

**CONSTITUTION
SkillsUSA--VICA
ARIZONA ASSOCIATION**

I - NAME

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

II - PURPOSE

The purposes of this Association are:

To unite in a common bond without regard to race, creed, or national origin, full-time students enrolled in classes with vocational objectives.

To provide leadership for the local clubs.

To provide a clearinghouse for information and activities.

To provide recognition and prestige through an association of local clubs.

To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.

To foster a deep respect for the **DIGNITY OF WORK**.

To assist students in establishing realistic vocational goals.

To help students attain a purposeful life.

To create enthusiasm for learning.

To promote high standards in personal and professional ethics, workmanship, scholarship, and safety.

To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process.

To foster an understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.

To create among students, faculty members, patrons of the school, and persons in industry a sincere interest in the esteem for trade, industrial, and health occupations education.

To develop patriotism through a knowledge of our nation's heritage and the practice of **DEMOCRACY**.

ARTICLE III - ORGANIZATION

- Section 1.** The Arizona State Association of SkillsUSA--VICA is an Association of local sections/chapters of the State of Arizona operating in accordance with a charter granted by the National SkillsUSA--VICA.
- Section 2.** The Administration of Arizona SkillsUSA--VICA shall be vested in the State Executive Council and the Arizona SkillsUSA--VICA Board of Directors. The State Executive Council, comprised of State Association officers, shall be elected for a term of one year. The Arizona SkillsUSA--VICA Board of Directors, comprised of an elected section/chapter advisor from each of the six Arizona SkillsUSA--VICA regions will serve a three-year term and shall be elected by the section/chapter advisors at the annual corporate meeting. The State Association officer(s) shall serve as advisor(s) for both bodies.
- Section 3.** Charter shall be issued to local sections/chapters by the Executive Council of the Arizona State Association of the SkillsUSA--VICA.
- Section 4.** A State Advisory Council composed of leaders from Education, Business/Industry, and Labor Unions may be appointed by the Head State Supervisor(s) to provide counsel, advice, and assistance to the State Association in carrying out its functions.

ARTICLE IV - MEMBERSHIP

- Section 1.** Membership of the Arizona State Association Arizona SkillsUSA--VICA shall consist of the total eligible members of the chartered local chapter and members shall hold the same membership status as in their respective local section.
- Section 2.** Each local section/chapter and State Association shall be open for membership to all students regardless of race, color, or national origin.
- Section 3.** Classes of membership which will be recognized by the Arizona State Association of Arizona SkillsUSA--VICA are:

Active Membership: Students enrolled in secondary, post secondary, and vocational courses meeting the requirements of the State Plan of Vocational Education.

Professional Membership: Persons associated with or participating in the professional development of SkillsUSA--VICA as approved by a State Association. Such members shall include Club Advisors, Teacher-Educators, and Supervisors. Professional members will pay dues as established by Skills USA--VICA, but members will be ineligible to serve as a national Voting Delegate, hold national office or otherwise represent their State Association in National Skills USA--VICA.

Honorary Life Membership: Individuals who have made significant contributions to the development of SkillsUSA--VICA. Their membership must be approved by the State Executive Council upon the recommendation of a local Arizona SkillsUSA--VICA section. Such memberships shall not require payment of State dues.

- Section 4.** A membership year shall be from September 1 through August 31 inclusive.

ARTICLE V - VOTING DELEGATES

- Section 1.** The Arizona SkillsUSA--VICA members shall exercise their franchise through Voting Delegates at State and National meetings.
- Section 2.** Each section/chapter shall elect delegates who shall be considered Voting Delegates at the State Leadership Conference. The number of delegates shall be determined as provided in the Bylaws.
- Section 3.** The number of Voting Delegates to the National Leadership Conference shall be variable with the directives of the National Constitution. The number of alternates shall be the same as the number of delegates. The President of the Association is automatically a Voting Delegate.
- Section 4.** The Executive Council (officers) shall determine the additional voting delegates to the National Leadership Conference.

ARTICLE VI - MEETINGS

- Section 1.** A State Leadership Conference shall be held each year and this shall serve as the official annual meeting of the Arizona Association of SkillsUSA--VICA. (See Bylaws for meeting date.)
- Section 2.** The State Executive Council shall be empowered to call special meetings.

ARTICLE VII - OFFICERS

- Section 1.** The officers of the Arizona Association of SkillsUSA--VICA shall be the President, Vice President, Secretary, Treasurer, Historian, Parliamentarian, Reporter and Office of Regional President, one for each Arizona SkillsUSA-VICA Region (seven).
- Section 2.** These officers shall be elected as provided in the Bylaws.

