

BY-LAWS
Of the
NEW YORK SECONDARY ASSOCIATION OF SkillsUSA, INC.

ARTICLE I

All provisions contained in these By-laws of SkillsUSA New York shall be considered as an extension of the Constitution.

ARTICLE II - LOCATION OF OFFICES

The principle offices of the State Organization shall be located in Albany, New York and be within the Office of Work Force Preparation and Continuing Education, New York State Education Department.

ARTICLE III - BOARD OF TRUSTEES

Section 1. The number of trustees shall be nineteen. All nineteen shall be voting members. They are six (6) Administrator Trustees, six (6) Advisor Trustees, six(6) Business and Industry Representatives and the State Education Director. Additionally, the State SkillsUSA Director, the State Financial Officer/Membership Coordinator, the State Leadership & Skills Coordinator, the State Conference Coordinator the State Student President of SkillsUSA, and the Alumni Coordinator, shall be non-voting members of the Board, as stated in Article III, Section 5 of the Constitution.

Section 2. The Board of Trustees shall be composed of:

Voting Members

- A. Administrative and Advisor Trustees: (12) Each Trustee to have One (1) Vote on the Board of Trustees. Each area would be represented by both an Administrator and Advisor Trustee. Terms would remain as outlined in the By-Laws. One of the six administrators may act as the ACTEA Liaison.
- B. Industry Representatives up to six (6): Each Industry Representative shall serve a three (2) year term. Industry Representatives may come from any of the US National Career Cluster areas.
- C. State Education Director: (Term as appointed by SED.)

Each voting member has the right to vote by proxy.

Non-Voting Members:

State Student President
State Director
State Leadership & Skills Coordinator
Financial/Membership Coordinator
Conference Coordinator
Alumni Coordinator

Secretary

If a voting member of the Board assumes the role of State Secretary, they will continue to have voting rights. If there are no members of the Board who wish to assume the role of State Secretary, the board shall vote on the position from an advertised posting. The Secretary will not be a member of the board. The sole purpose of the Secretary at each board meeting will be to record minutes.

Attending at request of the Board/non-voting – to submit written reports only

Prize Coordinator
Web master
Industry Liaison
Revenue Master

Section 3. Establishment of the following Standing Committees of the Board of Trustees:

Financial/Membership
Governance
Business/Industry
Section 4. Trustees

Administrator Trustees:

- A. The six (6) Area Administrator Trustees from ACTEA shall be elected by the ACTEA members in each of the six SkillsUSA New York areas, one in each area.
- B. Their term of office shall be for two years and shall be from July 1 through the second June 30th immediately following. Administrative Trustees for Areas 1, 3 and 5 shall be elected in odd numbered years. Trustees for areas 2, 4, and 6 shall be elected on even numbered years.
- C. For a person to hold an Administrative Trustee position, that person must hold an administrative position within their school, and have attained the proper administrative certification.
- D. That if an administrative trustee resigns or cannot fulfill their duties as a Board of Trustees member, that the local ACTEA replaces that area member as soon as possible.

Advisor Trustees:

- A. The six (6) Area Advisors Trustees shall be elected by majority vote of the local club advisors in their area. Each club advisor, active in the preceding school year, in each of the six SkillsUSA New York areas, shall have one vote in the election.
- B. The local advisors elected in each area shall serve for two years, beginning July 1 through the second June 30th.
- C. Advisor Trustees for Areas 2, 4 and 6 shall be elected in odd numbered years. Trustees of Areas 1, 3, and 5 shall be elected in even numbered years.
- D. That if an advisor trustee resigns or cannot fulfill their duties as a Board of Trustees member, the local SkillsUSA Area clubs replace that Advisor Trustee as soon as possible

Section 5. The Business Industry Board Members shall be appointed by the Board of Trustees for a two year period. The positions will be posted staggered years.

Section 6. The Alumni Coordinator shall be appointed by the Board of Trustees for a two year period.

Section 7. The SkillsUSA State-Director shall be elected by a majority vote of the Board of Trustees at the April SkillsUSA New York Board meeting in the even numbered years. The term of office shall be a period of two years commencing August 1 following the election.

Section 8. The President of SkillsUSA New York shall become a Trustee when elected office at the annual Leadership Conference in the spring. The term of office shall be one year.

Section 9. The SkillsUSA New York State Education Director shall be appointed by the Assistant Commissioner of the Office of Work Force Preparation and Continuing Education of the New York State Education Department.

