



NEVADA ASSOCIATION OF SKILLSUSA 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 judgement 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: Voting Positions

Section 3.1 Composition: The Board of Directors, hereafter referred to as the Board, shall consist of fifteen (15) positions filled or unfilled representing one vote each. This includes the following voting positions:

- One district CTE administrator to represent Clark County School District and one district CTE administrator to represent Washoe County School District;
- One postsecondary advisor representing the College Division;
- Three business and industry representatives;
- Two secondary advisors representing Region 1 (Washoe, Humboldt and Pershing counties);
- One secondary advisor representing Region 2 (Elko, Lander, Eureka and White Pine counties);
- One secondary advisor representing Region 3 (Carson, Churchill, Douglas, Lyon, Storey and Mineral counties);
- Four secondary advisors representing Region 4 (Clark, Esmeralda, Nye and Lincoln counties);
- One State Representative representing the Nevada Department of Education.

All other members to board will be ex-officio, and will therefore not have a vote.

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



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- Section 3.2** Qualifications for Office: All board positions must be professional members in good standing with the Nevada Association of SkillsUSA for a minimum of two full program years preceding nomination to the Board. The two-year provision does not apply for the board members representing CTE administrators, business & industry representatives or the State Advisor.
- State Director: The Board shall, at its discretion, appoint or employ a State Director. The state SkillsUSA Director shall fill a position on the Board with voting rights as described in section 3.1.
 - District CTE Administrators: The district CTE administrators from Clark County School District and Washoe County School District will be nominated and elected by the Board.
 - Business & Industry Representatives: The business & industry representatives will be nominated and elected by the Board.
 - Secondary Advisors: The advisors representing each region of the State, as well as postsecondary, shall be voted to the Board by the professional membership in each region as defined in Section 3.1.
 - State Representative: The Nevada Department of Education shall appoint the representative from the State CTE Department who works most closely with Skilled & Technical programs.
- Section 3.3** Term of Office: 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. 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.
- No more than one board position may be filled 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 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 (2/3) majority vote of the Board.
- Three absences from the Board of Directors Meetings shall force a vote for removal.
- 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 serve a maximum of two additional full terms on the Board.



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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.

Section 3.6 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 voting positions.

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

The State Director will also serve as the Board's Corporate Treasurer.

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. 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 SkillsUSA State Director, the State Director of Career & Technical Education or the Department of Education's Office of the Superintendent.



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- Section 4.2** Voting: Subject to the provision in Section 3.1, at all official business meetings each voting position of the Board shall have one vote. The State Director shall only vote in the event of a needed tie-breaker.
- 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. 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.
- 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 issue, 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 Nevada SkillsUSA.

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 voting positions of the Board of Directors.