



SkillsUSA Tennessee College/Postsecondary Bylaws

SkillsUSA Tennessee Postsecondary operates as the chartered postsecondary state association of SkillsUSA under the direction of the officials designated by the State Agency responsible for CTE.

ARTICLE I—NAME

The official name of this organization shall be the
“Tennessee College/Postsecondary Association of SkillsUSA”

ARTICLE II—PURPOSES

The purposes of this organization are to:

1. Unite students enrolled in trade, industrial, technical, and health occupations programs in a common bond, without regard to race, sex, religion, creed, national origin, or disability, as defined by the Americans with Disabilities Act.
2. Provide leadership development and support for local College/Postsecondary SkillsUSA chapters.
3. Serve as a clearinghouse for information, programs, and activities related to SkillsUSA Tennessee College/Postsecondary.
4. Provide recognition and prestige through affiliation with a statewide organization of local chapters.
5. Develop leadership abilities through participation in educational, occupational, civic, recreational, and social activities.
6. Foster respect for the dignity of work and promote pride in skilled professions.
7. Assist students in establishing realistic career goals and preparing for employment and continued education.
8. Encourage students to attain purposeful, responsible, and productive lives.
9. Create enthusiasm for learning and lifelong education consistent with individual needs and occupational requirements.
10. Promote high standards in all phases of occupational endeavor, including ethics, integrity, workmanship, scholarship, and safety.
11. Develop students' ability to plan, organize, and carry out worthwhile activities and projects using democratic processes.
12. Foster an understanding of the roles and interdependence of labor and management organizations.
13. Promote appreciation and support for trade, industrial, technical, and

health occupations education among students, educators, industry partners, and the public.

14. Develop patriotism through knowledge of the nation's heritage and the practice of democratic principles.

ARTICLE III—ORGANIZATION

Section 1

SkillsUSA Tennessee College/Postsecondary shall be an association of local College/Postsecondary chapters within the State of Tennessee operating under a charter granted by SkillsUSA, Inc.

Section 2

The administrative authority of SkillsUSA Tennessee College/Postsecondary shall be vested in the Tennessee Board of Regents (TBR) and the SkillsUSA Tennessee College/Postsecondary State Director, in accordance with policies of SkillsUSA, Inc. and the Tennessee Board of Regents.

The SkillsUSA Tennessee College/Postsecondary Executive Committee shall support the administration by carrying out assigned responsibilities and providing recommendations as outlined in these Bylaws.

The SkillsUSA Tennessee College/College/Postsecondary Advisory Board shall serve in an advisory capacity only and shall provide counsel, recommendations, and assistance to the State Director and Executive Committee as requested.

The State Director shall serve as an ex officio, non-voting advisor to all governing bodies unless otherwise specified.

Section 3

The Executive Committee and Advisory Board shall advise the State Director and state administration concerning the execution of policies, programs, and actions approved by the House of Delegates.

Section 4

A chapter charter shall be issued to a local College/Postsecondary institution by the State Director of SkillsUSA Tennessee College/Postsecondary.

A **local chapter** shall be defined as members enrolled in a single College/Postsecondary institution offering programs in trade, industrial, technical, or health occupations and shall meet the following requirements:

1. Submission of a charter application and local chapter constitution.
2. Payment of SkillsUSA dues and submission of official membership rosters.
3. Election of chapter officers.
4. Development of a calendar of activities.

A chapter may be composed of one or more **sections**.

A **section** shall be defined as members enrolled in a single trade, industrial, technical, or health occupations program and shall meet the following requirements:

1. A faculty member serving as advisor.
2. A planned calendar of activities (Program of Work POW).

Section 5

Each section shall consist of at least **five (5) members or one hundred percent (100%) of the program's enrollment**, whichever is fewer. All members must maintain membership in both SkillsUSA Tennessee College/Postsecondary and National SkillsUSA.

This requirement may be waived by the State Director for documented hardship, program size limitations, or institutional constraints.

Section 6

The state may be divided into districts as deemed necessary by the State Director and state administration for the effective operation of the organization..

Section 7

An alumni charter may be issued by SkillsUSA Tennessee College/Postsecondary to any local alumni association that petitions the state association and meets the following requirements:

1. Submission of a constitution.
2. Payment of established dues.
3. Election of officers.
4. A minimum of ten (10) members.

