



**SkillsUSA
Texas Association District 4,
High School/Secondary Division, Inc.**

CONSTITUTION

ARTICLE I. NAME AND PURPOSES

SECTION A

Official Name

The official name of the organization is, SkillsUSA, Texas District 4, High School/Secondary Division

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 of Texas;
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.
9. To develop students abilities to successfully enroll in various post-secondary institutes, as well as their chosen career fields.

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 SkillsUSA Texas District 4 affairs, with the advice and counsel of the Texas Education Agency (TEA) Career and Technical Division, the State Advisory Committee and the SkillsUSA Teachers District 4 Teacher Advisory Committee, shall be vested in the SkillsUSA, Texas Association, High School/Secondary Division Inc. state office. Evidence of the counsel shall be a written response to each recommendation sent to SkillsUSA, Texas Association, High School/Secondary Division Inc. state office. The minutes and responses to the recommendations shall be maintained in the SkillsUSA, Texas District 4 Directors records.

SECTION C

SkillsUSA Texas District 4 Advisory Committee

SkillsUSA, Texas District 4 operates with the advice and counsel of the SkillsUSA State Advisory Committee. The representation on the SkillsUSA State Advisory Committee shall be as follows:

ONE YEAR TERMS

- a. A Student Member - SkillsUSA, Texas District 4 President;
- b. Teachers - The advisor of the chapter to which the SkillsUSA, Texas District 4 President belongs and the advisor of the immediate past SkillsUSA, Texas District 4 President;
- c. A career & technology teacher in District 4 of the Director's choice;
- d. A local Director or Supervisor of Career and Technical Education Programs at the secondary level (suggested this be the current President or President Elect of the Career and Technology Administrators Association).
- e. Director District 4 will determine who is head of the District 4 Advisory Committee

SECTION D

Grievance Committee

SkillsUSA, Texas District 4 shall maintain a Grievance Committee for District Competitions, committee size will be a minimum of three persons involved in career & technology education in the public schools, either as teachers or administrators for District 4 and committee size maybe as large as the Director District 4 deems necessary. Grievance Committee membership is for one year terms at a time.

Any grievances an advisor wishes to file regarding competitions or officer elections must be submitted in writing at the time of the offense occurred and no grievances will be accepted after officer election results

are announced or once the district award ceremonies begin.

ARTICLE III. ORGANIZATION

SECTION A

Local Chapter

1. A chapter of the SkillsUSA, Texas Association, Inc. may be organized by a class, or section (or combination of two or more classes or sections operated within the same school which is approved to operate and is a designated Career and Technical Course by the Texas Education Agency.

SECTION B

District Chapters

1. There shall be a district chapter of SkillsUSA Texas for each designated district.
2. Each SkillsUSA Texas District shall adopt a Constitution.
3. The functions of SkillsUSA Texas district chapters are as follows:
 - a. To assist in planning, organizing, and conducting district SkillsUSA meetings;
 - b. To assist in planning, organizing, and conducting chapter and member contests; and
 - c. To study and evaluate proposed amendments to the SkillsUSA Texas Constitution and Bylaws emanating from local chapters and to recommend action to the State Chapter.

SECTION C

District 4 Chapter

1. There shall be a District 4 Chapter composed of the following members:
 - a. District 4 President;
 - b. District 4 Vice-President
 - c. District 4 Secretary;
 - d. District 4 Treasurer;
 - e. District 4 Reporter;
 - f. District 4 Sergeant-at-Arms;
 - g. District 4 Parliamentarian;
 - h. A designee of the District 4 Director;
 - i. Advisor to the District 4 President;
 - j. Any current National SkillsUSA officers from District 4 (ex-officio, non-voting); and
 - k. The SkillsUSA Texas District IV Director
2. The functions of the District 4 Chapter Officers are:
 - a. To review proposed amendments to the Constitution and Bylaws;
 - b. To conduct election and installation of District 4 officers;
 - c. To conduct the business of the organization at the annual District 4 House of Delegates Meeting;
 - d. To help conduct general assemblies at the Annual District 4 Leadership and Skill Championships;
 - e. To provide leadership for the district organization through participation on state, district, and local activities.

