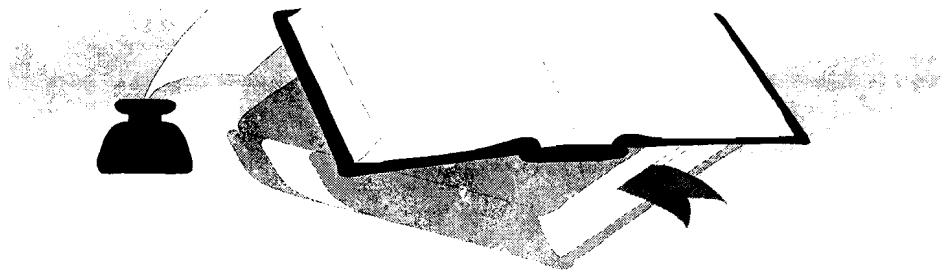
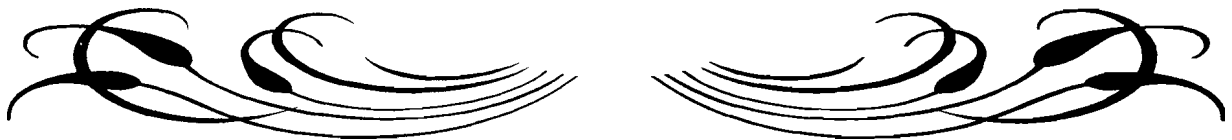


# EAST TENNESSEE SKILLS COMMITTEE



# BYLAWS



REVISED APRIL, 2008

(REVISED FROM NOVEMBER, 2004 REVISION)

## **EAST TENNESSEE SKILLS COMMITTEE**

### **BYLAWS**

#### *ARTICLE I - NAME*

THE NAME OF THIS ORGANIZATION SHALL BE THE EAST TENNESSEE SKILLS COMMITTEE (ETSC). IT SHALL SERVE ALL THE COUNTIES UNDER THE ADMINISTRATIVE SUPERVISION OF THE FIRST DISTRICT OFFICE OF THE STATE DEPARTMENT OF EDUCATION.

#### *ARTICLE II - OBJECTIVES*

THE OBJECTIVES OF THE COMMITTEE SHALL BE TO:

1. PROMOTE THE INTERESTS OF SKILLS USA PROGRAMS.
2. PROMOTE EFFORTS TO IMPROVE THE QUALITY OF INSTRUCTION IN CAREER AND TECHNICAL EDUCATION PROGRAMS.
3. ENCOURAGE THE PARTICIPATION OF ALL SCHOOL SYSTEMS AND CAREER AND TECHNICAL EDUCATION TEACHERS IN THE IMPROVEMENT OF INSTRUCTION AND YOUTH ORGANIZATION ACTIVITIES.

#### *ARTICLE III - MEMBERS*

A. TYPES OF MEMBERS:

- I. VOTING MEMBERS - ONE CAREER AND TECHNICAL EDUCATION TEACHER SHALL BE SELECTED BY EACH SCHOOL, IN EACH SCHOOL SYSTEM, TO SERVE AS A VOTING MEMBER OF THE COMMITTEE.
2. ASSOCIATE MEMBERS - DIRECTORS OF CAREER AND TECHNICAL EDUCATION, VOCATIONAL PRINCIPALS, OTHER PROFESSIONAL REPRESENTATIVES OF THE SCHOOL SYSTEMS, MEMBERS OF THE FIRST DISTRICT DEPARTMENT OF EDUCATION STAFF AND FACULTY FROM AREA INSTITUTIONS OF HIGHER EDUCATION MAY BE MEMBERS OF THE COMMITTEE IN AN ADVISORY CAPACITY. ASSOCIATE MEMBERS, REPRESENTING SCHOOL SYSTEMS, ARE ELIGIBLE TO HOLD OFFICE AND MAY VOTE IF THE REGULAR VOTING MEMBER REPRESENTING HIS/HER SCHOOL OR SYSTEM IS ABSENT.

