

**BYLAWS  
OF THE SkillsUSA IDAHO BOARD OF DIRECTORS**

**ARTICLE I – NAME**

The name of the organization shall be the SkillsUSA Idaho Board of Directors.

**ARTICLE II – OBJECT**

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 and Executive 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 and Executive Director of SkillsUSA Idaho
- C. To provide direction for and to manage all SkillsUSA Idaho activities including the Fall Leadership Conferences (FLC), State Officer Good Will Tours, Regional Contests, 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**

- A. The Board of Directors shall consist of the following:
  - 1. The SkillsUSA Idaho Executive Director; also called the Corporate Member; also called the State Advisor; ex-officio member due to his/her position.
  - 2. SkillsUSA Idaho State Director; also called the SkillsUSA Idaho Coordinator; ex-officio member due to his/her position.
  - 3. Three SkillsUSA Idaho Regional Coordinators (eastern Idaho, northern Idaho, and southwest Idaho); ex-officio members due to their positions. The duties of the State Director and one of the Regional Coordinators may be combined.
  - 4. SkillsUSA Idaho Secondary President; ex-officio due to his/her position.
  - 5. SkillsUSA Idaho Post-Secondary President; ex-officio due to his/her position.
  - 6. 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:

- Region I - Schools in the counties of Boundary, Bonner, Kootenai, Shoshone, Benewah (five counties.)
  - Region II - Schools in the counties of Latah, Nez Perce, Lewis, Clearwater, Idaho (five counties.)
  - Region III - Schools in the counties of Valley, Adams, Washington, Payette, Gem, Boise, Canyon, Ada, Elmore, Owyhee (10 counties.)
  - Region IV - Schools in the counties of Camas, Blaine, Gooding, Lincoln, Minidoka, Cassia, Jerome, Twin Falls (eight counties.)
  - Region V - Schools in the counties of Power, Oneida, Franklin, Bear Lake, Bannock, Caribou, Bingham (seven counties.)
  - Region VI - Schools in the counties of Lemhi, Custer, Butte, Jefferson, Clark, Fremont, Madison, Teton, Bonneville (nine counties.)
7. Three 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.
8. The student officer trainers (assuming any are assigned), including one each from the secondary and post-secondary levels, shall be ex-officio members. It is recommended that the student officer trainers represent each gender.
- B. Board Members may be nominated by any SkillsUSA member or member of the Board of Directors. The SkillsUSA Board of Directors will elect new Directors to the Board by majority vote at the summer Board meeting.
- C. Directors will serve a term of no more than three consecutive years. All terms will be staggered such that not more than three Board members stand for election in any one year, to maintain consistency on the Board.
- D. Professional and Industry Board members shall be installed at 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.

- E. Two consecutive absences within one year, without prior notification to the Board Chairman, will constitute a member's resignation from the Board of Directors.

#### **ARTICLE IV - OFFICERS**

- A. The Officers of the Board of Directors shall consist of the following:
  - 1. Chair
  - 2. Vice Chair
  - 3. Reporter/Secretary
- B. The term of each of the 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.
- C. No Officer may succeed himself/herself for more than two terms.
- D. The duties of the officers shall consist of the following:
  - 1. 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.
  - 2. Vice Chair - The duties of the Vice Chair require him/her to perform the duties of the Chair in his/her absence. The Vice Chair will appoint members to Standing and Ad Hoc committees and will serve as chair of the Membership Committee.
  - 3. Reporter - The duties of the Reporter are to record, disburse and maintain the minutes of the meetings, present financial reports, and handle Board correspondence. The Reporter will serve as chair of the Finance Committee.
- E. Officer succession. 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:
  - 1. First, the election of Board members to succeed members whose terms have expired will occur.
  - 2. Second, the election of the Vice Chair (required) and Reporter (if required) for the upcoming year will occur.
  - 3. Third, 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:

- A. Executive Director. Also called the Corporate Member by the national SkillsUSA organization and also called the State Advisor. Appointed by virtue of his/her position as the Program Manager for Skilled & Technical Sciences Education in the Idaho Division of Professional-Technical Education. Responsible to the Director of PTE Education in Idaho and the Idaho State Board of Professional-Technical Education 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 Executive 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.
- B. State Director. Also called the Idaho SkillsUSA Coordinator. Hired under a grant from the Idaho Division of Professional-Technical Education to direct the day-to-day affairs of SkillsUSA Idaho. This includes coordinating all State Officer leadership training events, the Fall Leadership Conference, Regional Contests, the State Leadership and Skills Conference, Idaho's delegation to the National Leadership and Skills Conference, and other duties as assigned. The State Director forwards the SkillsUSA Idaho annual schedule of events to the Board of Directors for approval. The State Director's salary is paid from the Idaho Division of Professional-Technical Education and not SkillsUSA Idaho. The State Director does incur reimbursable travel, registration, and telephone expenses from the SkillsUSA Idaho account in the performance of his/her SkillsUSA Idaho related duties.
- C. State Officers. Secondary and post-secondary student members of SkillsUSA Idaho elected by student delegates to the State Leadership and Skills Conference and responsible for the student leadership of SkillsUSA Idaho. State Officers do incur reimbursable travel, registration, and telephone expenses from the SkillsUSA Idaho account in the performance of their SkillsUSA Idaho related duties.

## **ARTICLE VI - MEETINGS**

- A. Face-to-face business meetings will be held at least once per year, normally at the SkillsUSA Idaho State Leadership and Skills Conference (SLSC) in the spring. Other Board meetings may be held via telephone or web videoconferencing technology.
- B. Special meetings may be held when the need arises. Special meetings may be ordered by the Board President, State Director, or the Executive Director. When

practical, special meetings may be conducted using videoconferencing technology.

- C. 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:

- A. Finance Committee

The Finance Committee will prepare the working budget for the operations of the Board by July 1<sup>st</sup> of each year. The Board's operating budget will be presented to the Executive Director once approved for incorporation into the annual SkillsUSA budget. The Committee will provide a finance report at each meeting of the Board 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.

- B. Governance Committee

The Governance Committee will oversee the functions of the Board in terms of Board functions associated with conferences and other sanctioned activities of the Board. These activities will include the FLC, the SLSC, Officer Training workshop, Joint Student Leadership 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.

- C. Membership Committee

The Membership Committee shall oversee and assist the State Director 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.

## **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 directors.

- A. The SkillsUSA Idaho fiscal year shall match the Idaho Division of Professional-Technical Education's fiscal year; that is: 1 July to 30 June.
- B. 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 Fall Leadership Conference; funding Regional Leadership and Skills Conferences; funding the State Leadership and Skills Conference; participating in the National Leadership and Skills Conference; participating in Joint Student Leadership, Region V Leadership, 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.
- C. 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.
- D. SkillsUSA Idaho Board Members, State Officers, and the State Director 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. Example sources of revenue sources that are allowed to be used to cover these reimbursement expenses are advisor membership and contest registration fees, donations, and sales and auction receipts.
- E. 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 near \$5000 and never exceed \$10000 without specific Board approval.
- F. In the event that revenues exceed expenses and the contingency fund discussed above exceeds the allowed amount; the Board will direct the Executive Director to transfer excess funds to the scholarship fund discussed above. This fund may be held by a separate SkillsUSA Foundation, the Idaho PTE Foundation, or other tax exempt entity legally operating in Idaho.

## **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 – AMENDMENT OF BYLAWS**

- A. 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 60 days prior to a Board meeting.
- B. Amendments may be submitted by electronic methods and voted on electronically if agreed upon by the membership of the Board.
- C. 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.