SECTION D

District Officer Screening/Election Committee

1. There shall be a District officer screening/election committee composed of the following members:
 - a. District Officers; and
 - b. The District 4 Director shall designate one adult as an advisor to the committee.
2. Function of the District Officer Screening/Election Committee is to screen potential District officers, according to the District 4 By-Laws, and ensure a fair election of all qualified officer candidates in the House of Delegates at the District 4 SkillsUSA meeting.

SECTION E

National Association

The official name of the national organization for Career and Technical Education for public school students is SkillsUSA Inc. As a state associate of the national association, SkillsUSA, Texas Association, High School Secondary Division Inc., SkillsUSA Texas District 4 will comply with the SkillsUSA National Constitution.

ARTICLE IV. MEMBERSHIP

SECTION A

Active Member

A local chapter will accept for membership any student currently enrolled or previously enrolled in a Career and Technical Education (CTE) course approved for SkillsUSA membership by the TEA. All active 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.

SECTION B

Alumni Members

Former active members who have legitimately separated from the local schools, in good standing with their chapter, and who have paid their state and national membership dues may maintain their membership in SkillsUSA. Alumni members have all the rights and privileges of active members except the rights to vote, to hold elective office and to participate in district, state, and national contests.

SECTION C

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 SkillsUSA Texas District 4.

SECTION D

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 the same rights and privileges of club membership as active members.
2. Industrial Associate Members- Individuals, businesses, corporations, foundations, etc., may become Industrial Associate members through support of the SkillsUSA, Texas Association as specified by the State Executive Committee. Industrial Associate Members have all the rights and privileges of active members except the rights to vote, hold elective offices and to compete in district, state and national contests.

SECTION E

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

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
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.

SECTION B

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;
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 - 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.

ARTICLE VI. INITIATION

SECTION A

Initiation Ceremonies

All candidates for membership should be initiated into the SkillsUSA, Texas Association, by being conducted through the regularly prescribed initiation ceremony adopted by the State Chapter.

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 regular meeting shall be held each six-week school period. The opening and closing ceremonies adopted by the State Chapter shall be used.
2. Other meetings may be called by the President 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.

SECTION B

District Chapter Meetings

1. There shall be two regular district SkillsUSA meetings each school year, which shall be known hereafter as Fall district and Spring district meetings.
 - a. Fall district meeting may include:
 - i. Evaluating club activities of the preceding year;
 - ii. (Planning district activities for the ensuing school year; and
 - iii. Providing educational, social, and recreational activities for member.
 - b. Spring district meeting may include:
 - i. Organization of the District Chapter into a working unit, election of district officers, and appointing working committees;
 - ii. Conducting member and chapter contests; and
 - iii. Providing educational, social, and recreational activities for members present.
2. Time of meetings
 - a. The Fall district meeting shall be held between the opening of school and December 1.
 - b. The Spring district meeting shall be held after January 1, and at least two weeks prior to the date of the Annual State SkillsUSA Championships.

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 state membership dues shall be determined by the recommendation of the State Board of Directors with the approval of a majority of the State House of Delegates.
3. The amount of annual national membership dues shall be determined by the National office.

SECTION B

District SkillsUSA Funds

1. The District 4 Director shall develop a proposed line item yearly budget.
2. The financial records may be audited each year by a committee appointed by the District 4 Director, consisting of three SkillsUSA District 4 advisors. From three different school districts

ARTICLE IX. AMENDMENTS

The Constitution of SkillsUSA Texas District 4, can be amended according to Section A.

SECTION A

Amendments by House of Delegates (Procedure 1)

1. A proposed amendment to the Constitution shall originate at the SkillsUSA Texas District 4 House of Delegates meeting and be referred to the SkillsUSA Texas District 4 Advisory Committee.

AND

2. Upon two-thirds majority affirmative vote of the SkillsUSA Texas District 4 Advisory Committee the proposed amendment is referred to the District 4 Officers and the House of Delegates.

THEN

3. Upon a two-thirds majority affirmative vote of the House of Delegates, the proposed amendment to the constitution is adopted.

