

**Bylaws**

**POLICIES - PROCEDURES HANDBOOK**

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# Introduction

SkillsUSA is an applied method of instruction for preparing America’s highperformance workers in public career and technical programs. It provides quality educational experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work—high ethical standards, superior work skills, lifelong education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

SkillsUSA programs include local, state, and national competitions in which students demonstrate occupational and leadership skills. At the annual national-level SkillsUSA Championships, thousands of students compete in over 100 occupational and leadership skill areas.

SkillsUSA programs also help to establish industry standards for job skill training in the lab and classroom and promote community service. SkillsUSA is recognized by the U.S. Department of Education and is cited as a "successful model of employer-driven youth development training program" by the U.S. Department of Labor.

# Leadership

**SkillsUSA Pledge & Meaning:**

**Upon my honor, I pledge:** This is a very strong statement. It means you are committed to follow through on your promise.

**To prepare myself:** Preparation requires self-control. It means effort without immediate reward but with the knowledge that the effort will pay off when the preparation is completed.

**By diligent study:** Diligence implies something far beyond a quick review of assignments. Diligence means perseverance, concentration and not always taking the easy route.

**And ardent practice:** A person of character makes every effort despite setbacks or personal loss.

**To become a worker:** SkillsUSA members take pride in making things happen, in being good workers and in their employers.

**Whose services:** Doing things for others is the basis of many occupations. SkillsUSA members strive to be active in their schools and communities.

**Will be recognized as honorable:** The result of preparation, study, practice, work, and service is the respect and honor given SkillsUSA members.

**To base my expectations of reward upon the solid foundation of service:** This statement reinforces the attitude that we must first serve in order to gain. This attitude is important to success.

**To respect my vocation:** SkillsUSA members recognize the need to find their vocation and strive to understand its traditions, skills, leaders and potential.

**To bring repute to myself:** SkillsUSA members strive to have a good reputation among their peers, fellow workers, teachers, parents, and employers.

**To spare no effort in upholding these ideals:** This means service to the community, school and SkillsUSA chapter - getting things done and becoming a leader, all with the ideals of SkillsUSA in mind.

**SkillsUSA Motto:**

Preparing for leadership in the world of work.

**SkillsUSA Creed & Meaning:**

## I believe in the dignity of work

I hold that society has advanced to its present culture through the use of the worker's hands and mind. I will maintain a feeling of humbleness for the knowledge and skills that I receive from professionals, and I will conduct myself with dignity in the work I do.

### I believe in the American way of life

I know our culture is the result of freedom of action and opportunities won by the founders of our American republic, and I will uphold their ideals.

### I believe in education

I will endeavor to make the best use of knowledge, skills and experience that I will learn in order that I may be a better worker in my chosen occupation and a better citizen in my community. To this end, I will continue my learning now and in the future.

### I believe in fair play

I will, through honesty and fair play, respect the rights of others. I will always conduct myself in the manner of the best professionals in my occupation and treat those with whom I work as I would like to be treated.

### I believe satisfaction is achieved by good work

I feel that compensation and personal satisfaction received for my work and services will be in proportion to my creative and productive ability.

### I believe in high moral and spiritual standards

I will endeavor to conduct myself in such a manner as to set an example for others by living a wholesome life and by fulfilling my responsibilities as a citizen of my community.

# Director’s Note

SkillsUSA Arkansas has dedicated its time, money, and leadership to upholding the basic principles of the SkillsUSA organization. This document is to guide the leadership towards providing the best that the state of Arkansas can present in every facet of the SkillsUSA organization. It is the State Director’s responsibility to lead, administer, follow, and be an example to everyone in SkillsUSA Arkansas. In order to achieve success as a prominent state organization we must steer our focus with policies that will provide better leaders in the world of work.

Note: The official name of this state association is the Arkansas

Association of SkillsUSA, Incorporated. It will be referred to in this

document as SkillsUSA Arkansas.

## General Purpose

The general purposes of SkillsUSA Arkansas are:

* 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 programs with career and technical, industrial, technology and health occupation objectives;
* To provide leadership for chapters;
* To provide a clearinghouse for information and activities;
* To provide recognition and prestige through an association and affiliated organizations;
* To provide a vehicle, national in scope, for organizations to work articulately with career and technical, industrial, technological and health occupations student groups;
* To develop leadership abilities through participation in educational, occupational, civic, recreational, and social activities;
* To foster a deep respect for the dignity of work;
* To assist students in establishing realistic career goals;
* To help students attain a purposeful life;
* To create enthusiasm for learning;
* To promote high standards in all phases of occupational endeavor, including ethics, workmanship, scholarship and safety;
* To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process;
* To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence;
* To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for career and technical, industrial, technology and health occupations education;
* To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy;
* To emphasize the importance of life-long-learning consistent to the needs of the individual and the requirements of his or her chosen occupation.

## Organization of SkillsUSA

**SkillsUSA** is an organization of state associations, each operating in accordance with a **Charter** granted by SkillsUSA, Inc.

* A **Chapter** is the physical location, which includes each **Section** of all Career and Technical Programs of Study at that locale. The locale itself must be chartered under the National SkillsUSA membership roster. Approval to charter a **Chapter** is granted by the SkillsUSA Arkansas State Director.

* **Sections** are each individual Career and Technical class within a program of study under a chartered **Chapter**. A Section consists of a minimum of ten (10) paid members in a single occupational or cooperative education class; whose teacher serves as the Section advisor; having an elected set of section officers; and having planned a section calendar of activities.

National Organization

State

Local Chapters

Classrooms

Complete details of the organization of SkillsUSA Arkansas can be located in the Secondary Division and Postsecondary Division Constitutions, as well as in the SkillsUSA Arkansas Bylaws.

The Advisory Board shall develop and implement policies and procedures for the establishment of the SkillsUSA Arkansas student organization, composed of the chartered state chapters, to be known as SkillsUSA Arkansas.

Charters must be approved by the SkillsUSA Arkansas State Director. The Advisory

Board may recommend charters to the SkillsUSA Arkansas State Director for approval.

### Membership

* Membership in SkillsUSA Arkansas shall consist of the total eligible members of the chartered local chapters.
* All members of the state organization must be members of the national organization to qualify for a charter.
* Each local chapter and the state organization shall be open for membership to all students regularly enrolled in programs with career and technical, technology or health occupations education objectives.
* Classes of membership which will be recognized by SkillsUSA Arkansas are:

**ACTIVE MEMBERSHIP**: Students in trade, industrial, technology and health occupations education at either the high school or college/post-secondary level. Students must be enrolled in a coherent sequence of courses or career major preparing them for future education and/or employment, and they must be earning credit toward a diploma/certificate or its equivalent.

