



Bylaws and Policies

Prepared by SkillsUSA Idaho Board of Directors

May 2017

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To be completed when update of Bylaws and Policies has been updated/approved.

BYLAWS OF THE SkillsUSA IDAHO BOARD OF DIRECTORS

ARTICLE I – NAME

The name of the organization shall be the SkillsUSA Idaho Board of Directors, also to be known as SkillsUSA Idaho.

ARTICLE II – OBJECTIVE

The direction and management of the affairs, funds, and properties of SkillsUSA Idaho shall be vested in the Board of Directors who shall pursue such policies and guidelines as shall be in accordance with the provisions of the Certificate of Incorporation, these Bylaws, and the laws of the State of Idaho, including:

- A. To assist the State Director for SkillsUSA Idaho in conducting a State Chapter in accordance with the National SkillsUSA guidelines and policies
- B. To give direction to the State Director of SkillsUSA Idaho.
- C. To provide direction to all SkillsUSA Idaho activities (examples: Building and Achieving Success in Idaho Chapters (BASIC) Training, State Officer Good Will Tours, and the Idaho State Leadership and Skills Conference (SLSC)).
- D. To develop and promote a favorable image of SkillsUSA.
- E. To assist secondary and postsecondary institutions in promoting SkillsUSA.

ARTICLE III – MEMBERSHIP

1. The Board of Directors shall consist of the following; making up a total of 17 members:
 - A. The SkillsUSA Idaho State Director; ex-officio member due to his/her position.
 - B. SkillsUSA Idaho CTSO Manager; ex-officio member due to his/her position.
 - C. SkillsUSA Idaho Secondary President; ex-officio due to his/her position.
 - D. SkillsUSA Idaho Post-Secondary President; ex-officio due to his/her position.
 - E. The President of the Idaho Trade Teachers Association (ITTA); ex-officio due to his/her position.
 - F. Six professional SkillsUSA members, either from the secondary or the post-secondary institutions from the six regions in Idaho. Normally, no more than two professional members from any one region may serve on the Board during the same term; however, exceptions may be made to accommodate fluctuations in

Board membership caused by resignations, etc. The aforementioned regions shall be constituted as follows:

- i. Region I - Schools in the counties of Boundary, Bonner, Kootenai, Shoshone, Benewah (five counties.)
- ii. Region II - Schools in the counties of Latah, Nez Perce, Lewis, Clearwater, Idaho (five counties.)
- iii. Region III - Schools in the counties of Valley, Adams, Washington, Payette, Gem, Boise, Canyon, Ada, Elmore, Owyhee (10 counties.)
- iv. Region IV - Schools in the counties of Camas, Blaine, Gooding, Lincoln, Minidoka, Cassia, Jerome, Twin Falls (eight counties.)
- v. Region V - Schools in the counties of Power, Oneida, Franklin, Bear Lake, Bannock, Caribou, Bingham (seven counties.)
- vi. Region VI - Schools in the counties of Lemhi, Custer, Butte, Jefferson, Clark, Fremont, Madison, Teton, Bonneville (nine counties.)

G. Six representatives from business and industry from any of the six aforementioned regions in Idaho will be elected to serve as members on the Board. Elections for business and industry members have the same format and timeline as elections for professional members.

2. Board Members may be nominated by any SkillsUSA member or member of the Board of Directors. Nomination applications will be collected from candidates for Board review and voting purposes. Nominations will be ratified by majority vote of the SkillsUSA Idaho Advisors assembled for the Idaho CTE Summer Conference (REACH).
3. Board members will serve a term of no more than three consecutive years. If no one new runs, the incumbent may continue for a second term. All terms will be staggered such that not more than one-third of Board members stand for election in any one year, to maintain consistency on the Board.
4. Professional and Industry Board members shall be installed following the summer meeting for a term of three years. No member may serve more than two successive terms on the Board of Directors without majority approval of the Board of Directors.
5. Two consecutive absences from official Board meetings within one year, without prior notification to the Board Chairman, will constitute a member's resignation from the Board of Directors.

ARTICLE IV - OFFICERS

1. The Officers of the Board of Directors shall consist of the following:
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
2. The term of each of the Board Officers shall be one year. The Vice Chair shall succeed the Chair. The Vice Chair should alternate between the postsecondary, secondary, and industry members if possible. The Board may, by majority vote on an appropriate motion, waive this succession protocol.
3. No Officer may succeed himself/herself for more than two terms without majority approval of the Board of Directors.
4. The duties of the officers shall consist of the following:
 - a. Chair - The duties of the Chair require him/her to preside over the meetings, prepare an agenda for each meeting, and represent the Board whenever necessary. The Chair will serve as Chair of the Governance Committee.
 - b. Vice Chair - The duties of the Vice Chair require him/her to perform the duties of the Chair in his/her absence, and will assist with Chair duties as needed. The Vice Chair will appoint members to Standing and Ad Hoc committees and will serve as chair of the Program Committee.
 - c. Secretary - The duties of the Secretary are to record, disburse and maintain the minutes of the meetings, and handle Board correspondence. The Secretary will also maintain archived records for 3 years, and keep record of Board Member terms and prepare election schedules.
 - d. Treasurer – The duties of the Treasurer are to solicit, record, and arrange appropriate recognition for industry sponsorship and donation of money, materials, and personnel for SkillsUSA Idaho state and national events. The Treasurer will present financial reports and serve as chair of the Finance Committee. The Treasurer will collaborate with the CTSO Manager to ensure accurate records are prepared and reported. The Treasurer will also oversee the Scholarship Request Processes and coordinate with the CTSO Manager and State Director accordingly.