ARTICLE VIII - DUES

State dues shall be determined at the State Leadership Conference for the school year which follows. The amount which has been set by the National SkillsUSA--VICA as National dues shall be set aside from this amount, to be forwarded by the State Advisor to the National Treasurer.

ARTICLE IX - EMBLEMS AND COLORS

The emblem of the Arizona Association of SkillsUSA - VICA, and its colors shall be the same as those adopted by National SkillsUSA - VICA.

ARTICLE X - AUDIT

The accounts of the State Treasurer shall be audited.

ARTICLE XI - AMENDMENTS

- Section 1.** The Constitution may be amended by a two-thirds vote of the Authorized Delegates to any State Conference.
- Section 2.** Amendments must be published and available to all members at least two weeks prior to the State Conference.
- Section 3.** Only such amendments shall be made as are in keeping with the purposes stated in Article II of this Constitution.

ARTICLE XII - RULES, REGULATIONS, AND BYLAWS

- Section 1.** Such rules, regulations, and Bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.
- Section 2.** No rules, regulations, or Bylaws shall be adopted which are contrary to this Constitution.
- Section 3.** In all meetings, "Robert's Rules of Order", Newly Revised, shall serve as standard procedure.

ARTICLE XIII - STATE SkillsUSA--VICA REGIONS

- Section 1.** The State of Arizona shall be divided into six (6) SkillsUSA--VICA secondary regions, each having a State Officer known as a Regional President. These regions shall be known as: Region I, Region II, Region III, Region IV, Region V, and Region VI. Schools shall be assigned to regions by the Board of Directors.
- Section 2.** The State of Arizona shall have one (1) post secondary region. The region will be identified as Region VII and will have a State Officer known as Regional President.

ARTICLE XIV - DEFINITIONS

Section means an individual class where the teacher serves as the advisor, a set of officers is elected, and a Arizona SkillsUSA--VICA calendar of activities takes place as an integrated part of the instructional program.

Chapter means a local educational agency (school).

The CONSTITUTION has been **Revised** and is complete as of May 30, 1983, and in compliance with the provisions of Title IX.

Article VIII, Sections 1 and 2 have been amended and are complete as of the 16th Annual Fall Leadership Conference, held October 9 and 10, 1981.

The CONSTITUTION has been **Revised** for language and equity statements January, 1988 and is complete.

The CONSTITUTION has been **Revised** for language and equity statements and is complete as of the 24th Annual Fall Leadership Conference, held October 16 and 17, 1991.

The CONSTITUTION has been **Revised** for organization name change from VICA to SkillsUSA – VICA and is complete as of July 4, 1999.

**BYLAWS
TO THE CONSTITUTION OF
SkillsUSA--VICA
ARIZONA ASSOCIATION**

ARTICLE I - DUTIES OF THE OFFICERS

Section 1. The President Shall:

- a. Preside over and conduct meetings in accordance with accepted parliamentary procedure.
- b. Appoint committees when needed.
- c. Represent Arizona **SkillsUSA--VICA** at special events (as determined by the Executive Council).
- d. Have authority to appoint a delegate to accompany him/her to any of the above functions except the National Leadership Conference.

Section 2. The Vice President Shall:

- a. Assist the President in the discharge of his/her duties and responsibilities.
- b. Preside over meetings in the absence of the President.
- c. Be responsible for planning special programs as determined by the Executive Council.

Section 3. The Secretary Shall:

- a. Keep an accurate record and prepare minutes of each regular and called meeting.
- b. Answer all club correspondence.
- c. Keep an up-to-date roll of all members.
- d. Keep a copy of the Constitution and Bylaws with amendments properly entered.
- e. Provide a list of old and unfinished business and potential new business before the meetings start.
- f. Notify members of special meetings.
- g. After each meeting, send a copy of the minutes to each state membership club.

Section 4. The Treasurer Shall:

- a. Report to the membership through the Executive Council all funds which come into the Arizona SkillsUSA--VICA treasury.
- b. Advise local SkillsUSA--VICA sections/chapters of financial needs of Arizona SkillsUSA--VICA.
- c. Help plan and execute the ways and means of providing for the financial needs of the association.

Section 5. The Parliamentarian Shall:

- a. Be prepared to advise the presiding officer and other members of points of parliamentary procedure.

Section 6. The Historian Shall:

- a. Keep an accumulative file of clippings, pictures, copies of special programs, etc.
- b. Assist in building a section/chapter public relations manual.

