

Nevada Association of SkillsUSA Board of Directors Bylaws

Article I: Purpose

Section 1.1 The purpose of the Board of Directors is to provide a representative system of governance to establish operating policy and support for the purposes as defined in the Constitution for the Nevada 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 accounting procedures.

Article III: Membership

Section 3.1 Composition: The Board of Directors, hereafter referred to as the Board, shall consist of fourteen persons which include the following membership:

- State SkillsUSA Director;
- One administrator (principal or assistant principal) representing any active high school chapter;
- One postsecondary SkillsUSA advisor representing the College Division;
- Two business and industry representatives;
- Two secondary advisors from Region 1 (Washoe, Humboldt and Pershing Counties);
- One secondary advisor from Region 2 (Elko, Lander, Eureka and White Pine Counties);
- One secondary advisor from Region 3 (Carson, Churchill, Douglas, Lyon, Storey and Mineral Counties);
- Four secondary advisors representing Region 4 (Clark, Esmeralda, Nye and Lincoln Counties)
- State Advisor – Trade & Industry Education Programs Professional, State Department of Education

Section 3.2 Qualifications and Terms of Office: The state SkillsUSA Director shall be a member of the Board. The secondary school administrator shall be nominated by a member of the Board and voted to the Board by a majority vote of the members of the Board. The advisors representing each region of the State as defined in Section 2.1 shall be voted to the Board by the professional membership in each region. The business and industry representative(s) will be nominated and elected by the Board of Directors. All nominations shall be made to the state director. All board members must be professional members in good standing of the Nevada Association of SkillsUSA for a

minimum of two full program years preceding being nominated to the Board. The two-year provision for professional membership does not apply for the board members representing school administration and business and industry.

A term of office shall consist of **three** years, beginning and ending with the dates coinciding with the ending and beginning of the calendar year; members may serve a maximum of two consecutive terms. Additional terms may be served after the one-year period following the second three-year term of a board member. Other than the representative for school administration, no more than one board member may be from the same chapter. Appointments and elections to the Board shall be staggered so, to the extent possible, no more than one-third of the board membership will change from year-to-year.

Members may be removed from the Board by a two-thirds (2/3) majority vote of the Board.

Section 3.3 Vacancies: In the case of a board vacancy, the state director may nominate another qualified person to fulfill a term. Members filling a vacancy shall be elected to the Board by a majority vote of its members. A member filling a vacancy may serve a maximum of two additional full terms on the Board. In the event of a state director vacancy, the Board will rely on the State Department of Education to provide a suitable replacement.

The state director may nominate a qualified person who has completed two terms on the Board only in the event no other qualified person is nominated by the professional membership within the region with a vacancy.

Section 3.4 Board Offices: The officers of the board shall consist of:

- President
- Vice President
- Secretary
- State Director/Corporate Treasurer

The president, vice president and secretary shall be elected from the board's membership.

The president shall work closely with the state SkillsUSA director in setting 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 state director shall be responsible for the organization of board meetings, establishing meeting agendas, developing and providing necessary reports. The state director will also serve as the Board's corporate treasurer.

The term of office for the president, vice president and secretary shall be for one year.

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 membership to constitute a quorum to conduct business. Any matter may be adopted by vote of a majority present at a 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. The act of a majority of the Board where a quorum is present shall represent an act of the Board provided that any actions that are inconsistent with the policies of the Nevada Department of Education, SkillsUSA, Inc., or the Nevada Association of SkillsUSA may be vetoed by the state director, the state director of occupational education or the Department of Education's superintendent's office.
- Section 4.2** Voting: Subject to the provisions in Section 3.1, at all official business meetings each member of the Board shall have one vote. The state director shall only vote in the event of a needed tie-breaker vote. Votes 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 and shall be submitted to the next succeeding meeting of the Board for approval, but failure to submit or to receive the minutes shall not invalidate any action taken upon authorization contained in them.
- 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.

Article V: Amendments

- Section 5.1** These bylaws may be amended or revised by the affirmative vote of no less than two-thirds (2/3) of the members of the Board of Directors.