**PROFESSIONAL MEMBERSHIP**: People associated with or participating in the professional development of SkillsUSA’s active members as approved by their state association. Professional members include section advisors, teacher educators and supervisors, and corporate and board members. Professional members pay dues but are not eligible to serve as national voting delegates, hold national office, comma, compete in the SkillsUSA championships or otherwise represent their state association in SkillsUSA.

**DIRECT MEMBERSHIP**: College students in trade, industrial, technology and health occupations education without a SkillsUSA chapter to serve them. Direct members training programs must meet the requirements of the individual state plan for career and technical education or the equivalent, and the members must reside in that state or territory. They must be approved for membership by their state SkillsUSA association. Direct members may not serve as national voting delegates or hold national office.

**HONORARY LIFE MEMBERSHIP**: Individuals who have made significant contributions to the development of SkillsUSA and the areas of career and technical education it serves. Honorary Life Members do not pay national dues. For a nomination form go t[o www.skillsusa.org/about/honlife.shtml.](http://www.skillsusa.org/about/honlife.shtml)

**ALUMNI MEMBERSHIP**: Former active members who are no longer enrolled in trade, industrial, technology and health occupation education. Charters for local alumni organizations may be issued by any SkillsUSA state association (for more information, contact your state SkillsUSA Director). Alumni may participate at the national level through the Youth Development Foundation of SkillsUSA Inc. SkillsUSA’s board of directors appoints a national Alumni Coordinating Committee. This committee oversees contributions to a national alumni fund, which supports various important projects for active SkillsUSA members. For more information, go to: [www.skillsusa.org/supporters/alumni.shtml.](http://www.skillsusa.org/supporters/alumni.shtml)

**Membership Dues**

* The membership year shall be from September 1 through August 31, inclusive. Members submit their dues in the fall at the start of the school year. To receive full services, all members should join by November 15. All chapters are encouraged to actively pursue the Total Participation Plan due to the benefits and discounts associated with that plan.
* The SkillsUSA Arkansas State Director will set the date for the annual state membership deadline and is responsible for communication of the information to advisors and potential membership.
* The SkillsUSA Arkansas State Advisory Board shall make recommendations regarding annual membership dues for its chartered state association, as established by the Bylaws of SkillsUSA Arkansas. A final determination will be made by a two thirds vote of the membership at the annual meeting.

### Advisor Role

A SkillsUSA advisor has an important role: to facilitate student learning. The advisor supports the chapter but should allow the students to take the lead whenever possible. The person doing the work is the one learning the most. Facilitators use good questioning, active listening and coaching to help students set goals, priorities, and timelines.

To ensure that the maximum number of students has an active role, each advisor should carry out the following steps inside their own training program:

* Meet all local, state, and national deadline;
* Complete all necessary paperwork for memberships, awards, conferences, etc.
* Be familiar with all rules, regulations, policies, etc., associated with SkillsUSA;
* Hold elections to identify student leaders;
* Train officers in basic leadership and SkillsUSA knowledge;
* Plan and conduct chapter meetings;
* Develop an annual Program of Work;
* Identify committees or team members to organize activities;
* Prepare students for competition events.

### Chapter Management Institute (CMI)

Chapter Management Institute (CMI) is held during the summer prior to the beginning of the next school year. The experience will maximize the SkillsUSA advisors’ ability to conduct a successful SkillsUSA chapter. CMI is oriented to assist the new SkillsUSA advisor in developing and implementing a chapter within their program of study. Important and useful information from the Division of Career and Technical Education is also presented during the workshop.

## Advisory Board

**SkillsUSA Arkansas**

**State Advisory Board**

The SkillsUSA Arkansas State Advisory Board and the SkillsUSA Arkansas State Director in partnership with the Arkansas Student Leadership Center will conduct the administration and business of SkillsUSA Arkansas. The SkillsUSA Arkansas Advisory Board Executive Committee shall consist of the SkillsUSA Arkansas State Director; one Representative from Industry members; one representative from the College/Postsecondary members; the high school/secondary President, President-Elect & Past President; and one representative from the High school/Secondary members.

### Purpose

The purpose of the SkillsUSA Arkansas State Advisory Board shall be to assist the SkillsUSA Arkansas State Director, the SkillsUSA Arkansas State Officers, and the Arkansas Student Leadership Center for the betterment of SkillsUSA Arkansas.

### Board Makeup and Eligibility Requirements

SkillsUSA Arkansas State Board Composition

The composition of the SkillsUSA Arkansas state board of directors shall include the following members:

SkillsUSA Arkansas State Director

Industry Representatives (4) – One each from the areas of Health; Technology/STEM; Trade & Industry; and one at-large representative from industry

College/Postsecondary representatives will include: College/post-secondary instructors (2)

College/postsecondary administrator (1)

College/postsecondary student (1)

High School/Secondary representatives will include:

President

President –Elect

Past-President

District 1 – 8 Representatives (8)

High School/Secondary Administrator (1)

High School/Secondary (student) State Officer Liaison (1)

Ex-Officio

SkillsUSA Arkansas State Officer Advisor

Arkansas Department of Career Education Representative SkillsUSA Arkansas Alumni Representative

Arkansas Association of Career and Technical Education Representative Arkansas Student Leadership Center Representative

To be eligible for consideration for a position on the SkillsUSA Arkansas State Advisory Board the candidate must:

1. Be a member in good standing.

1. Be current with state and national membership dues.

1. Be nominated to the position by another member in good standing.

**Election**

These members shall be elected by their respective groups on a rotating basis, as set during a meeting of this group. If there are more than two candidates, the ballot method will be used as described in Robert’s Rules of Order. A majority vote is required using the preferential method.

Members of the Arkansas State SkillsUSA Advisory Board shall hold office for the term(s) or time period for which they are elected and until a successor shall have been elected or appointed and qualified according to the Bylaws. In case any member of the Advisory Board shall, by death, resignation, incapacity to act, or otherwise cease to be a member of the Board during his/her term, a successor shall be chosen by majority vote of the members of the Board remaining in office to serve until the next meeting of the membership at which time an election shall be held for a new term. Excessive absences will be addressed by the board on an individual basis.

Newly elected or appointed members of the Advisory Board shall assume the office and duties at the closing gavel of the annual SkillsUSA Arkansas State Leadership and Skills Conference. All terms of office shall begin at this time.