Section 7. The Regional Presidents Shall:

- a. Assist the Vice President in the discharge of his/her duties and responsibilities.
- b. Prepare and give regional reports at the Executive Council Meetings and State Conference.
- c. Represent Arizona SkillsUSA--VICA at all schools within their region.
- d. Be responsible for other duties as determined by the Executive Council.

Section 8. The State Reporter Shall:

- a. Represent Arizona SkillsUSA--VICA whenever called upon by the Executive Council.
- b. Assist in all public relations.
- c. Be responsible for other duties as determined by the Executive Council.

ARTICLE II - NUMBER OF VOTING DELEGATES

Section 1. Each section (club) shall have at least two (2) voting delegates and one additional voting delegate for each ten (10) members or major fraction thereof above twenty (20). Ex: 26 members /3 voting delegates, 36 members/4 voting delegates, 46 members/5 voting delegates, etc. The number of total voting delegates will be determined by the reported National Membership for the preceding school year. Newly chartered sections will have the minimum of voting delegates.

ARTICLE III - MEETINGS

Section 1. The State Leadership Conference (for the transacting of business) shall be held at least two weeks prior to the National Leadership Conference.

Section 2. The time and place shall be determined by the Association officer(s).

Section 3. Section/Chapter advisors shall not be present on the business floor during any General Business meeting with the exception of those assisting with the election process.

Any advisor who is on the floor during the business meeting may be asked to leave by the President.

ARTICLE IV - ELECTION OF OFFICERS

Section 1. Each Region will hold a Regional Leadership Conference prior to the last weekend in October of each year for the purpose of electing Region Officers. The offices will include: Vice-President, Secretary, Treasurer, Parliamentarian, Historian and Reporter.

Section 2. "Officer Candidates Forms" for Regional Officers must be sent to the State Office by the Region Leadership Conference registration deadline.

Section 3. Election of Regional Officers shall be by ballot.

Section 4. A majority of delegate votes cast is required for election to office.

Section 5. No one person may run for more than one office at the same conference.

Section 6. The election of seven (7) At-Large state officers and seven (7) regional presidents will be conducted at the annual spring skills and leadership conference. A member can run for either an At-Large state officer position or regional president office. Regional president candidates must be from the region for which the office they are seeking to represent. The decisions regarding At-Large officers will be determined by the State Director and Board of Directors of the Arizona VICA Youth Development Foundation, Inc. prior to the following school year.

Section 7. The procedures, criteria, and forms for the State Officer Elections will be developed by the Arizona SkillsUSA—VICA Director and the members of the Board of Directors of the Arizona VICA Youth Development Foundation, Inc. The procedures will be determined and available prior to the annual spring skills conference.

ARTICLE V - DISMISSAL OF STATE OFFICERS

Section 1. Impeachment

- a. When the executive council and the Board of Directors has justifiable grounds, a State Officer may be impeached.
- b. Grounds for impeachment shall be:
 - (1) Failure to carry out his/her duties.
 - (2) Fraudulent acts against the association.
- c. Procedure for impeachment shall be directed in Robert's Rules of Order, Newly Revised.

Section 2. Removal from school:

- a. When a State Officer is removed or dropped from school he/she shall no longer be a SkillsUSA--VICA member, and hence shall not be able to be a State Officer.

Section 3. a. Self removal from office:

- b. When a State Officer has personal reasons he/she may of his/her own accord relinquish his/her office.

Section 4. When a vacancy occurs on the Executive Council, the following procedure will be followed:

- a. In the case of vacancy for any State Officer, excluding Presidents and Regional Vice Presidents, the runner-up from the fall election will assume the duties of that vacated office. In the event that the first runner-up is not able to take the duties of that office, the officer will be selected by the entire Executive Council from resumes submitted by candidates from clubs throughout the state. There will be a maximum of one candidate from each club.
- b. In the case of vacancy of President, the Vice-President will assume the duties of that office.
- c. Regional Presidents shall be replaced by a person picked by the Executive Council from resumes submitted by candidates from clubs in the region where the vacancy occurs. There will be a limit of one candidate from each club.

The CONSTITUTION has been revised and is complete as of May 30, 1983, and in compliance with the provisions of Title IX.

Article VIII, Sections 1 and 2 have been amended and are complete as of the 16th Annual Fall Leadership Conference, held October 9 and 10, 1981.

The constitution has been revised for language and equity statements January 1988 and is complete.

Article II and Article IV have been amended and are complete as of the 1998 State Leadership and Skills Arizona Championships, held April 20 & 21, 1998.

The Bylaws have been revised to reflect the organization name change from VICA to SkillsUSA – VICA and are complete as of June 11, 1999.

Article IV have been amended and are complete as of the conclusion of the Regional Fall Leadership Conferences, October 2001.