SkillsUSA
John A. Dubiski Career High School

Constitution
&
Bylaws
2014-2015

DCHS SkillsUSA

ARTICLE I. NAME AND PURPOSES

SECTION A - Official Name

The official name of the organization is DCHS SkillsUSA.

SECTION B – Purposes

The purposes of this organization are as follows:

1. To unite in a common bond students in Career and Technical Education (CTE) programs in the various high schools in Grand Prairie, in Texas and in the USA;

2. To provide opportunities for student members to develop leadership abilities through participation in worthwhile educational, social, recreational, and career related activities;

3. To develop through group action the ability of Chapter members to plan together, organize, and carry out worthy club activities and projects;

4. To foster a deep respect for the dignity of work;

5. To promote high standards of work skills, scholarship, trade ethics, and safety;

6. To create among students, faculty members, patrons of the school, and persons in business and industry a sincere interest in and esteem for Career and Technical Education;

7. To develop in the individual wholesome attitudes toward useful citizenship in school and community;

8. To develop a knowledge of industrial organizations and the interdependence of workers.

ARTICLE II. DIRECTION AND CONTROL

SECTION A - Functions

The functions of this organization are an integral part of the total instructional program of Career and Technical Education in Texas.

SECTION B - Authority and Administration

The authority and administration of DCHS SkillsUSA affairs, with the advice and counsel of the Texas Education Agency (TEA) Career and Technical Division, the State Advisory Committee and the SkillsUSA Teachers Advisory Committee, and District SkillUSA shall be vested in the DCHS Advisors and Administration. The minutes and responses to the recommendations shall be maintained by in the DCHS SkillsUSA Officers, SLT's and Advisors.

SECTION C - DCHS

DCHS shall designate a representative to be present at all advisor meetings and general meetings of DCHS SkillsUSA within the Constitution and Bylaws of DCHS SkillsUSA.

SECTION D – DCHS Advisor Committee

There shall be a DCHS SkillsUSA Advisory Committee composed of all DCHS Registered SkillsUSA Advisors at DCHS.

FUNCTIONS

Functions of the DCHS SkillsUSA Advisory Committee shall include, but are not limited to:

1. Recommendations for operational strategies, procedures and activities related to competitive activities at the local, district and state levels;
2. Serve as mentors to all DCHS SkillsUSA Members and assist in SkillsUSA events; and
3. Provide other counsel as requested by DCHS Administrative staff.

ARTICLE III. ORGANIZATION

SECTION A - Local Chapter

1. A chapter of the DCHS SkillsUSA may be organized by a class, or section approved to operate and is a designated Career and Technical Course by the Texas Education Agency.

2. National Charters will be issued to a school (Local Chapter) by the SkillsUSA State Director upon receipt of
    a. a properly executed Petition for Charter;
    b. A copy of the chapter roster of the members

3. Texas Chapter Numbers will be issued to a class(es) or section(s) by the SkillsUSA State Director upon receipt of:
    a. Evidence of being a chartered member of the national organization of SkillsUSA;
    b. A properly executed Petition for Texas Chapter
    c. A chapter roster of the members(s); and
    d. Evidence of payment of State and National SkillsUSA dues for all members listed on the roster.
4. Local Executive Committee - In schools, school districts, or communities having more than one SkillsUSA chapter, there may be organized an executive committee with a recommended composition of:
    a. The advisors of each chapter;
    b. The presidents of each chapter;
    c. One faculty representative to be selected by the members;
    d. Parent representatives; and
    e. Industrial representatives.
    f. DCHS Administrator

SECTION B - DCHS Chapters

1. There shall be a DCHS SkillsUSA Chapter organized by class or section based upon the courses approved for SkillsUSA membership by the TEA.
2. Each DCHS SkillsUSA Chapter will adopt the common DCHS SkillsUSA Constitution and By Laws.
3. The functions of each DCHS SkillUSA Chapter are as follows:
    a. To assist in planning, organizing, and conducting of DCHS SkillsUSA meetings;
    b. To assist in planning, organizing, and conducting chapter and member contests; and
    c. Carry out and uphold the ideals of SkillsUSA.

SECTION C - DCHS Chapter Officers

1. Each DCHS Chapter may elect one active members to serve in each officer positions:
    a. Chapter President;
    b. Chapter Vice-President

c. Chapter Secretary;
d. Chapter Treasurer;
e. Chapter Reporter;
f. Chapter Sergeant-at-Arms;
g. Chapter Parliamentarian;
h. Chapter Historian;
i. Chapter Chaplin;
j. SLT (Senior student – exceptions to be brought to the DCHS Advisory Committee.