Board members shall have been a member of SkillsUSA for two years before they can be elected to an office. Nominations for officers will be taken from the floor. Any member in good standing may vote.

An organizational meeting of the Advisory Board shall be called by the outgoing President within 30 days of sending out notification of the annual state conference. The outgoing President shall preside over the election of all board officers for the new year. The new president may begin immediately to organize the new board into committees and for the work of the next year.

**District Map for High School/Secondary Advisory Board Positions**



**Duties of the Advisory Board**

**Duties of the College/Postsecondary Advisory Board include:**

1. Attendance at all board meetings is required. Failure to inform the board president of the SkillsUSA Arkansas State Director prior to the meeting will jeopardize a member’s position on the board.
2. Attend all College/Postsecondary Leadership Conferences during their term.
3. College/Postsecondary Advisory Board Members may be asked to participate in the Chapter Management Institute at the Chapter Management Institute Dire4ctor’s discretion.
4. Assist other chapter/section advisors.
5. Serve as a point of contact for code conduct/dress code grievances.
6. Assist in the planning, execution, evaluation, and follow-up of state conferences.
7. Recommend charters to the SkillsUSA Arkansas State Director for approval.

**Duties of the High School/Secondary Advisory Board include:**

1. Attend at least three (3) High School/Secondary Leadership conferences during their term.
2. Participate at the Chapter Management Institute at the Chapter Management Institute Director’s discretion.
3. Attend at least six (6) High School/Secondary board meetings.
4. Assist other chapter/section advisors.
5. Serve as a point of contact for code of conduct/dress code grievances.
6. Assist in the planning, execution, evaluation, and follow-up of state conferences.
7. Recommend charters to the SkillsUSA Arkansas State Director for approval.

### In-Service

The SkillsUSA Arkansas State Director will provide the Arkansas State Advisory Board members with in-service hours for attending board meetings, leadership conferences, state competitions, Chapter Management Institute, and national competitions and conferences, or any event which requires board attendance.

### Travel Reimbursement

Arkansas State SkillsUSA Advisory Board members will be compensated for travel expenses if the institution where they are employed does not provide travel reimbursement. Advisory board members must complete an expense report form and turn it in to the SkillsUSA Arkansas State Director within forty-five (45) days of the last date of travel.

## SkillsUSA Awards Committee

An awards committee shall be designated by the Arkansas State SkillsUSA Advisory Board and the SkillsUSA Arkansas State Director. The Awards Committee responsibilities are as follows:

1. This committee shall be responsible for reviewing all state achievement awards.
2. This committee shall be responsible for providing information to the general membership regarding awards, including timelines and due dates.
3. This committee shall be responsible for accepting all applications for awards, selecting recipients, if applicable, and submitting the names of recipients to the SkillsUSA Arkansas State Director.
4. This committee will seek to incorporate all national awards for SkillsUSA Arkansas members.
5. This committee will be comprised of one (1) college/post-secondary board member, one (1) high school/secondary board member and three (3) additional members to be determined by the Arkansas State SkillsUSA Advisory Board.
6. Committee members will serve on a rotation schedule. Members shall be rotated in such a manner that allows replacement of approximately one-third of the committee members per year.

## State Officer Advisor Duties

**SkillsUSA Arkansas Post-Secondary/College Officer Advisor Duties**

* Serve as the primary contact for all state officers and their local advisors. The advisor will also act as a liaison between the state officers and the SkillsUSA Arkansas State Director.  Attend all required events for state officer attendance.
* Serve as primary chaperone for state officers at all events.
* Conduct the state officer election process. It will be the advisor’s responsibility to ensure there are adequate local advisors/board members to assist in this process.
* Be responsible for tallying and certifying delegate votes and keep all ballots for a minimum of 90 days after the vote.
* Coordinate all training dates with the SkillsUSA Arkansas State Director.
* Notify state officers of scheduled events no less than 14 days prior to the event and provide officers and local advisors an itinerary no less than 7 days prior to an event.
* Determine and enforce state officers’ dress code and attire for required events.
* Be directly responsibility for the officers and their assigned duties in cooperation with the SkillsUSA Arkansas State Director.
* Serve on the SkillsUSA Board as a liaison between the board and the officers. This is an ex-officio position.
* Determine any breach of officer contract and recommend action by the Arkansas SkillsUSA State Director and/or advisory board.
* Work with the Secondary State Officer Advisor as needed. The Post-Secondary state officer advisor may serve as secondary advisor in the event that the secondary officer advisor and/or assistant advisor are unable to attend an event. It will be the state director’s responsibility to inform and get consent from the post-secondary state office advisor that they are willing to fulfill this responsibility. The director should inform secondary officers of this change in the chain of command and ensure their compliance.
* Assume any other duties, within reason, as suggested by the state director and/or board.

**SkillsUSA Arkansas High School/Secondary Officer Advisor Duties**

* Serve as the primary contact for all state officers and their local advisors, parents, and home school districts. The advisor will also act as a liaison between the state and the SkillsUSA Arkansas State Director.
* Attend all required events for state officer attendance.
* Serve as primary chaperone for state officers at all events.
* Be responsible for certifying all officer candidates’ eligibility to run for office.
* Be responsible for securing a panel of board members to participate in state officer candidate screening.
* Conduct the state officer election process. The advisor is responsible to ensure there are adequate local advisors/board members to assist in the process.
* Be responsible for tallying and certifying delegate votes and shall keep all ballots for a minimum of 90 days after the vote.
* Coordinate all training dates with the SkillsUSA Arkansas State Director.
* Notify state officers of scheduled events no less than 14 days prior to the event and provide officer and local advisor an itinerary no less than 7 days prior to an event.
* Determine and enforce state officer’s dress code and attire for required events.
* Be directly responsible for the officers and their assigned duties in cooperation with the Arkansas SkillsUSA State Advisor.
* Serve on the SkillsUSA Board as a liaison between the board and the officers. This is an ex-officio position.
* Determine any breach of officer contract and recommend action by the Arkansas SkillsUSA State Director and/or advisory board.
* Work with the Post-Secondary State Officer Advisor as needed. The secondary state officer advisor may serve as post-secondary advisor in the event that the post-secondary officer advisor is unable to attend an event. It will be the post-secondary officer advisor’s and/or state director’s responsibility to inform and get consent from the high school/secondary state office advisor that they are willing to fulfill this responsibility. The director should inform post-secondary officers of this change in the chain of command and ensure their compliance.
* Be responsible for all correspondence with the high school/secondary assistant advisor.  Assume any other duties, within reason, as suggested by the Arkansas SkillsUSA State Director and/or advisory board.