Final approval of alumni charters shall rest with the State Director.

Section 8

A State Advisory Board composed of representatives from education, management, and labor shall be appointed by the State Director to provide counsel, advice, and assistance in carrying out the functions of SkillsUSA Tennessee College/Postsecondary.

Section 9

The Advisory Board shall reflect balanced representation from management and labor and shall serve in an advisory, non-governing capacity.

Section 10

Advisory Board Composition and Terms

The SkillsUSA Tennessee College/Postsecondary Advisory Board shall be composed to ensure balanced representation from education, business, and industry, and shall serve in an advisory, non-governing capacity.

1. At least one-third (1/3) of the Advisory Board shall be composed of business and industry representatives.
2. A representative from the Tennessee Board of Regents shall serve as a member of the Advisory Board.
3. Advisors and/or administrators from College/Postsecondary institutions shall serve on the Advisory Board, with representation from each of the three grand regions of Tennessee: East, Middle, and West.

4. Advisory Board members shall serve defined terms not to exceed three (3) consecutive years. Term limits shall be enforced to ensure regular rotation and broad statewide representation.

Appointments, reappointments, and rotation of Advisory Board members shall be administered by the State Director in accordance with these Bylaws and applicable Tennessee Board of Regents and National SkillsUSA policies.

ARTICLE IV–MEMBERSHIP

Section 1

Membership of SkillsUSA Tennessee College/Postsecondary shall consist of the total paid members of the chartered local chapters. Members shall hold the same membership status as in their respective local chapter.

Section 2

Each local chapter shall be open for membership to all students regardless of race, sex, religion, creed, national origin, or disabilities, as defined by the Americans with Disabilities Act.

Section 3

Membership in SkillsUSA Tennessee College/Postsecondary shall be administered in accordance with the SkillsUSA Tennessee College/Postsecondary Total Participation Agreement. Participating colleges shall be responsible for:

1. Identifying and maintaining all offered Career and Technical Education (CTE) courses, as defined and recognized by current Perkins legislation;
2. Ensuring that all SkillsUSA advisors are current and accurately designated;
3. Uploading and maintaining records for **all CTE students**, defined as students enrolled in **at least one (1) CTE course**, as students enroll during the **membership year (August–March)**.
4. Colleges shall ensure that student membership records are kept current and accurate to maintain compliance with state and federal reporting requirements and continued eligibility for grant funding.

SkillsUSA Tennessee College/Postsecondary shall recognize membership only through chartered local chapters as defined in these Bylaws. The following classes of membership shall be recognized:

1. Active Membership – Active Members shall consist of students who are enrolled in at least one (1) Career and Technical Education (CTE) course, as defined and recognized by current Perkins legislation, at a participating College/Postsecondary institution during the membership year, and who are eligible for membership under National SkillsUSA guidelines.
 - Active Members shall be members of both SkillsUSA Tennessee College/Postsecondary and National SkillsUSA and shall be enrolled in programs related to trade, industrial, technical, or health occupations.

- Active Members shall be eligible to participate fully in SkillsUSA Tennessee College/Postsecondary activities and shall be the **only class of members eligible to vote, serve as delegates, or hold state office**, unless otherwise specified in these Bylaws.
2. Dual Enrollment Membership (HS Division Member)-Dual enrollment students enrolled in Career and Technical Education (CTE) courses at a College/Postsecondary institution during the membership year shall be covered under the SkillsUSA Tennessee College/Postsecondary Total Participation Agreement for reporting and grant compliance purposes.

For purposes of SkillsUSA membership classification, participation, competition, and governance, dual enrollment students shall:

- Be registered under the SkillsUSA High School (HS) Division, not the College/Postsecondary division, and classified as such.
 - College Responsibilities:
 - Be issued and maintain a unique login credential to the SkillsUSA High School Division portal;
 - Comply with all High School Division membership, eligibility, and participation requirements, as established by National SkillsUSA and SkillsUSA Tennessee.
 - Dual enrollment students shall not be classified as Active Members of SkillsUSA Tennessee College/Postsecondary and shall not vote, serve as delegates, or hold office within the College/Postsecondary division.
3. Alumni and Friends Membership – shall consist of former Active Members who are no longer enrolled in trade, industrial, technical, or health occupations education programs, as well as other individuals who support the mission of SkillsUSA Tennessee College/Postsecondary.
 - Alumni and Friends Members may pay dues and participate in activities as permitted, but shall **not be eligible to vote, serve as delegates, hold state office, or otherwise represent the Active Membership** of SkillsUSA Tennessee College/Postsecondary. Participation at the national level shall be governed by the policies of the Youth Development Foundation of SkillsUSA, Inc.
 4. Professional Membership – Professional Members shall include individuals associated with or participating in the professional development of SkillsUSA, including but not limited to chapter advisors, teacher educators, administrators, and supervisors.
 - Professional Members shall pay dues as established by SkillsUSA, but shall **not be eligible to vote, serve as delegates, hold state office, or otherwise represent SkillsUSA Tennessee**