ARTICLE IV. MEMBERSHIP

SECTION A - Active Member

A local chapter will accept membership of any student currently enrolled or previously enrolled in a Career and Technical Education (CTE) course approved for SkillsUSA membership by the TEA. All active currently enrolled pathway members have full voting privileges, right to hold elective chapter offices and to participate in district, state and national SkillsUSA contests and events as specified by contest rules. Students with past enrollment in the pathway may be designated as Student Associate Members. Student Associate Members have voting privileges and may participate in district, state and national SkillsUSA contests based on the decision of the pathway advisor.

SECTION B - Honorary Members

Persons engaged in the fields of education, business, and industry that have shown a continuing interest in Career and Technical Education may be elected to honorary membership in DCHS SkillsUSA. These members will not be recognized as honorary members beyond DCHS SkillsUSA.

SECTION C - Associate Members

1. **Student Associate Members**- Students enrolled in bona fide high school CTE programs who do not have opportunities to become members of a chapter organized within their own class may be elected to associate membership by a SkillsUSA chapter operating within the same school. In any chapter there shall not be more than one associate member for every two active members. Student Associate members have voting privileges and may participate in district, state and national SkillsUSA contests based on the decision of the pathway advisor.

2. **Industrial Associate Members-** Individuals, businesses, corporations, foundations, etc., may become Industrial Associate members through support of DCHS SkillsUSA as specified by the DCHS SkillsUSA Advisors. Industrial Associate Members will not have the rights and privileges of active members except the rights to vote in DCHS SkillsUSA.

SECTION D - Professional Members

Individuals of schools engaged in the fields of education, business, or industry interested in CTE and have paid their national membership dues may become professional members. Professional members have all the rights and privileges of active members except the rights to vote for and hold chapter membership elective offices, and to participate in district, state and national SkillsUSA contests.

ARTICLE V. OFFICERS

SECTION A – DCHS Section or Local Chapter Officers

1. Each chapter shall have the following officers elected from the active membership:
    a. President;
    b. Vice-President;

c. Secretary;
d. Treasurer;
e. Reporter;
f. Sergeant-at-Arms; and
g. Parliamentarian
h. Chaplain
i. Historian
j. Senior SLT or Junior Designee

The duties of these officers shall be in accordance with the duties designated in the Official Guide (SkillsUSA Leadership Handbook).

Duties for the sergeant-at-arms are designated as follows:

1. Arrange the meeting room and care for chapter equipment;
2. Be responsible for the comfort of those present at chapter meetings;
3. Attend the door during meetings and welcome visitors;
4. Take charge of candidates before and during initiation; and
5. Assist with entertainment and refreshments and other details connected with the program.

2. Election Period – The election period for electing new officers will take place between April 20th and May 15th of the school year prior to the beginning of the following school year.
3. Replacement – Each chapter may fill a vacant position at the discretion of the advisor.
4. Removal from office – The removal of a student from office shall be at the final discretion of the chapter advisor and or administrator and may be based on academic performance, student conduct or a majority vote of the chapter officers.

SECTION B – DCHS SLT (Student Leadership Team)

1. Each pathway shall assign 1 junior prior to May 1st that will serve as an SLT their senior year.
2. The DCHS Advisor shall designate the SLT using the SLT Nomination form. This will include grade, attendance and discipline verification.
3. The first priority after academics for the SLT should be their SkillUSA responsibilities
4. If an SLT must be replaced by a Junior student, the Advisor will present this decision to the DCHS advisor committee
5. Duties for an SLT will include but not be limited too:
    a. Summer Camp
    b. Weekly meetings
    c. Afterschool meetings and events
    d. Special Presentations
    e. Additional Fundraising
    f. Duties assigned by the SLT advisor

6. Grades - All SLT's must have a passing grade for the past semester in each class and uphold those grades through their term.

7. Character - must be of good character and agreed upon by the DCHS Advisors

8. Speech - must be able to deliver a message before an audience in an effective manner.

9. Initiative - must be capable of performing the duties of an SLT officer.

10. Reliability - must be honest and dependable. Excessive absents to scheduled functions will be reviewed.

11. Knowledge - all SLT's should be able to:
    a. explain the concepts for DCHS SkillsUSA, as written in the Constitution and in the SkillsUSA Leadership Handbook;
    b. say their part in all ceremonies;

c. describe the SkillsUSA objectives;
d. describe SkillsUSA activities;
e. explain the concepts and general contents of the SkillsUSA Contest Rule Book;
f. describe the definition and purpose of Trade and Industrial Education;
g. describe the types of programs offered in secondary schools for Trade and Industrial Education; and
h. explain and demonstrate the use of parliamentary procedure.