5. Officer succession. (Note: This section does not apply if the succession protocol of Article IV, subparagraph 2, has been waived by appropriate Board action.) At the annual summer Board meeting the new Board officers shall be elected and take office as the first item of business on the agenda as follows:
- a. First, the election of the Board members to succeed members whose terms have expired will occur.
 - b. Second, the election of the Chair (only if there is a vacancy in the previous year's Vice Chair); Vice Chair (required) Secretary; and Treasurer (if required) for the upcoming year will occur.
 - c. Third (assuming no vacancy in the previous year's Vice Chair), the Vice Chair from the previous year automatically assumes the Chairmanship of the Board and assumes control of the remaining items on the Board agenda.

ARTICLE V – DIRECTORS

The SkillsUSA Idaho Board of Directors are charged with the overall direction and management of the affairs, funds, and properties of SkillsUSA Idaho. In order to operate the state Chapter on a day-to-day basis, the following Directors will be assigned:

1. State Advisor, also called the Corporate Member by the National SkillsUSA Organization - Appointed by virtue of his/her position as the Program Manager for Trade and Industry in the Idaho Career and Technical Education division. Responsible to the Director of ICTE in Idaho and the Idaho State Board of CTE for the legal operation of the SkillsUSA student organization. This includes managing the SkillsUSA budget and forwarding the SkillsUSA Idaho yearly budget to the Board of Directors for approval. The State Director forwards the SkillsUSA Idaho annual schedule of events to the Board of Directors for approval. The State Director is a salaried employee of the state of Idaho and as such does not incur any salary nor reimbursable expenses in the performance of his/her SkillsUSA Idaho related duties.
2. CTSO Manager - Hired under contract from ICTE to direct the day-to-day affairs of SkillsUSA Idaho. This includes coordinating the State Leadership and Skills Conference and other duties as assigned. The CTSO Manager's salary is paid from ICTE and not SkillsUSA Idaho. The CTSO Manager does incur reimbursable travel, registration, and telephone expenses from the SkillsUSA Idaho account in the performance of his/her SkillsUSA Idaho related duties, unless otherwise approved by the Board.
3. State Officers - Secondary and post-secondary student members of SkillsUSA Idaho elected by student delegates at the State Leadership and Skills Conference and responsible for the student leadership of SkillsUSA Idaho. State Officers do incur reimbursable travel, registration, and other Board approved expenses from the SkillsUSA Idaho account in the performance of their SkillsUSA Idaho related duties.

ARTICLE VI - MEETINGS

1. Face-to-face business meetings will be held at least once per year, normally at the Idaho CTE Summer Conference (REACH). Other Board meetings may be held via telephone or videoconferencing.
2. Special meetings may be held when the need arises. The Board Chairman or State Advisor may order special meetings. When practical, special meetings may be conducted using telephone or videoconferencing.
3. A quorum of the Board will be achieved when not less than one-half of the currently serving elected and ex-officio Board members are present at a Board meeting.

ARTICLE VII- COMMITTEE RESPONSIBILITIES

The Standing Committees will prepare material for the Board to conduct business and will have responsibilities for specific functions as outlined below:

1. Finance Committee:
 - a. The Finance Committee will prepare the working budget for the operations of the Board by July 1 of each year. The Boards' operating budget and the operating budget for the CTSO Manager will be presented to the State Advisor once approved for incorporation into the annual SkillsUSA budget. The Committee will provide a finance report at each Board meeting and will approve fiscal reports for recommendation to the Board to comply with State and Federal reporting requirements, including the annual reports to be filed with the National SkillsUSA office.
2. Executive Board:
 - a. The Executive Board will oversee functions associated with conferences and other sanctioned activities of the Board. These activities will include the Building and Achieving Success in Idaho Chapters (BASIC) Training Conferences, the State Leadership and Skills Conference (SLSC), Officer Training workshops, Joint Student Leadership (JSL) Training, and other meetings or conferences as determined by the Board to conduct its business. The Committee will also oversee any bylaw revisions, officer elections, Board nominations and other duties assigned by the Chair.
3. Program Committee:
 - a. The Program Committee shall oversee and assist the State Director and CTSO Manager in providing all chapters and advisors with information relative to the operation of local chapters including the establishment of new chapters, training, fundraising, recruiting, State and National registration, membership deadlines, collection of fees and dues, conferences, and meetings of the SkillsUSA Idaho organization.

