.

6.2.2 The state conference shall be devoted to:

- A. Conducting leadership and skill competitions and events.
- B. Providing educational and/or social activities for members present.
- C. Election of High School and Postsecondary/College State Officers.
- D. Other business as necessary.

6.3 **LEADERSHIP DEVELOPMENT CONFERENCE**

There shall be a State (Fall) Leadership Development Conference. Exact date(s) to be determined by the State Executive Director, in coordination with the Board of Directors. These dates should be coordinated with the New Mexico Activities Association.

6.4 **NATIONAL CONFERENCES and MEETINGS**

Expenses of selected officers and delegates to national conferences and meetings may be paid by SkillsUSA New Mexico, in whole or in part, as determined by the Board of Directors.

7.0 **ARTICLE VII - SkillsUSA NEW MEXICO BOARD of DIRECTORS**

7.1 The administration of all the affairs, property, and business of SkillsUSA New Mexico shall be vested in the Board of Directors within the limitations of the Constitution and Bylaws.

7.2 The membership on the Board of Directors shall be determined as provided in the Bylaws, Policies & Procedures.

7.3 Robert's Rules of Order - Newly Revised, shall govern all SkillsUSA New Mexico meetings, if consistent with this Constitution and Bylaws.

## 8.0 **ARTICLE VIII - AMENDMENTS**

8.1 Amendments to the Constitution and Bylaws shall be proposed in writing to the State Executive Director, at least thirty (30) calendar days prior to a meeting of the House of Delegates assembly. All proposed amendments shall also be submitted to the Board of Directors. Final approval of all House of Delegates Assembly actions will be made by the Board of Directors.

8.2 SkillsUSA New Mexico reserves the right to amend, alter, or repeal any provisions contained in this constitution in the manner hereinafter prescribed. All rights and powers conferred herein on members of the Board of Directors and the membership in general are granted subject to those reservations:

- A. Only such amendments shall be made as are in keeping with the purposes stated in Article I, paragraph 1.2 of this Constitution.
- B. Proposed amendments must be presented in writing to the Board of Directors no later than thirty (30) calendar days prior to a meeting of the House of Delegates assembly.
- C. Upon a majority affirmative vote of the Board of Directors, the proposed amendment is submitted as a ballot by the State Executive Director to the House of Delegates assembly for ratification.
- D. Upon a majority affirmative vote on the ballots returned from the House of Delegates assembly, the proposed amendment is adopted.

8.3 The membership of the House Delegates assembly of SkillsUSA New Mexico shall be determined as provided in the Bylaws, Policies & Procedures.

## 9.0 **ARTICLE X - GRIEVANCES and APPEALS**

### 9.1 **GRIEVANCE PROCEDURE**

9.1.1 A written letter must be submitted to the Executive State Director by an established deadline. The Board of Directors will make a determination of the appeal, and notify all parties of the action to be taken within thirty (30) calendar days.

9.1.2 If said letter, 9.1.1 above, is postmarked within five (5) business days after receipt of notification of violation from the local SkillsUSA New Mexico chapter, it shall be timely. Failure to appear by the local SkillsUSA New Mexico Advisor within the time specified is a waiver of any right to appeal.

### 9.2 **NMAA APPEAL PROCEDURE**

9.2.1 If aggrieved by the determination of SkillsUSA New Mexico, the student and/or school shall have a right to appeal that decision to the Review Board of the New Mexico Activities Association. If appealed, such appeals shall be heard de novo. Such appeal shall be initiated by a letter from the school. Such a letter shall request the decision be reviewed by the NMAA Review Board, sent to the New Mexico Activities Association Executive Director and the Executive State Director of SkillsUSA New Mexico, within five (5) business days after notification is received of the determination of the original grievance. If such letter of request is postmarked within five (5) days after receipt of notification, it shall be timely. Failure to appeal within the time specified is a waiver of any right to appeal.

9.2.2 New evidence will not be allowed unless not in existence at the time of the decision by the Board of Directors or which, although in existence at the time, was not discovered, although diligence was exercised.

10 **ARTICLE X - BYLAWS**

10.1 Bylaws consistent with this Constitution may be adopted.

10.2 Bylaws may be amended at any regular House of Delegates sssembly.

# SkillsUSA New Mexico

## BYLAWS

### 1.0 MEMBERSHIP

- 1.1 Membership in Skills USA New Mexico shall consist of eligible members as defined in the Constitution and includes the classes of membership as stated in Article III of the Constitution.
- 1.2 A membership year shall be from September 1 through August 31, inclusive.

### 2.0 OFFICERS

#### 2.1 LOCAL OFFICERS:

- A. Each local chapter shall have a minimum of the following officers elected from the active membership: President, Vice-President, combined Secretary/Reporter /Treasurer. A Parliamentarian, Historian and Chaplain may also be elected. Varieties of these positions may be voted upon by the local membership and submitted to the SkillsUSA New Mexico Office for acceptance.
- B. The duties of these officers shall be in accordance with the duties designated in the official SkillsUSA Leadership Handbook.