College/Postsecondary in an official capacity.

5. Honorary Life Membership – Individuals who have made significant contributions to the development of SkillsUSA and trade, industrial, technical, and health occupations education, whose membership has been approved by the SkillsUSA Tennessee College/Postsecondary Executive Council. Such membership shall not require payment of state dues. SkillsUSA Tennessee College/Postsecondary shall pay National Dues for Honorary Life Members.

Section 4

A membership year shall be from August 1 through July 31.

ARTICLE V–STATE OFFICERS

Section 1

The State Officers of SkillsUSA Tennessee College/Postsecondary shall consist of a slate of no fewer than seven (7) and no more than nine (9) elected officers, elected at large by the House of Delegates at each annual meeting.

Officers shall serve from the close of the annual meeting during which they are elected until the close of the next annual meeting.

The number of Vice Presidents (*number 2 defined below that can be regional*) may range from one (1) to three (3), with regional representation from East, Middle, and West Tennessee, as determined by the SkillsUSA State Officer Election Committee in consultation with the State Director.

Chairpersons are not State Officers and shall not be included in the count of elected officers but they serve with the team, not as officers.

If fewer than the number of above candidates meet the established eligibility and screening requirements, the State Director and the SkillsUSA State Officer Election Committee may reduce the size of the officer team accordingly.

The specific positions to be held by each elected officer shall be determined by the SkillsUSA State Officer Election Committee in conjunction with the State Director.

Section 2

Officer Positions and General Duties

The elected State Officer positions of SkillsUSA Tennessee College/Postsecondary shall include the following:

1. President – Presides over meetings, represents the organization publicly, leads the State Officer Team, and ensures the goals and objectives of the organization are achieved.

2. Vice President (s)– Assists the President in achieving the organization’s statewide goals, oversees committee work, and presides in the absence of the President. Regional Vice Presidents may be appointed by the committee with the approval of the state director.
3. Vice President of Administration – Assists the President in achieving the organization’s statewide goals and is responsible for the management of records, documentation, and official communications.
4. Vice President of Finance– Assists the President in achieving the organization’s statewide goals and provides oversight related to financial processes and fiscal responsibilities, in coordination with the State Director.
5. Vice President of Communications– Assists the President in achieving the organization’s statewide goals and oversees public relations, media outreach, and communications, including social media.
6. Vice President of Governance – Assists the President in achieving the organization’s statewide goals and supports the implementation of parliamentary procedure and adherence to organizational rules.
7. Vice President of History and Records – Assists the President in achieving the organization’s statewide goals and is responsible for maintaining and preserving the organization’s historical records and documentation.

The specific assignment of officers to these positions shall be determined by the SkillsUSA State Officer Election Committee, in consultation with the State Director, based on the qualifications of the elected officers and the needs of the organization. Additional committees or task-specific leadership roles may be established as needed and shall not be considered officer positions.

By majority vote of the SkillsUSA State Officer Election Committee, up to three (3) individuals who were approved to run for state office but did not receive sufficient votes to be elected may be designated as SkillsUSA Tennessee College/Postsecondary Chairpersons.

Chairpersons:

1. Shall attend all required SkillsUSA State Officer trainings and events.
2. Shall be assigned duties to support the work of the organization.
3. Shall participate fully in leadership training opportunities.
4. Shall serve in a non-elected, non-voting capacity unless appointed to fill an officer vacancy.

Chairpersons may be considered eligible to fill a vacant officer position for the remainder of the term, in accordance with Sections 6 and 7 of this Article.

Section 3

Each candidate for state office shall hold Active Membership in SkillsUSA Tennessee College/Postsecondary.