**Arkansas SkillsUSA High School/Secondary Assistant Officer Advisor Duties**

* This advisor shall be the opposite gender of the primary advisor. In the event all officers are the same gender, the primary officer advisor shall be of the same gender and an assistant advisor will not be needed for that term.
* Assist the primary officer advisor with any reasonable duties.
* Assist in serving as chaperone at all events.

## State Officer

**Arkansas SkillsUSA State Officers College/Postsecondary**

SECTION 1. The Officers of the SkillsUSA Arkansas, Postsecondary Division, shall be:

President, Vice-President, Secretary, Treasurer, Parliamentarian, Reporter, and Historian

SECTION 2. These Officers shall be elected by a majority vote of the Voting Delegates at the Annual Arkansas Leadership Conference held each Fall.

SECTION 3. Officers shall serve for a term of one year.

Officer Training.

If the State President resigns their office, the Vice-President shall become President.

SECTION 4. The officers will be elected at large (without regard to specific offices). The Delegates will elect the officers by voting for their seven choices from the total number of officer candidates. The seven candidates receiving the most votes will be the Arkansas SkillsUSA Officers. The elected officers will be appointed to specific offices at State.

SECTION 5.

* The candidate must have at least one year left in a trade, technical or health-related program.
* Upon application, the prospective candidate must have a cumulative grade point average of a 2.0 on a 4.0 grading scale, verified by official transcript.
* Level 1 (Trainee) of the Professional Development Program (PDP) must be completed and turned into the state department prior to attending Officer Training.

SECTION 6. All officer candidates will be required to make a score of 90% or better in a written exam following election.

SECTION 7. Nominations will be accepted from the floor on the day of officer elections.

SECTION 8. Officers shall serve for a term of one (1) year.

SECTION 9. If an officer vacates his/her office, the position will be offered to the next officer in line or to an officer candidate chosen by the Secondary Board from the elected candidates.

SECTION 10. Duties of officers will be as designated in the National SkillsUSA

Leadership Handbook. Officers will be under direct supervision of the SkillsUSA Arkansas State Director, who may assign additional duties and responsibilities.

Section 11. Any SkillsUSA Arkansas Officer in violation of the SkillsUSA Arkansas Constitution, Code of conduct unbecoming a State Officer, shall be removed from office by a two-thirds (2/3) vote of the remaining State Officer, SkillsUSA Advisory Board, SkillsUSA Arkansas State Director, and State Officer Advisor.

SECTION 12. Expenses for hotel and transportation for state officers attending

SkillsUSA National Leadership Conference will be paid by SkillsUSA Arkansas.

SECTION 13. National officer candidates, a maximum of two (2), will be elected by a majority of the voting delegates during the Arkansas SkillsUSA/Leadership Conference, under the criteria in Article VIII, Sections 2 and 3. The candidate for state office will be allowed to run for a National office in the same year.

SECTION 14. Campaigning for office cannot begin until after the screening session. Campaign materials must be placed only in approved areas. Campaigning may continue until the beginning of the delegate’s session.

SECTION 15. Results of the officer elections will be announced at the beginning of the awards programs during the SkillsUSA Arkansas State Championships. At that time newly elected officers will move to the awards stand to be introduced.

**SkillsUSA Arkansas State Officers High School/Secondary**

SECTION 1. The Officers of SkillsUSA Arkansas, Secondary Division, shall be: President, Vice-President, Secretary, Treasurer, Parliamentarian, Reporter and Historian.

SECTION 2. Each Officer Candidate will be administered, and must pass by a minimum of

70%, a written examination provided to the school/counselor by the SkillsUSA Arkansas State Director prior to arrival of the candidate at the Arkansas SkillsUSA/Leadership

Conference. \*\*This should be changed to 90%. 70% is TOO LOW for a state officer.

* The candidate must have at least one year left in a trade, technical or healthrelated program.
* Upon application, the perspective candidate must have a cumulative grade point average of a 2.0 on a 4.0-point grading scale, verified by official transcript.
* Candidate shall not have more than five (5) unexcused absences for a previous semester, verified by the student’s principal.
* Level 1 (Trainee) of the Professional Development Program (PDP) must be completed and turned in to the SkillsUSA Arkansas State Director along with application.
* Submit a written essay, minimum of 200 words. “What being a SkillsUSA State Officer would mean to me.” • Letters of recommendation from:

**Principal SkillsUSA Advisor A non-school character recommendation**

* Submit written commitment of support from:

### Parent Advisor Principal

* Know the SkillsUSA Pledge and at least two (2) parts of the Opening and Closing Ceremony.
* Submit application and all supporting documents to the Arkansas SkillsUSA State Director one month prior to the Arkansas SkillsUSA Leadership Conference.

SECTION 3. At least two (2) SkillsUSA State Officers and two (2) members of the

Advisory Board selected by the SkillsUSA State Director shall comprise a Screening Committee. The Screening Committee will ascertain the qualifications of officer candidates.

SECTION 4. The officers will be elected at large (without regard to specific offices). The Delegates will elect the officers by voting for their seven choices from the total number of officer candidates. The seven candidates receiving the most votes will be the Arkansas SkillsUSA Officers. The elected officers will be appointed to the specific offices through the following process:

* 1. The Selection Board consisting of SkillsUSA Arkansas High

School/Secondary Board Members, the elected officers, the SkillsUSA

Arkansas State Director, and the SkillsUSA Arkansas High

School/Secondary Officer Advisor, will appoint the officers to their respective offices.

* 1. This process will take place at the conclusion of the National SkillsUSA Championships.

SECTION 5. Officers shall serve for a term of one (1) year.

SECTION 6. If an officer vacates his/her office, the position will be offered to the next officer in line or to an officer candidate chosen by the Secondary Advisory Board members from the elected candidates (see officer list section 1).

SECTION 7. Duties of officers will be as designated in the National SkillsUSA Leadership Handbook. Officers will be under direct supervision of the SkillsUSA Arkansas State Director, who may assign additional duties and responsibilities.

SECTION 8. Any SkillsUSA Arkansas Officer in violation of the SkillsUSA Arkansas Constitution, Code of Conduct or conduct unbecoming a State Officer, shall be removed from office by a two-thirds (2/3) vote of the remaining State Officers, SkillsUSA Arkansas Advisory Board, SkillsUSA Arkansas State Director, and Corporate Member.

SECTION 9 Expenses for hotel and transportation for State officers attending SkillsUSA National Leadership Conference will be paid by SkillsUSA Arkansas.

