

# **CONSTITUTION and BYLAWS OF SKILLSUSA MISSOURI**

REVISED April 2026

## **ARTICLE I - NAME**

The official name of this organization shall be the Missouri Association of SkillsUSA and may be referred to as SkillsUSA Missouri.

## **ARTICLE II - PURPOSES**

The object of this Association is

- A. To unite in a common bond without regard to race, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression, enrolled in classes with career technical education objectives;
- B. To provide leadership for the local chapters;
- C. To provide recognition and prestige through an association of local chapters;
- D. To develop leadership abilities through participation in educational, skilled trades, civic, recreational, and social activities;
- E. To foster a deep respect for the DIGNITY OF WORK;
- F. To assist students in establishing realistic career goals;
- G. To help students attain a purposeful life;
- H. To create enthusiasm for learning;
- I. To promote high standards in personal and professional ethics, workmanship, scholarship, and safety;
- J. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process;
- K. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence;
- L. 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 - MEMBERSHIP**

SECTION 1. SkillsUSA Missouri is an association of local chapters organized in the State of Missouri and operating in accordance with a charter granted by SkillsUSA, Inc.

SECTION 2. Membership of SkillsUSA Missouri shall consist of eligible members of the chartered local chapters and members shall hold the same membership status in their respective local chapter.

SECTION 3. A local chapter must have at least ten members or 100% of the Skilled Technical Sciences, Health Science Education, or Technology & Engineering Education class, if there are less than ten students eligible for membership. Members of the State Association must be members of the national organization to qualify for a charter.

SECTION 4. Each local chapter and state association shall be open for membership to all students regardless of race, sex, religion, creed, disability, or national origin.

SECTION 5. Membership classes recognized by SkillsUSA Missouri are:

**Active Membership:** Students enrolled in a career and technical education program of study that prepares them for further education and/or employment. These individuals must be earning credit towards a diploma, certificate or its equivalent.

**Professional Membership:** Persons associated with or participating in the professional development of SkillsUSA Missouri as approved by the policies of the state association. Such members shall include classroom teachers, teacher's aides, counselors, teacher educators, supervisors or other professional or paraprofessional staff. Professional members will pay dues as established by SkillsUSA, Inc., but will be ineligible to hold office or vote.

**Associate Membership:** Cooperative employers and/or training station sponsors, advisory council members, students, and lay persons associated with and contributing to the improvement and development of the organization and Skilled Technical Sciences and Health Science Education, Technology & Engineering Education programs. They are not eligible to hold office or vote.

**Alumni Membership:** Individuals who were former VICA, SkillsUSA-VICA or SkillsUSA members who have graduated and are no longer eligible for membership in secondary or post secondary divisions. They are not eligible to hold office or vote.

**Honorary Life Membership:** Individuals who have contributed in an outstanding manner to the field of Skilled Technical Sciences, Health Science Education, and Technology and Engineering Education programs, to the local SkillsUSA chapter, District or State Association, may be selected as honorary life members by the Executive Council in accordance with the approved membership policy. Such memberships shall not require payment of State dues. They are not eligible to hold office or vote.

SECTION 6. A membership year shall be from September 1 through August 31, inclusive.

SECTION 7. Dues shall be \$18.00 per membership year and shall be payable by February 1st to the National Association. The National Office will return \$10.00 of the dues per member to the State Association where \$9.00 shall be set aside for state operation and \$1.00 shall be set aside for district operation.

SECTION 8. The SkillsUSA State Director shall report on or before March 1 of each school year as to which chapters have paid their membership dues or conference fees in full.

SECTION 9. A chapter in good standing shall be one with at least ten members or 100% of the Skilled Technical Sciences, Health Science Education, or Technology & Engineering Education class,

if there are less than ten students eligible for membership with no outstanding dues, conference fees, or invoices.

## **ARTICLE IV - OFFICERS**

SECTION 1. The student officers of SkillsUSA Missouri shall be the secondary and post-secondary President, Executive Vice President, and the other five officers shall hold office reflective of the national SkillsUSA Program of Work categories. A state student officer must maintain membership in good standing with the national and state levels of SkillsUSA with dues paid through their local chapter. State officer position examples only: Vice President of Leadership Development, Vice President of Advocacy and Marketing, Vice President of Community Engagement.

SECTION 2. State Officer Election process is created annually by the SkillsUSA State Director and published in the state officer candidate application packet.

## **ARTICLE V - MEETINGS**

SECTION 1. A State Leadership and Skills Conference shall be held each year, and this shall serve as the official annual meeting of SkillsUSA Missouri.

SECTION 2. The State Executive Council shall be empowered to call special meetings.

SECTION 3. The SkillsUSA member shall exercise his or her franchise through voting delegates at state and national meetings or through voting by mail when, if, and as authorized by the Executive Council on SkillsUSA Missouri matters.

SECTION 4. Each local chapter shall have voting delegates based on membership at the time of the State Conference, determined by the following scale: Secondary shall have two (2) voting delegates for the first 100 members and one additional voting delegate for each 100 additional members or fraction thereof. Postsecondary shall have one voting delegate for the first 20 members and one additional voting delegate for each 20 members or fraction thereof.