Section 4

State Officers shall serve a term of one (1) year, beginning at the close of the annual meeting and ending at the close of the subsequent annual meeting.

State Officers may run for re-election for one additional term, provided they maintain Active Membership status and meet eligibility requirements established by National SkillsUSA and SkillsUSA Tennessee.

Section 5

Each candidate shall complete:

1. A written examination covering the SkillsUSA organization and parliamentary procedure; and
2. An interview conducted by the SkillsUSA State Officer Election Committee.

Candidates must score at least **70%** on the written examination. The Election Committee may waive the minimum score requirement, with approval of the State Director, when necessary to ensure a sufficient and qualified ballot.

Section 6

Any candidate who properly submits an application, completes the screening process, and meets eligibility requirements shall be placed on the ballot.

Section 7

If the office of President becomes vacant, a Vice President shall assume the presidency for the remainder of the term.

If any other officer is unable to complete the term of office for reasons beyond their control, the SkillsUSA State Officer Election Committee may offer the position to an eligible state officer or Chairperson, with majority approval, input from the State Officer Team and impacted advisors, and approval of the State Director.

A replacement shall be named within **thirty (30) days** of the vacancy whenever practicable.

Section 8

The following procedure shall be used to fill officer vacancies:

1. The State Director shall review the credentials of eligible officers and Chairpersons.
2. The SkillsUSA State Officer Election Committee shall determine continued eligibility and willingness to serve.
3. The State Officer Team and impacted advisors shall provide feedback.
4. The Election Committee shall vote; a majority decision is required.
5. The State Director shall approve the appointment.
6. Upon approval, the replacement officer shall be installed.

If no qualified candidates are available, the State Director may call a special meeting of the House of Delegates, which may be conducted virtually. Colleges shall be notified of delegate representation and nomination procedures in advance.

ARTICLE VI - MEETINGS

Section 1

The State House of Delegates shall meet annually at the Tennessee Leadership Training Institute (TLTI). This meeting shall serve as the official annual meeting of SkillsUSA Tennessee College/Postsecondary.

Section 2

The SkillsUSA Tennessee College/Postsecondary Advisory Board shall hold meetings as needed in advance of the annual meeting. The Advisory Board may also call special meetings with the approval of the State Director.

Meetings of the Advisory Board may be conducted in person or virtually, as determined by the State Director.

Section 3

A quorum for meetings of the House of Delegates shall consist of fifty percent (50%) plus one (1) of the delegates registered for that meeting.

ARTICLE VII - STATE EXECUTIVE COMMITTEE

Section 1

The State Executive Committee of SkillsUSA Tennessee College/Postsecondary shall be composed of the elected State Officers, with the State Director and all State Officer local advisors.

Section 2

All elected State Officers shall be Active Members of SkillsUSA Tennessee College/Postsecondary and shall be elected annually by a majority vote of the delegates present at the House of Delegates meeting.

The State Director shall be appointed by the Tennessee Board of Regents.

Section 3

The State Executive Committee shall serve as the student leadership body of SkillsUSA Tennessee College/Postsecondary and shall perform the following duties and functions, subject to the approval and oversight of the State Director:

1. Advise the State Director and state administration regarding the execution of decisions made by the House of Delegates.
2. Preside over meetings and conferences as appropriate.
3. Call meetings and conferences with the approval of the State Director.
4. Propose, review, and recommend amendments to the Bylaws for consideration by the House of Delegates.
5. Initiate and coordinate the SkillsUSA Tennessee College/Postsecondary program of work.
6. Provide leadership and support at the State Leadership and Skills Conference, including officer preparation, registration support, and other designated responsibilities.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The State Executive Committee shall not incur financial obligations or enter into contracts on behalf of SkillsUSA Tennessee College/Postsecondary.

ARTICLE IX-HOUSE OF DELEGATES

Section 1

Section 1 – Composition

The SkillsUSA Tennessee College/Postsecondary House of Delegates shall consist of up to ten (10) delegates from each chartered College/Postsecondary chapter. Each delegate shall have one (1) vote.

Delegates must be present to vote, except in the case of a special called delegate meeting, which may be conducted virtually. Chapters may designate alternate delegates as deemed appropriate.