SECTION 10. National officer candidates, a maximum of two (2), will be elected by a majority of the voting delegates during the Arkansas SkillsUSA/Leadership Conference, under the criteria in Article VIII, Sections 2 and 3. The candidate for state office will be allowed to run for a National office in the same year.

SECTION 11. Campaigning for office cannot begin until after the screening session. Campaign materials must be placed only in approved areas. Campaigning may continue until the beginning of the delegate’s session.

SECTION 12. Results of the officer elections will be announced at the beginning of the awards programs during the SkillsUSA Arkansas State Championships. At that time newly elected officers will move to the awards stand to be introduced.

## Dress Code

**SkillsUSA Arkansas Official Dress Code**

### Dress code

General Sessions and Professional Meetings on the district and state level are the “dress- up” occasions. Appropriate clothing includes business-like attire, SkillsUSA official attire, or SkillsUSA official competition attire. Oxford-type or polo-type dress shirts with slacks are acceptable.

### SkillsUSA Official Attire

Official Attire for Women: Official red blazer or jacket, black skirt, or slacks with business- like white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, black sheer or skin toned seamless hose and black dress shoes.

Official Attire for Men: Official red blazer or jacket, black trousers with white shirt, plain black tie with no pattern or official SkillsUSA black tie, black socks, and black shoes. Official clothing for skills contests is the work uniform specified for their particular contest as described in the SkillsUSA Merchandise Catalog published by The SkillsUSA Store\*.

\*Official Contest Attire - refer to National Contest Technical Standards

### Leadership Contestant, district and state level

Contestants in Chapter Business Procedure, Customer Service, Community Service,

Extemporaneous Speaking, Job Interview, Opening and Closing Ceremonies, SkillsUSA

Quiz Bowl, Prepared Speech, and Students interviewed in Promotional Bulletin Board,

Chapter Display and Scrapbooks, must be in SkillsUSA official attire. Contestants in Action Skills, Job Skills Demonstrations, Principles of Technology and Tech – Prep may have on their uniform instead of SkillsUSA official attire.

REVISED AUGUST 2023

### Prohibited Dress, district and state level

The following is not considered SkillsUSA Arkansas official attire: any clothing with liquor, tobacco, or inappropriate music advertisements; with suggestive or profane language or pictures, language or graphics or advocating illegal drug use, skulls, negative or belittling messages; torn or patched jeans, shorts or skirts shorter than appropriate for business attire, and spaghetti strap or low-cut blouses. All attire worn while representing SkillsUSA

Arkansas is subject to the discretion of the SkillsUSA Arkansas State Director and or SkillsUSA Arkansas State Advisory Board members.

## Competitions

**Arkansas SkillsUSA Competition Guidelines**

### Introduction

SkillsUSA Arkansas is the premier student association that represents curriculum-based areas in career and technical education. This section outlines policies and procedures for SkillsUSA Arkansas. Skills USA Arkansas provides opportunities for students to showcase their leadership ability and career and technical skill attainment through competitions.

SkillsUSA Arkansas conducts competitions annually and students are recognized for their talents and abilities in their chosen area.

Business and industry set standards for competitions that are based on competencies appropriate for entry-level workers and career and technical education. These standards are kept current through broad industry representation on technical committees composed of companies, trade, and professional associations.

**A student must be a member of SkillsUSA to compete at the state competition.**

### Educational Objectives

The SkillsUSA Arkansas competition’s educational program is designed primarily to improve training and to provide recognition for student accomplishments. The learning values of competition are shared systematically with educators, through contest debriefings or industry seminars, before or after the SkillsUSA Arkansas Championships.

### Principles of Operation

SkillsUSA Arkansas’ competition policies, approved by the SkillsUSA Arkansas State Advisory Board, SkillsUSA Arkansas State Director, and Arkansas Student Leadership Center, govern their operation.

* An individual who has not completed the requirement for nor received a high school-level diploma must compete as a high-school competitors even though they may be taking advanced placement or concurrent college/postsecondary courses.
* Contests will be conducted as close to the National SkillsUSA competition standards as possible within a limited time frame.
* Contests will be judged according to the provided scorecards in full.
* Scoring will show the presented results of the judging of each contest.
* Grievances must be submitted to SkillsUSA Arkansas headquarters on or before 6:00 pm the day of the competition.
* Any new contest must be presented to the Arkansas SkillsUSA State Director for approval one year prior to the state conference in which the contest is to be implemented.
* Contestant limitations will be based on the number of chapters (**NOT SECTIONS**) represented by a school.
* To keep the integrity of a contest, no scorecard will be released. Individual competitor results will be available online within a week following the competitions.

### Registration

* Each contestant competing in a state championship must be a paid member of SkillsUSA Arkansas and shall pay SkillsUSA Arkansas **state championship registration fees to be determined by the SkillsUSA Arkansas State Director & Advisory Board.**
* There shall be one set registration fee for all ON-SITE SkillsUSA Arkansas State

Competitions. Any OFF-SITE competition fees will be determined on an individual basis by the SkillsUSA Arkansas State Advisory Board and the SkillsUSA Arkansas State Director.

* A discount for early registration and a penalty for late registration will be applied. The discount and penalty will be determined by the SkillsUSA Arkansas State Director prior to conference registration.
* All advisors and observers attending any SkillsUSA conferences or competitions **MUST** register.
* Any school with outstanding debt from previous year(s) cannot register until the debt is resolved.
* No **REFUNDS** will be given after the **drop** date.
* No **CREDITS** will be issued.

### Drop Policy

* A deadline date for dropping students from competition will be set prior to the state competition.
* There must be a substitution made on the day of the competition for a dropped competitor.
* All registration fees for dropped participants will go towards the administrative materials and additional billing for conferences and competitions.

### Competition Structure

**Vice-Chair**

* A SkillsUSA Arkansas Vice-Chair shall be assigned to each competition/career area. Their duties shall include, but not be limited to:
* assisting the technical committee in any capacity they deem necessary. • administering, proctoring, and scoring the content area test where applicable and the SkillsUSA knowledge test. • assisting in the compilation of the contest scores.

**Technical Committees**

* The SkillsUSA Arkansas State Director, State Advisory Board, and the technical committees work together to coordinate activities of the SkillsUSA Arkansas competitions. The technical committee should be composed of business and industry representatives and/or educators in that area. Technical committee members serve in a voluntary capacity. The technical committees provide the primary support for the SkillsUSA Arkansas competitions. Technical committees design and manage the competitions. The nature of the competitions and shared

responsibilities dictate the cost to contributing companies. This includes travel expenses and donated personnel costs. Contributing companies may donate equipment, materials, personnel, or money. If for any reason a member of a technical committee becomes inactive, the SkillsUSA Arkansas State Advisory Board and/or SkillsUSA Arkansas State Director reserve the right to replace that person with a new member.

