

Constitution of the Gloucester County Institute of Technology SkillsUSA Association

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Constitution of The Gloucester County Institute of Technology

SkillsUSA Association

Article I—Name

The official name of this organization shall be “Gloucester County Institute of Technology SkillsUSA Chapter.”

Article II—Purposes

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 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 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 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

The Gloucester County Institute of Technology SkillsUSA Chapter shall be affiliated with New Jersey Association of SkillsUSA. The chapter shall operate in accordance with its charter granted by the New Jersey association.

Article IV—Membership

Section 1. Membership in the chapter shall be open to students enrolled in high school or college/technical preparatory courses in trade, industrial, technical, and health occupations education in Gloucester County Institute of Technology.

Section 2. Chapter membership shall be open to all students regardless of race, sex, religion, creed, national origin or disabilities, as defined by the Americans with Disabilities Act.

Section 3. State and national membership shall be permitted only through the chapter, and all members of the local chapter must be members of the state and national organization.

Section 4. A student must remain in good standing to maintain their membership in the GCIT SkillsUSA Chapter. A committee of three chapter advisors shall determine a student's good standing based on:

- Dues status
- Academic standing
- Behavior and conduct
- Attendance to chapter meetings and activities
- Fulfillment of responsibilities to the local, state, and national chapters of SkillsUSA

The committee shall be comprised of:

- The school's lead advisor
- A recognized SkillsUSA advisor chosen by the student in question
- One (1) other advisor as agreed upon by the two advisors listed above

Section 5. Classes of membership that will be recognized are:

- **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 technology, the health industry, trades or industry and is earning credit toward a diploma/certificate or its equivalent.
- **Alumni Membership**—Former active members who are no longer enrolled in vocational-technical education. Although alumni members pay dues and may participate at the national level through the Youth Development Foundation of SkillsUSA Inc., they are not eligible to serve as national voting delegates, hold national office or otherwise represent the State Active Association membership in SkillsUSA. Charters may be issued for local and state alumni associations. The Board of Directors approves appointments to the National Alumni Coordinating Committee, which oversees contributions to the SkillsUSA National Alumni Fund, a fund that supports a variety of worthwhile projects for active SkillsUSA members.
- **Professional Membership (*High School only*)**—Persons associated with or participating in the professional development of SkillsUSA as approved by a state association. Such members shall include chapter advisors, teacher educators and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as national voting delegates, hold national office or otherwise represent the state association in SkillsUSA.
- **Professional Membership (*Postsecondary only*)**—Persons associated with or participating in the professional development of SkillsUSA, who pay dues as established by SkillsUSA, will be recognized as professional members.
- **Honorary Life Membership**—Individuals who have made significant contributions to the development of SkillsUSA and vocational trade, industrial, technical and health occupations education whose membership has been approved by the chapter Executive Board upon the recommendation of the chapter. The chapter shall provide membership services.

Section 6. A member shall be responsible for their individual dues.

Section 7. A membership year shall be from September 1 through August 31

Article V—Officers

Section 1.

The officers of GCIT SkillsUSA shall be a president, vice president, secretary, treasurer, historian, reporter, parliamentarian, and committee liaison.

Section 2.

Officers of the GCIT chapter of SkillsUSA shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the chapter, and by the guidelines outlined in the Officer Code of Conduct and Expectations. Failure to adhere to these expectations may result in the loss of chapter office. A committee of three chapter advisors shall review any officer whose conduct is in question and determine a course of action that may include:

- Corrective action to bring the officer back into adherence with their duties
- Suspension of the member from office
- Loss of chapter membership
- School disciplinary action

The committee shall be comprised of:

- The school's lead advisor
- A recognized SkillsUSA advisor chosen by the officer in question
- One (1) other advisor as agreed upon by the two advisors listed above

Section 3.

Officers of the GCIT SkillsUSA Chapter shall fulfill their duties as follows:

A. President

It shall be the duty of the President of the GCIT SkillsUSA Chapter to preside at all business meetings of SkillsUSA; to represent the Chapter to the community; to make all necessary committee appointments including the designation of committee

chairpersons; to develop with the Executive Board a Program of Work if necessary; to coordinate the administrative efforts of the Executive Board; and to be available, as necessary, in promoting the general welfare of SkillsUSA.