Section 2 – Authority and Responsibilities

The House of Delegates shall be the governing body of SkillsUSA Tennessee College/Postsecondary and shall have the authority to:

1. Enact and amend bylaws, rules, and regulations necessary for carrying out the affairs and activities of the organization;
2. Elect State Officers;
3. Act upon items of business as presented by the State Executive Committee, Advisory Board, or State Director.

Section 3 – Delegate Eligibility

A member of the House of Delegates must:

1. Be an Active Member of SkillsUSA Tennessee College/Postsecondary in good standing;
2. Be designated as a delegate by their local chapter;
3. Attend the Tennessee Leadership Training Institute (TLTI) or participate in a duly called special meeting, as applicable;
4. Be endorsed by their institution in accordance with local chapter procedures.

Section 4 – Certification of Delegates

The SkillsUSA advisor of each local chapter shall certify all official delegates and alternates prior to the annual meeting or special-called meeting of the House of Delegates.

Actions of the House of Delegates shall be binding only when conducted in accordance with these Bylaws and applicable notice requirements.

ARTICLE X–VOTING

Section 1 – Voting Authority

Members shall exercise their voting rights at meetings or conferences through duly certified delegates of the chartered local chapters, as defined in these Bylaws.

Only Active Members serving as certified delegates shall be eligible to vote on behalf of their chapter.

Section 2

The respective SkillsUSA advisor of each local chapter shall certify all official delegates and alternates prior to the annual meeting or any special-called meeting of the House of Delegates.

Section 3

Voting on the election of State Officers and the selection of Honorary Life Members shall be conducted by secret ballot, unless otherwise required by National SkillsUSA policy.

All other votes may be conducted by voice vote, show of hands, electronic means, or other methods as determined by the presiding officer and consistent with Robert's Rules of Order.

Section 4

To be elected to a State Officer position, a candidate must receive a majority of the votes cast by the House of Delegates or be appointed to serve as a Chairperson in accordance with Article V.

ARTICLE XI–FINANCES

Section 1

SkillsUSA membership dues shall be administered as part of the Total Participation Plan. Local chapters shall register students with the National SkillsUSA office by the established annual deadline.

Section 2

All organization funds received from any source shall be deposited with and administered by the State Director of SkillsUSA Tennessee College/Postsecondary. The responsibilities of the State Director shall include:

1. Receiving all contributions made to SkillsUSA Tennessee College/Postsecondary from individuals, businesses, organizations, or foundations.
2. Paying, or ensuring payment of, all bills incurred by SkillsUSA Tennessee College/Postsecondary.
3. Maintaining accurate financial records of SkillsUSA Tennessee College/Postsecondary.
4. Submitting, upon request, a financial report detailing expenditures, funds received, and the overall financial condition of SkillsUSA Tennessee College/Postsecondary.
5. Ensuring that a recognized bookkeeping system is maintained and that financial accounts are kept in good order. An audit shall be conducted annually by individuals qualified to perform such services, and the audit report shall be submitted in writing to National SkillsUSA.

Section 3

Upon final dissolution or liquidation of SkillsUSA Tennessee College/Postsecondary, and after the satisfaction of all outstanding obligations and liabilities, remaining assets shall be used by the Tennessee Board of Regents for the benefit of College/Postsecondary students enrolled in trade, industrial, technical, and health occupations education, or transferred to a recognized educational foundation for such purposes.

Section 4

The fiscal year of SkillsUSA Tennessee College/Postsecondary shall be from August 1 through July 31.

ARTICLE XII–AMENDMENTS

Section 1

These Bylaws may be amended in accordance with the following procedure:

- A proposed amendment must be submitted in writing to the State Director no fewer than ninety (90) days prior to the annual meeting of the House of Delegates.
- The State Executive Committee shall review all proposed amendments.
- Proposed amendments shall be distributed to each chartered local chapter as soon as practicable, but no fewer than thirty (30) days prior to the annual meeting.
- Amendments shall be presented for consideration and vote at the annual meeting of the House of Delegates.

- Adoption of an amendment shall require a two-thirds affirmative vote of the delegates present and voting.
- The Advisory Board shall be notified of any adopted amendments.

ARTICLE XIII—OPERATING POLICIES

Section 1

Operating Policies of SkillsUSA Tennessee College/Postsecondary shall be adopted and amended as determined by the State Executive Committee and the State Director. Policies of the Tennessee Board of Regents and National SkillsUSA shall also be applicable and shall supersede these Operating Policies when required.