* SkillsUSA Arkansas is a nonprofit organization; therefore, technical committee members and other volunteers must provide their own means of financial support for staging competitions.
* Technical Committee Chairs procure, approve, and coordinate awards to be presented to SkillsUSA Arkansas competition winners. The Arkansas SkillsUSA State Director will assist in the procurement and management of contest awards as appropriate.

**Rules and Procedures for Contestants**

### Resume

Each contestant competing in SkillsUSA Arkansas state competitions must submit a paper copy to the judges.

### Clothing Requirements

Uniforms: Refer to the *National SkillsUSA Championship Technical Standards CD or online Manual* per competition**. All competitions are required to wear their respective uniform.** Failure to do so will result in a penalty based on the total points earned in the competition.

* A student may register to compete in only **ONE skills competition or ONE leadership competition**. Each contestant competing in a state championship shall pay SkillsUSA Arkansas **state championship registration fees to be determined by the SkillsUSA Arkansas Advisory Board and State Director.**
* Contestants must be familiar with the rules and the *current National Technical Standards Manual* prior to the contest and check the state web site periodically for updates, [www.skillsusa-arkansas.org.](http://www.skillsusa-arkansas.org/)
* All contestants must report to any mandatory contestants’ meetings and/or testing. • *Each contestant competing in a SkillsUSA Arkansas state competition must submit a resume completed online at* [*www.skillsusa-arkansas.org. Failure to*](http://www.skillsusa-arkansas.org.failureto/) *submit a resume’ will result in students not being allowed to register and therefore not being allowed to compete in any competitions.* **\*Repetitious?**
* All contestants are encouraged to take the SkillsUSA Knowledge Test to obtain the Statesman Award. The score will also be used as a tie breaker, except in the

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Quiz Bowl event. Statesman pins will be delivered to advisors prior to the competition. Online testing will be available for the SkillsUSA Knowledge Test.

* Contestants will be assigned a number and will only be known to the technical committee leader and judges by their assigned number.
* Contestants will assemble at the contest site at the time announced by the Technical Committee Chair for last minute instructions. Contestants will have the tools and materials required by their specific contest rules as posted on the State Web site.
* Contestants may leave their respective contest areas only upon approval of a judge or Technical Committee Chair.
* No alcohol or tobacco products are allowed.
* No personal electronic devices allowed except calculators but **must be approved by Technical Committee Chair or listed on the tool list.**
* Contestants not meeting agreed upon safety requirements shall be **DISQUALIFIED**.

\* All safety rules and information listed in the SkillsUSA technical standards will be followed including uniform safety dress, safety rules followed, and points deducted for infractions.

* Each contestant AND their instructor will sign off **that they have been instructed** in safe behaviors expected for their contest and the penalties for not following said rules.
* The safety form should be included in the packet given to the Technical Chairs.
* Uniforms: Refer to the 2023-24 *National SkillsUSA Championship Technical Standards cd and online Manual* per competition**. All competitions are required to wear their respective uniform.** Failure to do so will result in a penalty based on the total points earned in the competition.
* A roped or otherwise marked area will be designated for observers. No observers, including SkillsUSA advisors, will enter the designated contest areas without approval by a judge or the Technical Committee Chair.
* No teachers or observers will talk or gesture in any way to contestants. Judges will disqualify contestants if gestures are made by observers or advisors.
* During the lunch break, contestants must not leave the contest area without the approval of the Technical Committee Chair and must not receive any assistance from judges, teachers, fellow students, or observers. Contestants will be disqualified from receiving such assistance.
* SkillsUSA Arkansas will make every effort to provide assistance and/or accommodations, as appropriate, to create equal opportunities and a level playing field for all contestants. No assistance will be provided that could be interpreted as giving a special needs contestant an unfair advantage. Notification of special needs

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contestants and their specific requirements must be made by the competition registration deadline.

Alcoholic beverages and smoking are prohibited at official functions where students are invited to attend.

**Competitors must be in official attire, business attire, or competition dress to be allowed onstage to receive award medals.**

### Contest Scoring

All contest scores are final. A final score consisting of all parts of the contest shall determine the final placement of all contestants. The SkillsUSA knowledge test will be used as a tiebreaker.

At the discretion of the technical committee, awards can be given for student achievement for categories in the Arkansas Standards list, national standards, or other categories designated by the technical committee. The goal is to offer positive reinforcement to a wider spectrum of participants.

For the knowledge assessment portion of all SkillsUSA Arkansas competitions, a knowledge test based upon the CTE area’s content knowledge for the appropriate CTE area will be utilized. The content area test can be developed with input from business and industry and participating CTE instructors.

**Judges will know contestants by number only. Judges will not know a contestant’s name or school, with the exception of those contests where this information is required.**

### Official Contest Award of SkillsUSA

The official medallion of SkillsUSA shall be the only award recognized as official recognition for overall placement of 1st, 2nd, or 3rd in an Arkansas SkillsUSA Competitions. However, other awards, trophies, etc., may be given, at the discretion of the technical committee, in recognition for individual achievement or participation within the scope of the competition at the championship site. Industry prizes may also be given to award winners. Technical Committee Chairs approve and coordinate procurement of awards/prizes to be presented to SkillsUSA Arkansas competitors at the competition’s awards ceremony. The SkillsUSA Arkansas State Director will assist in the procurement and management of contest awards as appropriate.

Competitors must reach a minimum score in each competition area to qualify for an award/medal. Failure to reach the minimum score in a competition

area may result in no award being granted in that competition area. Minimum scores shall be the same as the National competition standards.

\*\*This needs to be discussed.

## Grievance

**GRIEVANCE PROCEDURE FOR STATE CONTESTS**

The SkillsUSA state leadership, consisting of SkillsUSA Arkansas State Advisory Board, will officially recognize only those grievances filed with the SkillsUSA Arkansas State Director by the Advisor or a person in charge of the Local Chapter/Section. Problems are to be considered in the following manner:

* The SkillsUSA chapter/section advisor will file a written request using the Arkansas Competition Grievance Report form, describing the situation in question and the violation of the SkillsUSA Conference Regulations.
* This written statement must be signed by the person filing the grievance and filed with the SkillsUSA Arkansas State Director.
* In the event the SkillsUSA Arkansas State Director cannot be located, the grievance can be filed with the State SkillsUSA Headquarters.
* The SkillsUSA Arkansas State Advisory Board, consisting of the executive committee, will resolve the grievance. The executive committee consists of the following:

College/Postsecondary – President, Vice-President, Secretary and SkillsUSA Arkansas State Director.

