



**SkillsUSA**  
A L A S K A

**Alaska SkillsUSA  
Bylaws**

## **Article I - Purpose**

### **Section 1.1**

The purposes of the Board of Directors are to provide a representative system of governance to establish operating policy and support for the purposes as defined in the Constitution for the Alaska Association of SkillsUSA. The various duties are carried out in a manner most expedient in the Board's judgment with all due consideration given to the democratic processes found in Robert's Rules of Order.

## **Article II – Responsibilities**

### **Section 2.1**

The Board of Directors shall establish policies and procedures to ensure the State Association fulfills its mission of serving students enrolled in career and technical education programs recognized by SkillsUSA, and that all financial records are maintained in accordance with common account procedures.

## **Article III – Voting Positions**

### **Section 3.1**

Composition: The Board of Directors, shall consist of at least 4 and up to 7 positions filled or unfilled representing one vote each. This includes the following voting positions:

- President
- Vice President
- Secretary
- Treasurer
- Historian (non-voting)
- Past President (non-voting)
- State Director

The President, Vice President, Secretary & Treasurer shall be elected from the association membership.

The President shall work closely with the State Director to set meeting agendas.

The President shall preside over each meeting and must possess a general working knowledge of parliamentary procedure.

The Vice President shall preside over meetings in the absence of the President.

The Secretary shall be responsible for maintenance of records and recording of meeting minutes.

The Treasurer shall have the care of any assets of the Association; shall ensure accurate financial records are kept, financial audits are conducted, and all required taxes are filed timely.

The Historian shall maintain records, photos, publications, etc. to document the history of the activities to ensure the Association's legacy is preserved. This is a non-voting position.

The Past President shall provide input and direction based on the activities of the Association during their term as acting President. This is a non-voting position.

The State Director shall be responsible for the organization of Board meetings; establishing meeting agendas; developing and providing reports.

Representation on the Board is encouraged to include those from education, business and industry, and local government.

Further, the SkillsUSA State Director shall fill a position on the Board but shall only have a vote in the event of a tie.

### **Section 3.2**

State Director: The Board shall, at its discretion, appoint or employ a State Director.

### **Section 3.3**

Terms of Office: A term of office on the Board shall consist of three years, beginning and ending at the October business meeting and are elected by the membership. Persons holding positions may serve a maximum of two consecutive terms. Additional terms may be served after a one-year period following the second three-year term with unanimous board approval.

Appointments and elections to the Board shall be staggered so, to the extent possible, no more than one-third of the board positions will change from year to year.

### **Section 3.4**

Removal from the Board: Any person serving as a voting Board member may be removed from the Board by a two-thirds majority vote of the Board.

### **Section 3.5**

Vacancies: In the event of a Board vacancy, the SkillsUSA State Director may nominate another qualified person to fulfill a term. Members filling a vacant voting position shall be elected to the Board by a majority vote of its members. A member filling a vacancy, as a result of this section, may service a maximum of two additional full terms on the Board.

The State Director may nominate a qualified person who has completed two terms on the Board to fill a vacant position only in the event no other qualified person is nominated by the professional membership from the region with a vacancy.

In the event of a State Director vacancy, the Board will, at its discretion, select a qualified replacement to serve on an interim basis until a Director can be hired at an annual meeting.

## **Article IV – Meetings**

### **Section 4.1**

Quorum: At all meetings of the Board, it shall take no less than one-half (1/2) of the existing voting positions to constitute a quorum to conduct business. Any matter may be adopted by vote of a majority present at the meeting at which a quorum is present and where the State Director and either the Board President or Vice President are part of the quorum.

### **Section 4.2**

#### Voting:

Votes at all official meetings by each voting position of the Board may be cast by written approval of proxy, by mail, by electronic means or directly at a business meeting of the Board.

### **Section 4.3**

Record of Proceedings: Minutes shall be recorded for all business meetings.

### **Section 4.4**

Committees: The Board, by resolution, may establish any committee to study and make recommendations concerning the matters delegated to it, but no committee shall have the power to set policy or act in an official capacity in lieu of the Board. Committees shall include two or more persons. The designated leader of the committee will provide a verbal and/or written report to the Board at a scheduled business meeting.

### **Section 4.5**

Scheduled Meetings: The Board shall meet a minimum of two times per fiscal year either in person or by electronic means.

### **Section 4.6**

Conflicts of Interest: In matters where an individual filling a position of the Board may have a personal/business financial interest in the outcome of a vote or issues, that person must disclose the conflict and refrain from the vote. The conflict of interest will be clearly identified in the meeting minutes or other official record. All attempts to lobby or influence a vote by a Board position holder must be disclosed. Board members will

not use their position to influence, steer or suggest that they or their company receive business relationships from Alaska SkillsUSA.

## **Article V – Protection of Funds**

### **Section 5.1**

The State Director shall have the care and custody of the assets of the Association, shall keep accurate books of account under direct supervision of the Board of Directors.

### **Section 5.2**

All draft of the Association will require co-signature by two of the designated parties and shall be subject to the draft of no other person(s). The books of the account shall be reported quarterly by the Treasurer and be subject to an annual audit.

### **Section 5.3**

All Alaska SkillsUSA funds shall be deposited in the designated bank account of Alaska SkillsUSA.

### **Section 5.4**

A financial report of the previous fiscal year shall be available on request. The Board will annually approval budget and the financial reports.

## **Article VI – Compensation of Officers and Employees**

### **Section 6.1**

The Board of Directors shall be empowered to provide compensation to employees and others for actual services rendered for the Association.

### **Section 6.2**

The officers and directors of the Association, with the exception of the State Director, shall not receive any compensation for their services as such officers and directors.

## **Article VII – Fiscal Year**

### **Section 7.1**

The fiscal year of the Association shall end June 30<sup>th</sup> of each year.

## **Article VIII - Amendments**

### **Section 8.1**

These bylaws may be amended or revised by the affirmative vote of no less than two-thirds of the voting positions of the Board of Directors.

<b>Date</b>	<b>Modified By</b>	<b>Modification</b>
12/8/23	Traci Johnson	<i>Initial Draft of Bylaws for the Association of Alaska SkillsUSA</i>
7/19/24	Traci Johnson	<i>Revisions suggested from July 2024 meeting.</i>
8/14/24	Traci Johnson	<i>Voted on final version per minutes of today's meeting.</i>