Section 10. All members of the Board of Trustees must be members in good standing of the New York State and National SkillsUSA

Section 11. A Chairperson and a Vice-Chairperson of the Board of Trustees shall be elected by majority vote of the voting trustees at the Summer Leadership meeting. A minimum of one year's experience on the Board of Trustees is recommended for the position. The term of the position shall be 2 years, to take effect immediately. If the Chairperson serving the Board of Trustees resigns or cannot fulfill the duties of the position, the following actions occur: the duties of the Chairperson are offered to the Vice-Chairperson. That person has the option of first refusal for that position. If the Vice-Chairperson accepts the position of Chairperson, then a new Vice-Chairperson is to be voted on and that position filled immediately. The Chairperson of the Board will come from both the voting and non-voting Board of Trustee members. The New York State President and the New York State Director are not eligible to serve as the Board Chairperson.

Section 1012. The Board of Trustees shall be empowered to provide reasonable compensation for services rendered by individuals as requested by the Board.

Section 13. Any and all policy changes must be submitted to the Executive Council for final recommendations prior to adoption by the Board of Trustees.

Section 14. Voting at Board of Trustees meetings: In order for there to be a quorum, to take a vote, the following number of trustees must be present, 50% of positions that are filled, plus 1 (one).

Section 15. Members should contact the Board of Trustees Chairman and/or the Director if attendance is not possible.

ARTICLE IV - THE SkillsUSA NEW YORK INDUSTRY ADVISORY COUNCIL

Section 1. The SkillsUSA New York Industry Advisory Council shall be composed of 13 persons: an Executive Secretary and twelve members.

Section 2. The Executive Secretary of the Industry Advisory Council shall be appointed by the Board of Trustees at the first meeting after September 1.

Section 3. Council members shall be appointed by the Board of Trustees to serve for a period of three years on a rotating basis.

Section 4. Members of the Industry Advisory Council shall be nominated by the six Administrator Trustees. These members shall be selected primarily from various industries in a variety of locations throughout New York State. The aid of local directors of Vocational Education should be enlisted in identifying potential council members. No more than two members of the Industry Advisory Council shall be designated from any one area at the same time.

Section 5. A member of the Industry Advisory Council shall be selected by a majority vote of the Council to serve as its Chairperson.

ARTICLE V - ELECTION OF STATE OFFICERS

Section 1. Six State Officers shall be elected by a majority vote of the official voting delegates at the State Conference. These State Officers shall be: President, Secretary, Treasurer, Parliamentarian, Historian and Reporter.

Section 2. Six Vice Presidents shall be elected from their respective areas according to the procedure established within the area. This procedure must be submitted to and approved by the New York State Executive Council and Board of Trustees. The areas shall be composed of the following counties:

<u>Area I</u>	<u>Area II</u>			<u>Area V</u>
Allegany	Broome	Schuyler	Saratoga	Bronx
Cattaraugus	Cayuga	Tioga	Schenectady	Kings
Chautauqua	Chemung	Tompkins	Schoharie	Manhattan
Erie	Chenango		Warren	Queens
Genesee	Cortland	<u>Area III</u>	Washington	Staten Island
Livingston	Delaware	Albany		
Monroe	Herkimer	Clinton	<u>Area IV</u>	<u>Area VI</u>
Niagara	Jefferson	Columbia	Dutchess	Nassau
Ontario	Lewis	Essex	Orange	Suffolk
Orleans	Madison	Franklin	Putnam	
Seneca	Oneida	Fulton	Rockland	
Steuben (4-15-10)	Onondaga	Greene	Sullivan	
Wayne	Oswego	Hamilton	Westchester	
Wyoming	Otsego	Montgomery	Ulster	
Yates	St. Lawrence	Rensselaer		

Section 3. All officer candidates must be members in good standing of State and National SkillsUSA. They must also agree to attend the State Officer Leadership Training and other leadership training sessions as identified in Article VI, Section 1 of the Constitution.

Section 4. In the event that the SkillsUSA New York President should resign, a new President, (selected from the six serving Vice-Presidents) shall be elected by a majority vote of the Executive Council at a meeting as soon as possible after the resignation. All other resigning officers shall be replaced by a person elected by the local club or Area from which the resigning officer was a member up until the Summer State Officer Training Conference. After the Summer State Office Training Conference no state officer will be replaced with the exception of the New York State President.

Section 5. In the absence of the President, all officers present shall decide by informal vote which Vice-President shall preside.

Section 6. No local club is eligible to provide more than two candidates for a State Office during one school Year. Section 6 does not apply when invoking Section 4.

ARTICLE VI - DELEGATES TO THE STATE HOUSE OF DELEGATES

Section 1. Delegates shall be elected in accordance with local club constitutions. Each local club is entitled to two delegates to the State House of Delegates for the first 50 members. In addition, one delegate is allowed for each additional 25 members or major portion thereof.