High School/Secondary – President, President – Elect, Past President and SkillsUSA Arkansas State Director

**Committee decisions are final.**

* Grievances that may affect contest results will only be accepted on or before 6:00 pm the day of the competition.



SkillsUSA Arkansas State Members Chain of Command

* \*\*Somewhere in this flow chart the ASLC needs to be placed. This needs to be discussed and then this page should be edited as needed.

SkillsUSA Arkansas

State Director

 SkillsUSA SkillsUSA

 Liaison Officer Arkansas

Advisory Board

|  |  |
| --- | --- |
|  |  |
| SkillsUSA Arkansas State Officers  |

SkillsUSA Section or Chapter Advisor

SkillsUSA Chapter

|  |  |
| --- | --- |
|  |  |
| SkillsUSA Arkansas Members  |



SkillsUSA Arkansas State Advisors Chain of Command

Arkansas DCTE Director

Associate Director for DCTE

DCTE Pathway Advisor

SkillsUSA Arkansas State Director

SkillsUSA Arkansas

Advisory Board

SkillsUSA Chapter Advisor

\*\*This page needs to be reviewed for accuracy. Once discussed it can be amended.

### ARKANSAS GRIEVANCE REPORT

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DISTRICT CONTEST AREA

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CONTESTANT NAME PERSON FILING GRIEVANCE

LOCAL SCHOOL NAME

Please describe the incident in question, and the SkillsUSA National or SkillsUSA Arkansas Technical Standards Regulations or SkillsUSA policy that you feel was not followed. Please be specific.

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Signature - Person Filing Grievance

ACTION TAKEN

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Signature – SkillsUSA State Director

## BYLAWS

**BYLAWS**

 **of**

### Arkansas Association of SkillsUSA, INCORPORATED

Herein are the Bylaws of the Articles of Incorporation of the Arkansas Association of SkillsUSA, Inc., amended August 2023. The Bylaws explain the organizational structure and the operation of the Corporation.

### Arkansas Association of SkillsUSA BYLAWS

**ARTICLE I**

#### Name

**Section 1:** The name shall be Arkansas Association of SkillsUSA High School/Secondary and College/Postsecondary. The organization will be referred to as SkillsUSA Arkansas.

**ARTICLE II**

#### Purposes

**Section 1:** The purposes of this organization are:

\*To assist local SkillsUSA members in their growth and development.

\*To unite in a common bond without regard to race, sex, religion, creed or national origin or disabilities, as defined by the Americans with Disabilities Act, full-time students enrolled in classes with vocational trade and industrial, technical and health occupations education objectives.

\*To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.

\*To provide leadership for the state organizations.

\*To provide a clearinghouse for information and activities.

\*To foster a deep respect for the dignity of work.

\*To assist students in establishing realistic vocational goals.

\*To help students attain a purposeful life.

\*To create enthusiasm for learning.

\*To provide national recognition and prestige through an association and affiliated organizations.

\*To provide a vehicle, national in scope, for organizations to work articulately with trade, industrial, technology and health occupations student groups.

\*To promote high standards in all phases of occupational endeavor including trade ethics, workmanship,

scholarship and safety.

\*To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.

\*To foster a wholesome understanding of the functions of labor and management organizations, and a recognition of their mutual interdependence.

\*To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade, industrial, technical and health occupations education.

\*To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy.

\*To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation.

**ARTICLE III**

#### Organization

**Section 1:** SkillsUSA is an organization of state associations, each operating in accordance with a **Charter** granted by SkillsUSA, Inc. Each state association is made up of chapters and sections. (See definition below)

\*A **Chapter** is the physical location, which includes each **Section** of all career and technical programs of study at that location. The location itself must be chartered under the National SkillsUSA membership roster. To charter a **Chapter,** it must have the SkillsUSA Arkansas State Director approval.

\***Sections** are each individual career and technical classes within a program of study under a chartered **Chapter**.

**Section 2:** Organization for Chapter and Sections:

\*The local/school SkillsUSA Chapter shall be affiliated with the Arkansas Association of SkillsUSA, Inc. The chapter shall operate in accordance with its charter granted by the

**Arkansas Association of SkillsUSA, Inc.**

\*The local/school chapter shall be organized into occupational sections. The section is defined as ten or more members in a single occupational or cooperative education class; whose teacher serves as the section advisor; having an elected set of section officers; and having planned a section calendar of activities.

\*A section advisory council composed of community leaders from education, management and labor shall be appointed by the appropriate school administrator upon recommendation of the executive council. The advisory council shall provide counsel, advice, and assistance to the section in carrying out section’s functions. Equal representation shall be given to management and labor. The advisory council shall assist in the administration of the Professional Development Program.

**Section 3:** Executive Councils:

\*There shall be an executive council for each chapter or section consisting of president, secretary, treasurer, parliamentarian, and the president of each organized section. \*\*Does there need to be some clarification of the Executive Council? This seems confusing.

\*The chapter or section officers of the local/school SkillsUSA shall be nominated and elected by ballot at one of the first regular business sessions or chapter meetings of each school year. A majority vote of the active members shall be necessary to elect an officer.

**Section 4:** Chapter/Section Meetings:

\*Regular chapter or section meetings shall be held during the school year.

\*The appropriate executive council shall meet in advance of every chapter or section meeting.

**ARTICLE IV**

#### Membership

**Section 1:** A maximum of two state associations may be formed in each state, territory, or possession of the United States – one for High School/Secondary students, one for College/Postsecondary students, or one combined for High School/Secondary and College/Postsecondary students-providing policies and procedures established by the Advisory Board.

**Section 2:** The members shall be the students, instructors, designees in the State Agency for Career and Technical Education who are responsible for instruction of career and technical programs, and industry leaders interested in providing opportunities for SkillsUSA members.

**Section 3:** Application for charters for chapter membership shall be made in writing to the SkillsUSA State Director. Charters shall be approved by the State Director.

**Section 4:** Recommendations regarding annual membership dues shall be the responsibility of the Arkansas State SkillsUSA Advisory Board. A final determination regarding any changes in dues will be made by a two thirds vote of the membership at the annual membership meeting.

**ARTICLE V**

#### Annual Meeting of Members

**Section 1:** The annual meeting of the members shall take place with the Advisory Board and shall be held at such time and place as the State Director designates. Not less than ten (10) days’ written notice of the annual meeting shall be given to the members by the State Director.