SECTION C - District Chapter Officers

1. Each chapter shall have the following officers elected in accordance with the district Constitution from the active membership:
   a. President;
   b. Vice-President;
   c. Secretary;
   d. Treasurer;
   e. Reporter;
   f. Sergeant-at-Arms; and
   g. Parliamentarian

2. The duties of these officers shall be in accordance with the duties designated in the Official Guide (SkillsUSA Leadership Handbook). Duties for the sergeant-at-arms are designated as follows:
   a. Arrange the meeting room and care for chapter equipment;
   b. Be responsible for the comfort of those present at chapter meetings;
   c. Attend the door during meetings and welcome visitors;
   d. Take charge of candidates before and during initiation; and
   e. Assist with entertainment and refreshments and other details connected with the program.

3. A vacancy in the office of District President (State Vice-President) shall automatically be filled by the District Vice-President.

4. The local advisor of the District President shall be designated as the District Advisor.

5. DCHS Students wishing to be considered for District 6 Office must declare their intentions to run for officer, complete and submit the form to the SkillsUSA Coordinator by the last school day before the departure for winter break. Students must be in good standing with their Chapter Advisor.

6. DCHS Students wishing to be considered for District 6 Office must have earned a minimum of 300 points at the time of submitting their candidacy form to the SkillsUSA Coordinator

7. DCHS District 6 Officers shall make their advisor and the DCHS administration aware of any outside commitment requirements in a timely manner.

8. If District 6 does not pick up the additional financial obligations, it will be the chapters responsibility to raise the additional funds (ie. Summer camp).

SECTION C - State Chapter Officers

1. The SkillsUSA, Texas Association shall have the following state officers:
   a. President
   b. Vice-President at Large
   c. Secretary
   d. Treasurer
   e. Reporter
   f. Sergeant-at-Arms

g. Parliamentarian
h. State Vice-President

2. Officer Duties - The duties of the state officer are the same as those listed in the Official Guide (Leadership Handbook) of SkillsUSA. Duties of the sergeant at arms are those listed in Article V, Section A.2.

3. Officer Candidates - Students shall submit a written application to the State Office by the set deadline. The election process will begin at the Annual State SkillsUSA Championships Conference. Students will run at large for the undetermined positions on a slate of seven officers. The position of each state office will be determined by the State Officer Advisory Team with the State Director at the Summer SkillsUSA Leadership Conference held every year. If no Leadership Conference is held, Officer positions will be determined by the State Board of Directors at the advice of the State Advisor. The House of Delegates vote must account for at least 30% of the election process.

4. Declaration of State Officer Candidacy – DCHS students must declare in writing to CTSO Coordinator their intentions to run for office by the day of departure for District Competition. Students must have a minimum of 500 SkillsUSA points prior to declaring their candidacy.

5. DCHS advisors and administration reserve the right to not allow a student to run for state office.

ARTICLE VI. INITIATION

SECTION A - Initiation Ceremonies

All candidates for membership should be initiated into the their DCHS SkillsUSA chapter, by being conducted through the regularly prescribed initiation ceremony adopted by SkillsUSA.

SECTION B - Initiation Teams

Initiation teams may be selected from local or district chapters for the purpose of initiating candidates into the club. Such members may be composed of active, alumni, associate, honorary, or professional members.

ARTICLE VII. MEETINGS

SECTION A - Section or Local Chapter Meetings

1. A minimum of one/two regular meeting shall be held each nine-week school period. The opening and closing ceremonies adopted by SkillsUSA shall be used. Minutes from each meeting will be submitted to the CTSO coordinator.

2. Additional meetings may be called by the President or Advisor at any time it is deemed advisable. These meetings may be outside the school day or during it, according to the opportunities provided by the local school for chapter meetings.

3. In general, the meetings shall be educational or recreational in nature, or both. Regular meetings should be educational but may be followed by social activities.

4. Guests, such as school officials, teachers, patrons of the school, employers, parents, and others interested in the development of leadership qualities in young people, shall be permitted to attend chapter meetings.

5. Attendance at general meetings will be **required** by all SkillsUSA Advisors and officers. General members should be encouraged to attend. The meeting will be held on the second Tuesday of each month. The meeting will be planned by the SLT's. Special guest groups will be invited to perform the opening and closing ceremony.