#### 2.2 STATE OFFICERS:

- A. The State Officers of SkillsUSA New Mexico shall be a President, a Secretary/Reporter, and four (4) Regional Vice Presidents elected for one year terms for both High School (secondary) and Postsecondary/College Divisions.
- B. Eligible students may be re-elected to office.
- C. A vacancy in the office of State President shall automatically be filled, first by the State Secretary/Reporter, then by the State President's Regional Vice President.
- D. A vacancy in the office other than State President shall be filled through appointment by the Executive State Director with confirmation by the Board of Directors.
- E. A candidate for State Office must file for the office with the State Executive Director at least three (3) weeks prior to the election. The letter filing for office shall be signed by the candidate, the local chapter President, local Advisor, and school Principal/Director. A High School (secondary) candidate for State Office must have one or more years remaining in high school, be regularly enrolled in an approved technical, skilled, or service occupation education class (including health care), be an active SkillsUSA New Mexico member and meet the academic standards of the New Mexico Activities Association. A Postsecondary/College candidate for State Office must have two or more semesters remaining before graduation, and must be regularly enrolled in a program or classes pursuing a certificate or degree in an approved technical, skilled, or service occupations education program (including health care) and be an active SkillsUSA New Mexico member.

- F. There shall be a state officer screening committee comprised of a minimum of three (3) of the following: Advisors, Alumni, Business/Industry Representatives, State Education Representatives, current State Officers other than the level of office being screened, as directed by the Executive State Director.
- G. High School (Secondary) and Postsecondary/College State Officers shall all be elected at the annual Spring Conference.
- H. A maximum of three (3) state officer candidates may be elected from, or representing a chapter.
- I. The screening committee will narrow the candidates to no more than three (3) for each office.
- J. Campaign materials may not be displayed or handed out until approved by the screening committee. Non-compliance of this rule may disqualify a candidate.

**3.0 DUAL OFFICES**

Individuals may be permitted to hold a local and a state office, a local and a national office, or a state and a national office.

**4.0 DUES**

- 4.1 State dues shall be that as assessed by the Board of Directors and approved by the House of Delegates. National dues shall be that as assessed by the Board of Directors of SkillsUSA, Inc. and approved by the National House of Delegates.
- 4.2 Membership rosters, with payment covering National and State dues for all student and professional members, shall be sent to SkillsUSA, Inc. and shall be due on November 15 (initial roster). Additional names may be added for contest eligibility until February 1st.

**5.0 HOUSE of DELEGATES**

- 5.1 The House of Delegates shall consist of two (2) voting delegates from each active chapter, plus one additional delegate for each 30 members or major fraction (15) thereof.

Example:           Active Section (3 members) ..... 2 delegates  
                   Membership    15- 45 ..... add 1 delegate  
                                   46- 76 ..... add 1 delegate  
                                   77- 120 ..... add 1 delegate

Each delegate shall have one vote and must be present to vote.

- 5.2 No state delegates shall be recognized or seated unless they are sponsored by one or more adult Advisors from their respective local chapter at the state meeting or as covered by a written proxy and acknowledged by a specific Advisor.

## 6.0 **BOARD of DIRECTORS**

- 6.1 The Skills USA New Mexico Board of Directors shall have the power to:
- A. Conduct the operation of SkillsUSA New Mexico in the absence of an identified Executive State Director.
  - B. Revoke the official charter of any chapter for cause.
  - C. Plan and monitor meetings of the House of Delegates assembly.
  - D. Approve the appointment of State Officers as necessary.
  - E. Establish dates for State Conferences, meetings, training, etc.
  - F. Plan and implement the NM SkillsUSA (Fall) Leadership Conference.
- 6.2 The Executive Officers of the Board of Directors shall be comprised of a President (Chair person), Vice President (Vice Chair person or Co-Chair person) and a Secondary/Reporter. Elections to these positions will be conducted annually, following the NM SkillsUSA (Spring) Leadership & Skills Conference. Executive officers may be re-elected for sequential terms.
- 6.3 The Board of Directors shall be comprised of the following:
- A. The SkillsUSA New Mexico Executive State Director
  - B. The State High School (secondary) and Postsecondary/College Presidents.
  - C. The local Advisors to the State High School (secondary) and Postsecondary/College Presidents.
  - D. The Immediate Past State Postsecondary/College President.
  - E. Eight (8) educational representatives to represent the state's four (4) regions as determined in the Policy & Procedures and nominated by the Board of Directors.
  - F. Business and Industry Partners as determined by the Executive State Director and confirmed by the Board of Directors.
  - G. Consultants to the Board as determined by the Executive State Director and confirmed by the Board of Directors
- 6.4 Any Board of Directors member who misses two (2) or more meetings may be removed from the board unless justifiable circumstances exist.

*Reviewed and approved by a majority of the Board of Directors on February 5, 2005 in Grants, NM*