B. SELECTION OF MEMBERS:

EACH SCHOOL SHALL HAVE ONE VOTING MEMBER. THE DIRECTOR OF CAREER AND TECHNICAL EDUCATION, OR THE DESIGNEE THEREOF, SHALL ANNUALLY APPOINT TO THE COMMITTEE THE NAME OF THE OFFICIAL MEMBER FROM EACH SCHOOL IN THE RESPECTIVE SYSTEMS. THE MEMBERSHIP ROSTER SHALL BE UPDATED EACH YEAR BEFORE THE FALL MEETING OF THE COMMITTEE.

C. DUTIES OF MEMBERS:

THE VOTING MEMBER SHALL BE RESPONSIBLE FOR ATTENDING EACH OF THE MEETINGS AND FOR COMMUNICATING PROMPTLY THE ACTIONS OF MEETING TO THE CAREER AND TECHNICAL EDUCATION STAFF IN THE SCHOOL REPRESENTED.

ARTICLE IV - ELECTION OF ETSC OFFICERS

A. OFFICERS:

1. CHAIRPERSON - THE CHAIRPERSON SHALL BE ELECTED TO SERVE ONE YEAR. THE CHAIRPERSON MAY NOT SUCCEED HIM/HERSELF.
2. CHAIRPERSON-ELECT - A CHAIRPERSON-ELECT SHALL BE ELECTED FOR A TERM OF ONE YEAR AND SHALL AUTOMATICALLY BECOME THE CHAIRPERSON THE FOLLOWING YEAR OR UPON RESIGNATION OF THE CHAIRPERSON. UPON RESIGNATION OF THE CHAIRPERSON, A CHAIRPERSON-ELECT SHALL BE NOMINATED BY THE ADVISORY COMMITTEE FOR AN ELECTION TO BE CONDUCTED AT THE NEXT REGULAR MEETING.
3. SECRETARY - A RECORDING SECRETARY SHALL BE ELECTED FOR A TERM OF ONE YEAR AND MAY BE RE-ELECTED FOR ONE ADDITIONAL TERM OR MAY BE ELECTED TO ANOTHER OFFICE. A PROFESSIONAL SECRETARY MAY BE DESIGNATED BY *ETSC* TO ASSIST IN THESE DUTIES.
4. TREASURER - A TREASURER SHALL BE ELECTED TO A TWO YEAR TERM AND CAN BE ELECTED TO AN ADDITIONAL YEAR OR TO ANOTHER OFFICE. THE TREASURER SHALL BE A BONDABLE PERSON.
5. PARLIAMENTARIAN - A PARLIAMENTARIAN SHALL BE ELECTED FOR A TERM OF ONE YEAR WITH NO RESTRICTION ON RE-ELECTION.

B. ELECTION AND INSTALLATION OF *ETSC* OFFICERS:

1. ELECTION - *ETSC* OFFICERS SHALL BE ELECTED AT A MEETING IN APRIL, OR MAY, AND PRIOR TO THE CLOSING OF THE SCHOOL YEAR. NOTICE OF THE ELECTION SHALL BE INCLUDED AS APART OF THE PREPARED AGENDA.
2. VOTING - OFFICERS SHALL BE ELECTED BY A SIMPLE MAJORITY OF ELIGIBLE VOTERS PRESENT.
3. INSTALLATION - ALL OFFICERS SHALL BE INSTALLED AT THE ELECTION MEETING. THE TREASURER SHALL ASSUME HIS/HER DUTIES IMMEDIATELY FOLLOWING PRESENTATION OF A WRITTEN REPORT FROM AN AUDITING COMMITTEE TO THE INCOMING CHAIRPERSON.