B. Vice President

It shall be the duty of the Vice President of the GCIT SkillsUSA Chapter to exercise, in the absence or disability of the President, all the duties and powers of the President in management of the GCIT SkillsUSA Chapter; to serve in any other capacity as directed by the President; and to be available, as necessary, in promoting the general welfare of SkillsUSA.

C. Secretary

It shall be the duty of the Secretary of the GCIT SkillsUSA Chapter to record the proceedings of all Executive Board and general membership meetings; to make reports necessary for the local chapter; to present membership reports necessary for the local chapter; to exercise all other duties inherent in the office of the secretary; to serve in any other capacity as directed by the President; and to be available, as necessary, in promoting the general welfare of SkillsUSA.

D. Treasurer

It shall be the duty of the Treasurer of the GCIT SkillsUSA Chapter to assist and/or coordinate all local fund raising efforts; to present financial reports as necessary for the local chapter; to have a balance sheet available containing the annual finance and audit report for the SkillsUSA organization; to keep a current record of all members' dues obligations; to serve in any other capacity as directed by the President; and to be available, as necessary, in promoting the general welfare of SkillsUSA.

E. Parliamentarian

It shall be the duty of the Parliamentarian of the GCIT SkillsUSA Chapter to assure that all business meetings are conducted in accordance with Parliamentary Procedure and call attention to any error in procedure to the presiding officer; to keep possession of the necessary references; to advise upon any decision of the chair in question; to

serve in any other capacity as directed by the President; and to be available, as necessary in promoting the general welfare of the GCIT SkillsUSA Chapter.

F. Reporter

It shall be the duty of the Reporter of the GCIT SkillsUSA Chapter to collect all news stories pertaining to SkillsUSA and local chapters; to take and collect pictures of the activities and send to local and state newspapers for publication; to keep a permanent record that preserves news stories and state events; to send at least one news release to National SkillsUSA summarizing activities and accomplishments of the state association; to make sure that the reporter's book is up to date and ready to be turned over to the new reporter on June 1st of each year; to serve in any other capacity as directed by the President; and to be available, as necessary, in promoting the general welfare of SkillsUSA.

G. Historian

It shall be the duty of the Historian of the GCIT SkillsUSA to work as a partner with the reporter in collecting and recording news stories and events of the State Association; to maintain a scrapbook or other means of permanently preserving the events of the current SkillsUSA year; to make sure the association's history is up to date and ready to be submitted to the succeeding Historian at the close of the National leadership Conference; to serve in any other capacity as directed by the President; and to be available, as necessary, in promoting the general welfare of SkillsUSA.

H. Committee Liaison

It shall be the duty of the Committee Liaison of the GCIT SkillsUSA to be responsible for coordinating communication between Committees; to assist the committees in communicating with the chapter Executive Board; to serve in any other capacity as directed by the President; and to be available, as necessary, in promoting the general welfare of SkillsUSA.

Article VI—Elections

Section 1: At a meeting of the general membership in the fall term of the school year, the Executive Board of the GCIT SkillsUSA Chapter shall nominate, and the general

membership shall vote to elect, an Election Committee of at least three members. No candidate for office may serve as a member of the election committee.

Section 2: The GCIT SkillsUSA Chapter advisors shall determine which members' names will be on the ballot based upon a review of the candidate's fitness for office.

Section 3: The purpose of the Election Committee shall be to oversee the entire election process of GCIT SkillsUSA. The Election Committee shall have power to act to fulfill its duties.

Section 4: The Election Committee shall, with the oversight of the chapter advisors:

- A. Meet every club day once the candidates for the future Executive Board are known
- B. Distribute Officer Application packets to candidates
- C. Arrange for all necessary communications related to the election process
- D. Set deadlines for the election process
- E. Coordinate times and locations for officer candidate speeches
- F. Set the date, time, and location for the election of officers, said date to be no later than the last club day in October
- G. Oversee balloting and voting
- H. Declare the results of the election to the general membership

Section 5: At said election, each member in good standing shall cast one vote.

Section 6: The officer team shall be made up of the top eight vote-receiving candidates.