**Section2:** At all meetings of the members, presence in person or by written proxy of a least one-third of the members entitled to vote shall be necessary to constitute a quorum for the transaction of business.

The affirmative vote of a majority of those present or represented by proxy at any meeting atwhich a quorum is present shall be necessary to carry any question.

**Section 3:** A member in good standing may vote in person or by proxy, executed in writing.

**Section 4:** Special meetings of the members shall be held at such time and place as the State Director designates. At least ten (10) days written notice shall be given to the members of all special meetings.

**ARTICLE VI**

**State Director**

**Section 1: The direction and management of the affairs, funds, and** **properties of the Arkansas Association of SkillsUSA, Inc., shall be vested in the State Director who shall pursue such policies and guidelines as shall be in accordance with the provisions of the Certificate of Incorporation, these Bylaws, the policies and procedures set forth by the SkillsUSA Arkansas State Advisory Board and the lase of the State of Arkansas.**

The State Director shall have full authority to conduct affairs of the Arkansas Association of SkillsUSA, Inc., organization according to the bylaws, and policies and procedures established by the Advisory Board and under the general supervision of the State Administrator and Program Manager. The State Director shall sign all instruments in the name of and under the seal of the Association, shall attend all meetings of the Advisory Board, shall give notice of all meetings or the Association and the Advisory Board and shall perform all such other duties as may be assigned to him/her by the Advisory Board.

Section 2. The state Director shall have the care and custody of the funds, securities, properties, and other assets of the Arkansas

Association of SkillsUSA, Inc., shall keep accurate books of

account under direct supervision of the Assistant Director and Program Manager. The State Director will present a detailed report of the funds at all Advisory Board meetings and an annual report at the end of the year.

**ARTICLE VII**

#### Advisory Board

**Section 1:** The Arkansas State SkillsUSA student organization shall have an Advisory Board which shall establish policies and procedures for the practices of the Arkansas Association of SkillsUSA, Inc., student organization.

**Section 2:** The composition of the Advisory Board shall be:

 SkillsUSA Arkansas State Director

Industry Representatives (4) – One each from the areas of Health; Technology/STEM; Trade & Industry; and one at large representative from Industry.

College/Postsecondary representatives will include College/post-secondary instructors (2) College/postsecondary administrator (1) College/postsecondary student (1)

High School/Secondary representatives will include President.

President –Elect Past-President

District 1 – 8 Representatives (8) High School/Secondary Administrator (1)

High School/Secondary (student) State Officer Liaison (1) Ex-Officio

SkillsUSA Arkansas State Officer Advisor

Arkansas Department of Career Education

Representative SkillsUSA Arkansas

Alumni Representative

Arkansas Association of Career and Technical Education

 Representative

Arkansas Student Leadership Center Representative

These officers shall be elected by the members of the state association at the annual meeting.

The aforementioned districts shall be constituted as follows:



Members of the Advisory Board shall hold office for a term of three years. An elected officer may serve a maximum of two consecutive terms in the same office or until a successor shall have been elected or appointed and qualified according to these Bylaws.

**Section 3:** The Arkansas Association of SkillsUSA, Inc., State Director may recommend to the Advisory Board to review for drop any Advisory Board member from the roll of the Advisory Board for cause.

 **Article VIII**

#### Advisory Board Duties

**Section 1:** The Advisory Board may, by resolution adopted by a majority of the Board members in office, designate and appoint a committee composed of three members to have and exercise such powers of the State Director as the Board may, by resolution, delegate to such committee.

**Section 2:** The Advisory Board shall establish reasonable annual membership dues for its chartered state association.

**Article IX**

#### Advisory Board Meetings

**Section 1:** The Advisory Board shall meet a minimum of two times a year and other times at the call of the President or State Director or majority of the Advisory Board.

**Section 2:** At all meetings of the Advisory Board, the presence of not less than four members of the Board herein listed shall constitute a quorum for the transaction of business. \*\* Need to determine a new quorum.

**Section 3:** No persons, except members of the Advisory Board in good standing, shall be entitled to vote at any annual or special meetings of the members.

No Advisory Board member shall be in good standing whose state association dues are in arrears. Arkansas Association of SkillsUSA, Inc., State Director may recommend to the Advisory Board to drop any Advisory Board member from the roll of the Advisory Board for nonpayment of the state association’s dues.

**Section 4:** The President has one vote for the purpose of breaking ties on issues or elections regardless of the President’s membership type.

**Section 5:** Special Advisory Board meetings and emergency board meetings of the Advisory Board shall be held at such time and place, by email, or by telephone conference call, as the President or the State Director shall designate. Five (5) days’ notice, in writing, shall be given of all special meetings. Emergency Board meetings may be called without prior notice when the following conditions exist:

\*Both the President and the State Director agree a meeting is needed.

\*A vigorous attempt is made to contact all members of the Board. \*A quorum is secured for the meeting.

**Section 6:** A vote of the Advisory Board may be taken by mail, e-mail, or FAX in lieu of a physical presence vote at the discretion of the President or State Director.

**ARTICLE VIII**

#### Advisory Board Officers

**Section 1:** The officers of the Advisory Board shall consist of President, President Elect, and Treasurer.

**Section 2:** The President shall exercise general supervision over the affairs of the Association pursuant to the policies and directives of the Advisory Board and shall have all powers and duties inherent to the office of President, including the power and duty of presiding over the meetings of the Association and the Advisory Board.

**Section 3:** The President Elect, in the absence or disability of the President, shall exercise all the duties and powers of the President in the management of the affairs of the Association and, at all other times, shall have such duties as may be delegated to him/her by the Advisory Board.

**Section 4:** The President Elect shall be charged with the care and keeping of the Advisory Board records and minutes and shall exercise all duties inherent to the office.

 **ARTICLE IX**

#### Protection of Funds

**Section 1:** All Arkansas Association of SkillsUSA, Inc., funding will be maintained by the Arkansas Student Leader Center.

**ARTICLE X**

***Compensation of Officers and Employees***

**Section 1:** The Advisory Board shall be empowered to provide compensation to Ex- officio officers and Advisory Board members for actual services rendered to the Arkansas Association of SkillsUSA, Inc.

**ARTICLE XI**

#### Fiscal Year

**Section 1:** The fiscal year of the Association shall be September 1 through August 31.

**ARTICLE XII**

#### Amendments

**Section 1:** These bylaws may be amended by the affirmative vote of a majority of the members of the Advisory Board at any meeting.