C. DUTIES OF *ETSC* OFFICERS:

1. THE CHAIRPERSON SHALL PLAN FOR MEETINGS, PRESIDE AT MEETINGS, AND PERFORM SUCH OTHER DUTIES AS ARE PROPERLY THE PROVINCE OF THE CHAIR.
2. THE CHAIRPERSON-ELECT SHALL SERVE IN THE ABSENCE OF THE CHAIRPERSON.
3. THE SECRETARY SHALL KEEP RECORDS OF MEETINGS IN ACCORDANCE WITH THE GUIDELINES OF THE PARLIAMENTARY AUTHORITY.
4. THE TREASURER SHALL KEEP PROPER ACCOUNTS OF ALL *ETSC* FUNDS.
5. THE PARLIAMENTARIAN SHALL BE KNOWLEDGEABLE OF THE BASIC RULES OF PARLIAMENTARY PROCEDURE, SHALL BRING TO MEETINGS A COPY OF THE DESIGNATED PARLIAMENTARY AUTHORITY, AND SHALL FUNCTION IN THE MANNER DESCRIBED FOR THE PARLIAMENTARIAN IN THAT PUBLICATION.

ARTICLE V - MEETINGS

A. SCHEDULE:

1. MEETINGS SHALL BE HELD ON THE THIRD WEDNESDAY OF EACH MONTH, BEGINNING IN AUGUST AND CONCLUDING WITH THE SCHOOL YEAR IN MAY.
2. SPECIAL MEETINGS MAY BE CALLED BY THE CHAIRPERSON WITH NOTIFICATION AS SPECIFIED IN ARTICLE V, B.

B. NOTIFICATION OF MEETINGS:

NOTIFICATION OF ALL MEETINGS SHALL BE IN WRITING, MAILED TO EACH VOTING MEMBER AND OFFICER, AND POSTMARKED AT LEAST SEVEN DAYS PRECEDING THE MEETING DATE.

C. AGENDA:

1. THE CHAIRPERSON SHALL ESTABLISH A ROLL OF ELIGIBLE VOTERS TO PARTICIPATE AT EACH MEETING. (SEE ARTICLE III)
2. THE CHAIRPERSON SHALL PREPARE AN AGENDA WHICH WILL INCLUDE ESTABLISHMENT OF THE NEXT MEETING DATE.

ARTICLE VI - ETSC COMMITTEES

A. ADVISORY COMMITTEE:

AN ADVISORY COMMITTEE CONSISTING OF THE CHAIRPERSON, THE CHAIRPERSON-ELECT, THE IMMEDIATE PAST CHAIRPERSON, THE SECRETARY, AND OTHERS WHOM THE CHAIRPERSON MIGHT APPOINT WILL ASSIST WITH PREPARATION OF AGENDAS AND HANDLING OF OTHER MATTERS BETWEEN REGULAR MEETINGS OF THE COMMITTEE.

B. AUDITING COMMITTEE:

AN AUDITING COMMITTEE OF THREE MEMBERS SHALL BE APPOINTED BY THE CHAIRPERSON AT THE LAST MEETING OF EACH SCHOOL YEAR. THE COMMITTEE'S DUTIES SHALL BE TO AUDIT THE TREASURER'S ACCOUNTS, AND TO PRESENT A WRITTEN REPORT TO THE INCOMING CHAIRPERSON AND THE INCOMING SECRETARY, AND TO PRESENT AN ORAL REPORT TO THE MEMBERSHIP AT THE FIRST *ETSC* MEETING OF THE NEXT SCHOOL YEAR.

C. FINANCE COMMITTEE:

A FINANCE COMMITTEE CONSISTING OF THE TREASURER, AS CHAIR, AND TWO OTHER MEMBERS SHALL BE APPOINTED BY THE CHAIRPERSON OF *ETSC* BY THE FIRST MEETING OF EACH SCHOOL YEAR. THE COMMITTEE'S DUTIES SHALL BE TO PRESENT, NO LATER THAN THE SECOND MEETING OF EACH SCHOOL YEAR, A BUDGET OF ANTICIPATED REVENUE AND EXPENSES FOR THE YEAR. THE FINANCE COMMITTEE CAN FROM TIME-TO-TIME SUBMIT SUPPLEMENTS TO THE BUDGET OR PROPOSALS FOR FUNDRAISING EFFORTS.