ARTICLE VII - DELEGATES TO THE NATIONAL HOUSE OF DELEGATES

Section 1. Delegates to the National House of Delegates shall be elected by the New York State House of Delegates at the State Conference, and shall be selected from those members of the New York State House of Delegates who have at least one full year remaining in their secondary vocational program. Members elected as State Officers will simultaneously be elected as National Delegates.

Section 2. The immediate past President of the New York Secondary Association of SkillsUSA shall be the lead delegate and Chairperson of the New York State Delegation. The newly elected President shall be the second delegate and Vice-Chairperson. The elected delegate with the highest number of votes shall be the substitute in the absence of the past President or the President elect.

Section 3. In addition to the Chairperson and Vice-Chairperson (See Section 2 above) one delegate shall be elected for every thousand members or major portion thereof to represent New York State at the National House of Delegates. The number of seats allocated to New York State shall be filled by members of the newly elected State Officer Team and then nominees receiving the largest number of votes.

Section 4. In the event that an elected official delegate, for any reason, cannot attend the National Conference, the delegate with the highest number of votes shall be the alternate. At least four (4) alternates shall be elected. In the absence of sufficient elected alternates and/or elected alternate delegates to fill the seats allocated to New York State, additional delegates shall be appointed by the SkillsUSA New York President and the SkillsUSA State Director, acting in concert. Should there be further need to appointed delegates, they shall be selected from the then current New York State SkillsUSA Officers.

Section 5. Travel and subsistence expenses for State Officers and Delegates to the National Conference shall be subsidized by New York State according to the policy adopted by the Board of Trustees.

Section 6 The New York State Officer Team, elected at the Spring Conference, is simultaneously elected as delegates to the National Convention.

ARTICLE VIII - HANDLING SkillsUSA FUNDS AND DUES ROSTERS

Section 1. SkillsUSA New York receipts shall be sent to the SkillsUSA/New York Financial Officer (Treasurer) who shall enter each receipt in the central treasurer's books and deposit the checks in the SkillsUSA New York account as soon as possible.

Section 2. Club roster forms received from National SkillsUSA shall be processed by the treasurer as set forth in the "Procedure for Processing Membership and Rosters and Dues," pursuant to National requirements.

Section 3. Disbursement shall be made by the Treasurer upon receipt of a voucher signed by the SkillsUSA New York Director. Each check shall be accounted for and signed by any two of the following: the Student Treasurer, the Financial Officer, or the SkillsUSA New York Director.

Section 4. It shall be the duty of the SkillsUSA New York State Financial Officer to file a treasurer's report week prior to each Board meeting to each Board member.

ARTICLE IX - OFFICER LEADERSHIP CONFERENCES

Section 1. There shall be at least one State Leadership Conference each year in addition to the annual New York State SkillsUSA Leadership Conference.

Section 2. The Fall Leadership Training Conference for Local Officers shall be held subsequent to the State Officer's Leadership workshop.

ARTICLE X - MEMBERS OF GOOD STANDING

Section 1. SkillsUSA New York club members in good standing are the only persons eligible to compete or serve as delegates to the New York State SkillsUSA Leadership and Skills Conference.

Section 2. Chartered New York State local SkillsUSA clubs and their members are in good standing if complete rosters, with State and National, are received by the date designated by the Board of Trustees each year, no later than March 1st.

Section 3. Any member of a newly organized local club is a member in good standing for the current school year if the name appears on the club roster and State and National SkillsUSA by March 1st and dues have been received at Nationals by June 1. State winners, however, must meet Section 2 above to be eligible for National participation.

Adopted 3/6/71

Revised 8/10/72

Revised 2/21/74

Revised 4/30/74

Revised 1/1/75

Revised 9/81

Adopted 4/83

Revised 3/7/86

Adopted 4/87

Revised 6/3/88

Adopted 9/23/88

Revised 2/26/90

Revised 3/10/95

Adopted 3/11/95

Revised 7/4/99

Revised 2/4/00

Revised 9/28/03

Revised 12/23/03

Revised 2/2/2004

Revised 4/27/2004

Adopted 4/28/2004

Revised 4/6/2005

Adopted 4/15/10

Revised 11/6/2011

Adopted 4/26/2012

Revised 8/23/2013

Adopted 4/24/14

Revised 2/7/2015

Adopted 4/23/2015

Revised 2/6/2016

Adopted 4/28/2016

Revised 2/7/2017

Adopted 4/27/17

Revised 7/22/21