Commented [CW1]: Do we need these? I see the need; but I don't see the Board utilizing them this formally

Commented [SG2R1]: Still not going to touch this section until the Board can agree on what committees we are going to implement into the bylaws. (Just fixed formatting)

4. Annual Operations Sub-Committee Assignments

- a. Annually, Board members will be assigned to duties that assist the State Director in the operation of SkillsUSA Idaho, including but not limited to:
 - i. Advisor of the Year solicitation and recognition
 - ii. Facility/Venue planning for state events
 - iii. Ceremonies, Prizes and Donor Recognition for state events
 - iv. Transportation of participants and equipment at state and national events
 - v. State Officer Nomination and Selection Process
 - vi. Hospitality/Meals at state events

ARTICLE VIII – FINANCIAL POLICIES

The Board has established the following financial policies to guide the operation of the SkillsUSA Idaho student organization, the funding of SkillsUSA Idaho conferences and contests, and the travel of SkillsUSA Idaho Board members, state officers, and staff.

- 1. The SkillsUSA Idaho fiscal year shall match the ICTE's fiscal year; that is July 1 to June 30.
- 2. SkillsUSA Idaho student membership and contest fees are to be used for the benefit of student members. Allowed uses of student membership and contest fees include: Funding the Building and Achieving Success in Idaho Chapters (BASIC) Training Conferences; funding the State Leadership and Skills Conference; participating in the National Leadership and Skills Conference; participating in Joint Student Leadership Conference and other State Officer training sessions; funding State Officer trips designed to promote SkillsUSA and/or increase membership; scholarships that allow student members of SkillsUSA Idaho to attend any of the above conferences or contests; and purchasing promotional items for use by student and adult members and/or for resale. When funds are available, SkillsUSA Jackets will be purchased for State Officers.
- 3. A separate scholarship fund for the purpose of allowing student members of SkillsUSA Idaho to attend conferences or contests may be established if funds become available for that purpose. The current Skills USA Idaho Board will determine available funds and amount of assistance per individual.
- 4. SkillsUSA Idaho Board Members, State Officers, State Advisor and CTSO Manager will necessarily incur travel, registration, telephone, and other expenses in the course of carrying out their official duties on behalf of SkillsUSA Idaho. These expenses are allowed to be reimbursed from SkillsUSA Idaho funds, but these reimbursement expenses will be covered by revenue sources other than student membership and

contest fees. Examples of revenue sources that are allowed to be used to cover these expenses are advisor membership and contest registration fees, donations, and sales and auction receipts.

5. Although it is the Board's desire to operate the fiscal year budget such that SkillsUSA Idaho "breaks even" every year; matching expenses to revenue; it is also the Board's desire that a modest contingency fund be retained at the end of every year to allow for unexpected expenses that might occur in the next fiscal year. Although the amount of this contingency fund will vary from year-to-year, it should remain less than 50% of the average annual operating expense. The contingency fund must always comply with the 501(c)3 requirements.
6. In the event that revenues exceed expenses and the contingency fund discussed above exceeds the allowed amount; the Board will direct the State Advisor to transfer excess funds to the scholarship fund discussed in the paragraph above. A separate SkillsUSA Foundation, the Idaho CTE Foundation, or other tax-exempt entity legally operating in Idaho may hold this fund.

ARTICLE IX – PARLIAMENTARY AUTHORITY

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

ARTICLE X – POLICY DEVELOPMENT

SkillsUSA Idaho requires transparency and involvement in policy development. The development, maintenance and discontinuance of policies for SkillsUSA Idaho is the responsibility of the entire Board of Directors.

The Board of Directors is the governing body responsible for the development, review, and approval of policies that support and enhance the entire operation of SkillsUSA Idaho. A recommendation can be brought forward from the Board of Directors, and committee, or advisor for possible adoption.

All policies will be fair and enforceable. They will reflect a balance of concern for the welfare of SkillsUSA Idaho and its members. Policies will be reviewed periodically or upon request. Proposed policies shall comply with the federal and state laws and regulations and related to SkillsUSA policies.

ARTICLE XI – AMENDMENT OF BYLAWS

1. The Bylaws may be amended by submitting a written proposal to the Board to be voted on at the next scheduled board meeting. These proposals must be submitted to the Board Chairman at least 30 days prior to a Board meeting.
2. Amendments may be submitted by electronic methods and voted on electronically if agreed upon by the membership of the Board.

Commented [CW3]: Looks like we should be setting up a scholarship fund

Commented [SG4R3]: Do I need to create a subparagraph for this?

3. The passage of an amendment to the Bylaws will require a 2/3-majority vote of the Board membership present at the meeting considering the amendment. Meeting quorum requirements pertain.

Approved by a 2/3 majority of the Board members present at the
meeting of the SkillsUSA Idaho Board of Directors. (date)

Attested to: _____
Chairman of the Board of Directors, SkillsUSA Idaho

Commented [CW5]: Will need to be updated with the amendment of these by-laws