D. BYLAWS COMMITTEE:

A BYLAWS CHAIRPERSON SHALL BE APPOINTED BY THE *ETSC* CHAIRPERSON AT THE FIRST MEETING OF THE SCHOOL YEAR. THE BYLAWS CHAIRPERSON WILL SELECT A COMMITTEE OF FOUR MEMBERS, WHOSE DUTIES SHALL BE TO REVIEW THE BYLAWS FOR POTENTIAL CHANGE AND/OR TO CONSIDER BYLAW CHANGE PROPOSALS SUBMITTED BY MEMBERS.

E. NOMINATING COMMITTEE:

A NOMINATING COMMITTEE OF THREE MEMBERS SHALL BE APPOINTED BY THE CHAIRPERSON PRIOR TO THE STATE SKILLS USA CHAMPIONSHIPS. THE COMMITTEE'S DUTIES SHALL BE TO PREPARE A SLATE OF NOMINEES FOR ELECTIVE OFFICES FOR THE FOLLOWING YEAR. THIS SLATE OF OFFICERS SHALL BE PRESENTED TO THE MEMBERSHIP FOR CONSIDERATION AT THE APRIL OR MAY MEETING OF EACH YEAR.

F. CREDENTIALS COMMITTEE:

A CREDENTIALS CHAIRPERSON SHALL BE APPOINTED BY THE *ETSC* CHAIRPERSON AT THE FIRST MEETING OF EACH SCHOOL YEAR. THE CREDENTIALS CHAIRPERSON WILL SELECT FOUR OTHER MEMBERS, WHOSE DUTIES SHALL BE TO SCREEN ALL CREDENTIALS REQUIRED OF DISTRICT OFFICER CANDIDATES.

G. OTHER COMMITTEES:

SUCH OTHER COMMITTEES, STANDING OR SPECIAL, SHALL BE APPOINTED BY THE CHAIRPERSON AS THE ORGANIZATION, OR THE ADVISORY COMMITTEE SHALL FROM TIME-TO-TIME DEEM NECESSARY. THE CHAIRPERSON SHALL BE EX OFFICIO A MEMBER OF ALL COMMITTEES, EXCEPT THE NOMINATING COMMITTEE.

ARTICLE VI/-PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, NEWLY REVISED EDITION, SHALL BE THE AUTHORITY FOR THE PARLIAMENTARY PROCEDURE COMMITTEE.

ARTICLE VII/- AMENDMENTS

THESE BYLAWS MAY BE AMENDED AT ANY *ETSC* BY A MAJORITY VOTE IF ADVANCE NOTICE OF PROPOSED CHANGE HAS BEEN PROVIDED TO THE MEMBERSHIP IN WRITING WITH NOTICE OF THE MEETING. A TWO-THIRDS VOTE OF MEMBERS PRESENT MAY AMEND IF NO WRITTEN ADVANCE NOTICE HAS BEEN GIVEN.

ARTICLE IX- OUORUM

A QUORUM SHALL CONSIST OF THE ELIGIBLE VOTERS PRESENT.

ARTICLE X- ELECTION OF DISTRICT SKILLS USA OFFICERS

A. SELECTION OF DELEGATES:

1. ALL DELEGATES SHALL BE CURRENT SKILLS USA MEMBERS.
2. EACH DISTRICT CHAPTER SHALL BE ALLOWED A MAXIMUM OF THREE (3) VOTING DELEGATES.
3. DELEGATE SELECTION SHALL BE THE RESPONSIBILITY OF THE SCHOOL SKILLS USA CHAPTER.
4. NO DELEGATE SHALL BE AN OFFICER CANDIDATE.

B. DELEGATE SESSION:

1. VOTING PROCEDURES SHALL BE PRESIDED OVER BY THE CURRENT *ETSC* OFFICERS.
2. A DELEGATE ROLL CALL SHALL PRECEDE ANY BALLOTING PROCEDURES.
3. EACH SCHOOL CHAPTER SHALL DESIGNATE ONE SPOKESPERSON TO REPRESENT THE THREE (3) MEMBER DELEGATION.
4. VOTING BY DELEGATES SHALL BE BY WRITTEN BALLOT.
5. OFFICERS SHALL BE SELECTED BY SIMPLE MAJORITY VOTE.
6. THE DELEGATE SESSION DISTRICT OFFICERS SHALL TAKE PLACE AT THE ANNUAL FALL LEADERSHIP CONFERENCE.