SECTION 5. The number of delegates to national meetings shall be determined by directives of the national organization. Missouri delegates shall be the state officers beginning with the President and continuing in the order as listed in Article IV, Section 1. Alternatives to replace a higher-ranking officer shall be the next officer in the same order. SkillsUSA Missouri members who are not state officers may be selected to serve as delegates to the national assembly at the discretion of the SkillsUSA State Director.

## **ARTICLE VI - EXECUTIVE COUNCIL**

SECTION 1. The administration of SkillsUSA Missouri shall be vested in the SkillsUSA State Director employed by the Missouri Department of Elementary & Secondary Education. SkillsUSA Missouri's Executive Council shall serve as an advisory council to the Skilled Technical Science Section of the Department of Elementary and Secondary Education. This executive council shall be composed of the seven (7) secondary state officers, seven (7) post-secondary state officers, and the President and next ranking officer from each of the nine (9) districts, and the Junior and Senior District Advisors. Serving as ex-officio members of the council are one (1) representative from Missouri Council of Career and Technical Administrators, one (1) representative from Missouri Trade and Technical

Association, one (1) representative from Missouri Health Sciences. Each organization is responsible for appointing their representatives.

SECTION 2. The Executive Council shall meet in October and in January and other such times as deemed necessary to conduct the activities of the organization. The Executive Council meeting may be held virtually in case of severe weather or other emergent need. In person attendance is expected, but virtual attendance may be allowed at the permission of the SkillsUSA Missouri State Director.

SECTION 3. Charters shall be issued to local chapters by SkillsUSA Missouri and reported to the Executive Council.

SECTION 4. A state advisory council composed of leaders from education, business and labor unions shall be appointed by the state program supervisor to provide counsel, advice and assistance to the State Association in carrying out its functions. Equal representation shall be given to business and labor.

## **ARTICLE VII - DISTRICTS**

SECTION 1. SkillsUSA Missouri shall be divided into nine (9) districts with district lines having consideration for population distribution and geography.

SECTION 2. Each district shall have its own bylaws, which shall not be in conflict with either the State or National Articles of Incorporation, Constitutions, policies and bylaws. A copy of the district bylaws will be kept with the District Coordinator and SkillsUSA State Director and published on the SkillsUSA Missouri website.

SECTION 3. Each district shall have a full set of student officers. These officers shall be elected in accordance with the district bylaws. The district bylaws shall state that an officer, when elected, shall have at least one full year remaining within a career education program prior to graduation.

SECTION 4. Each district shall have a senior district advisor and a junior district advisor, each of who shall be a Professional Member in one of the school chapters in the district. The junior advisor shall be elected at a district advisors meeting, by the chapter advisors in the district, to serve one (1) year as junior advisor and advance to the senior advisor position to serve one (1) year. If the junior advisor is unable to advance to the senior advisor position, a senior advisor will also be elected at a district advisors meeting, by the chapter advisors in the district. The past senior advisor may assume the position.

## **ARTICLE VIII - COMMITTEES**

SECTION 1. Committees, standing or special, as deemed necessary by the Executive Council shall be appointed by the President to carry on the work of the organization. The presidents shall be an ex officio member of all committees.

SECTION 2. The accounts of SkillsUSA Missouri shall be audited each year by an outside auditing firm.

## **ARTICLE IX PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which may be adopted.

## **ARTICLE X - EMBLEMS AND COLORS**

The emblem of the SkillsUSA Missouri and its colors shall be the same as those adopted by the national organization of SkillsUSA.

## **ARTICLE XI - AMENDMENTS**

SECTION 1. These bylaws may be amended by a two-thirds affirmative vote of the voting delegates present at the State Leadership & Skills Conference or at a special meeting called by the State Executive Council for this purpose. All proposed amendments shall be presented in the following manner:

- A proposed amendment must be submitted in writing to the SkillsUSA State Director no less than 60 days prior to the State Leadership & Skills Conference or special meeting.
- The proposed amendment shall be reviewed by the State Executive Council.
- The proposed amendment shall be made known to each local chapter no less than 30 days prior to the State Leadership & Skills Conference or special meeting.
- When a special meeting is called to consider a proposed amendment, the meeting shall be announced at the same time that the proposed amendment is submitted to the local chapter.

SECTION 2. Only such amendments shall be made as are in keeping with the object stated in Article II of these bylaws.

## **ARTICLE XII - RULES, REGULATIONS AND POLICIES**

SECTION 1. Such rules, regulations and policies as are deemed necessary for proper conduct of this organization may be adopted by the Executive Council.

SECTION 2. No rules, regulations or by-laws shall be adopted which are in conflict with these bylaws.

## **ARTICLE XIII – AWARDS**

SECTION 1. Active SkillsUSA members who meet their local school criteria may wear any of the following SkillsUSA graduation-themed items (graduation stole, tassel or double honor cord) at their graduation commencement. They can be purchased from the official SkillsUSA Store.