ARTICLE VIII. CHAPTER FINANCES

SECTION A - State and National SkillsUSA Dues

1. Each section or local chapter shall pay state and national SkillsUSA dues for each member (except honorary) listed on the membership roster.

2. The amount of annual national membership dues shall be determined by the National office.

3. DCHS membership drive will conclude on October 15th (or the Friday prior if this date falls on a weekend). Advisors are required to submit the proper paperwork and fill out the online membership forms for all paid students so that full membership benefits will apply to the student. All chapters will submit their membership on or prior to October 31.

4. DCHS advisors may add additional membership up until the SkillsUSA National Deadline of February 1st.

5. DCHS advisors will notify the campus SkillsUSA coordinator if a financial situation is limiting a students ability to join the organization.

6. Chapters may elect to have the students fund raise or self pay for their state and national dues.

7. Membership will be accepted all year. However, any membership applications postmarked after February 1 will not be eligible to compete in district, state, or national contests.

SECTION B – DCHS SkillsUSA Chapter Funds

1. Each DCHS Chapter will be responsible to raise funds to cover their District competition expenses.
2. Each DCHS Advisor will be responsible to raise funds to cover field trip expenses other than bus transportation.
3. Each DCHS Advisor is responsible to obtain fundraiser approval for field trip expenses from the campus principal.
4. Each DCHS Advisor is responsible to obtain fundraiser approval from the campus principal.
5. Each DCHS Advisor must submit a monthly fundraising report to the CTSO coordinator.
6. DCHS Advisors will meet in August to set up a schedule and calendar.

SECTION C – DCHS SkillsUSA General Fund

1. General funds will be managed by the SkillsUSA Coordinator and campus principle.
2. General funds will cover expenses such as but not limited too: Teacher appreciation, student assistance, chapter assistance and special events

ARTICLE IX. PUBLICATIONS

SECTION A – Web Site

DCHS SkillsUSA will publish information on a designated website.

ARTICLE X. CONTEST PARTICIPATION

SECTION A – Eligibility to Participate

The following criteria will be used to determine eligibility

1. UIL Grade guidelines will determine grade eligibility. Ineligible students will not participate in any contest or leadership activity
2. Discipline – consequences that lead to out of class placement will be reviewed.
3. Attendance record – students owing attendance hours will be reviewed.

SECTION B – Advisors Discretion - Disqualification of a student, team or project

1. DCHS SkillsUSA advisors reserve the right to withdraw a student, team or project from participation based upon:
   a. Quality of project
   b. Completeness of project
   c. Participation
   d. Team work

SECTION C – District Qualifications & Guidelines

Student may compete at the district level with the following guidelines

1. Entered in a Skills Contest or Leadership Contest
2. Approval of Chapter Advisor
3. Running for District Office
4. Sending a project and being involved in another contest
5. Students participating in offsite contests will be permitted to travel for the duration of the contests only if they are enrolled in another contest.
6. GPISD will make every effort to provide transportation for those in offsite contests for the award assembly
7. Student fee of $20 is paid by the first Friday in the month of January prior to the contest
8. Student permission forms are received 1 week prior to date of departure

• Students entering a project and not registered in a contest will not be eligible for travel.

SECTION D – State Qualifications

Student may compete at the state level with the following guidelines

1. Entered in a Skills Contest or Leadership Contest though advancement of district
2. Subject to take a category 1 technical test
3. Running for State Office
4. Sending a project and being involved in another contest
5. Student permission forms are received 1 week prior to date of departure
6. Students may advance to state in a category two technical test if they have placed 1st – 5th at the district level
7. Students that are part of a leadership team that are not actively participating in state, must take a category two technical test.

• Students entering a project and not registered in a contest will not be eligible for travel.

SECTION E – Ineligibility

DCHS Advisors & Administrators reserve the right to change a student's eligibility based upon:

1. Discipline records
2. Attendance records

SECTION E – Removal from event

Students participating in SkillsUSA events must maintain professional behavior at all times. If a student must be removed from the event, it shall be done at the discretion of the advisor and or administration. Parents will incur all expenses of having the student returned home.

ARTICLE XI. POINT SYSTEM

SECTION A – Point System

The following criteria will be used to determine eligibility

1. The point system may be adjusted at the discretion of the majority vote of the DCHS SkillsUSA advisors.
2. The point system may be used to determine eligibility
3. The calendar year for the point system shall be June 1st to May 31st. An exception may be made if Summer leadership is on the cusp of these dates.
4. Once students meet the point system goal, a minimum of 500 points in the following years will be required to be uphold standing and to be considered for special honors.