C. QUALIFICATIONS FOR OFFICER CANDIDATES:

1. EACH CANDIDATE SHALL BE A CURRENT SKILLS USA MEMBER.
2. EACH CANDIDATE SHALL HAVE AN UNDERSTANDING OF THE OFFICE RESPONSIBILITIES FOR WHICH HE/SHE IS SEEKING ELECTION.
3. CANDIDATES SHALL HAVE AND MAINTAIN A MINIMUM GRADE POINT AVERAGE OF AN OVERALL C AVERAGE ON HIS/HER OVERALL SECONDARY SCHOOL RECORD

D. INSTALLATION OF OFFICERS:

1. CANDIDATE CREDENTIALS SHALL BE RECEIVED BY THE CREDENTIALS COMMITTEE CHAIRPERSON BY THE DUE DATE SO SPECIFIED.
2. ELECTED OFFICERS SHALL BE INSTALLED AT THE NEXT CALLED *ETSC* MEETING.
3. INSTALLATION SHALL BE CONDUCTED BY THE CURRENT *ETSC* OFFICERS.

E. CHAPTER OFFICER RESPONSIBILITIES:

1. CHAPTER OFFICERS SHALL PRESIDE OVER FALL LEADERSHIP CONFERENCE, REGIONAL SKILLS USA CHAMPIONSHIPS AND ALL OTHER SKILLS USA FUNCTIONS DEEMED APPROPRIATE BY *ETSC*.
2. CHAPTER OFFICERS SHALL BE IN OFFICIAL SKILLS USA DRESS AT ALL APPROPRIATE SKILLS USA FUNCTIONS.

F. REQUIRED CREDENTIALS:

1. EACH CANDIDATE SHALL SUBMIT A PROPERLY COMPLETED APPLICATION/ VERIFICATION FORM.
2. EACH CANDIDATE SHALL SCORE A MINIMUM OF 75% ON A GENERAL SKILLS USA KNOWLEDGE TEST.
3. EACH CANDIDATE SHALL COMPLETE AN INTERVIEW WITH THE CREDENTIALS COMMITTEE.

G. DISTRICT SKILLS USA OFFICES:

1. THERE SHALL BE SEVEN ELECTED DISTRICT OFFICERS CONSISTING OF:
  - a. PRESIDENT
  - b. VICE-PRESIDENT
  - c. SECRETARY
  - d. TREASURER
  - e. REPORTER
  - f. PARLIAMENTARIAN
  - g. CLUB ADVISOR
2. ALL OFFICERS SHALL SERVE A TERM OF ONE YEAR.

H. FUNDING FOR DISTRICT OFFICERS:

1. *ETSC* SHALL ASSUME FINANCIAL RESPONSIBILITIES FOR MEALS AND REGISTRATION FOR ALL DISTRICT OFFICERS ATTENDING THE FALL LEADERSHIP CONFERENCE, DISTRICT SKILLS CHAMPIONSHIPS AND ANY OTHER SKILLS USA FUNCTION DEEMED APPROPRIATE BY *ETSC*.
2. THE LOCAL CHAPTER SHALL BE RESPONSIBLE FOR ASSURING THAT DISTRICT OFFICERS HAVE OFFICIAL SKILLS USA DRESS FOR ALL SUCH FUNCTIONS.

ARTICLE XI - REGISTRATION OF DISTRICT EVENTS

REGISTRATION PACKETS WILL BE MAILED PRIOR TO THE EVENT. A DEADLINE FOR PAYMENT FOR THOSE REGISTERED WILL BE NO LATER THAN THE DAY OF THE EVENT. MEMBER SCHOOLS REGISTERING FOR DISTRICT EVENTS, i.e., FALL LEADERSHIP CONFERENCE, SKILL CHAMPIONSHIP, ETC. WILL BE REQUIRED TO PAY FOR THOSE REGISTERED, EVEN IF THEY DO NOT ATTEND.