Section 7: In case of a tie, when the results of the vote will affect the positions awarded, the Election Committee shall choose a date and time for election to the undecided positions.

Section 8: After the completion of the voting, the newly elected officers shall meet at the call of the chapter advisors for the purpose of choosing officer positions as stated by this constitution.

Section 9: The term of office shall be concurrent with the membership year.

Article VII—Executive Board

Section 1. There shall be an Executive Board consisting of president, vice president, secretary, treasurer, parliamentarian, reporter, historian, and committee liaison.

Section 2. The Executive Board shall set the agenda for all GCIT SkillsUSA general membership meetings.

Section 3. The Executive Board shall have the power to carry out all GCIT SkillsUSA financial, administrative, membership, and committee establishment affairs.

Section 4. In a case where there is a vacant position on the Executive Board, the Election Committee will be responsible for organizing and carrying out a new election to fill the said position. Following the election process, the Executive Board will organize positions as when originally formed.

Section 5. No person shall be eligible to serve longer than two consecutive terms in the same office.

Article VIII— Chapter Meetings

Section 1. The GCIT SkillsUSA Chapter advisors shall call regular general membership meetings at least once every two months when school is in session.

Section 2. A majority of the Executive Board, or the Chapter advisors may call a special meeting of the general membership.

Section 3. One-quarter of the GCIT SkillsUSA Chapter membership shall constitute a quorum of the general membership.

Section 4. The GCIT SkillsUSA Chapter's Executive Board shall meet at least twice a month.

Section 5. The President, three members of the Executive Board, or the Chapter advisors may call a special meeting of the Executive Board.

Section 6. The majority of the Executive Board shall constitute a quorum of an Executive Board meeting.

Article IX—Finances

Section 1. The chapter will be responsible for state and national SkillsUSA dues, according to the number of individual members claimed in each membership classification.

Section 2. The chapter advisor shall be responsible for the finances and will furnish an annual audit to the state SkillsUSA director and the membership.

Article X—Committees

Section 1. Fundraising Committee. A Fundraising Committee of five members shall be appointed by the President, with the approval of the Executive Board, in the first month of the school year, whose duty it shall be to plan the fundraisers of the Society.

Section 2. Social Committee. A Social Committee of five members shall be appointed by the President, with the approval of the Executive Board, in the first month of the school year, whose duty it shall be to plan social and community events for the Gloucester County Institute of Technology SkillsUSA members and advisors.

Section 3. Promotional Committee. A Promotion Committee of five members shall be appointed by the President, with the approval of the Executive Board, in the first month of the school year, whose duty it shall be to promote the club and bring in new members.

Section 4. Membership Committee. A Membership Committee of five members shall be appointed by the President, with the approval of the Executive Board, in the first month of the school year, whose duty it shall be to keep a record of member information.

Article XI — Logo, emblem and colors

The logo, ceremonial emblem and colors of Gloucester County Institute of Technology SkillsUSA shall be that of the national organization. The wearing or use of the logo, emblem and colors will be governed by the national organization.

Article XII—Parliamentary Authority

Parliamentary procedure of all meetings will be governed by the most recent edition of *Robert's Rules of Order, Newly Revised*.

Article XIII—Amendments

The chapter constitution shall be amended as follows:

- A. All proposed amendments to the constitution shall be submitted in writing to the chapter Executive Board, or chapter advisors.
- B. The Executive Board shall review the proposed amendment.
 - a. With the affirmative vote of two or more members of the Executive Board, the Executive Board shall present the proposed amendment to the general membership at the next regularly scheduled meeting, or a special meeting called for this purpose.
 - b. If the amendment fails to gain the affirmative vote of two members of the Executive Board, the Executive Board shall assist the member(s) who has proposed the amendment in improving the amendment, or developing an alternative solution.
- C. At the meeting to propose the amendment, the amendment shall be presented to the membership.

- D. At the next regular meeting, the proposed amendment shall be taken up as a special order
- E. The amendment shall become effective if adopted by a two-thirds vote of the general membership.

Article XIV—Rules, regulations and bylaws

Section 1. Such rules, regulations and bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.

Section 2. No rules, regulations or bylaws shall be adopted that are contrary to this constitution.