

SkillsUSA Georgia Postsecondary

2015-2016 Policy and Procedures Guide

SkillsUSA Georgia Postsecondary has followed a number of policies governing the organization since it became a separate organization in 1986. Mr. Alexander was the first State Director and under his leadership, VICA Georgia Postsecondary developed a constitution and adopted national policies regarding membership and participation in the U.S. Skills Olympics (Former name for SkillsUSA Championships). Over the years SkillsUSA Georgia Postsecondary has developed additional policies which have been documented in the Adviser's Guide which is updated annually. The current *SkillsUSA Georgia Postsecondary Adviser's and Leader's Guide* contains a wealth of information about the organization, but a separate Policies and Procedures Guide is needed to inform all advisers regarding essential information. The guide will be updated annually and will cover the Technical College System of Georgia year which is July 1st thru June 30th.

SkillsUSA Georgia Postsecondary Constitution

The official document that is used to Govern SkillsUSA Georgia Postsecondary is the constitution which was updated in 2012 at the Fall Leadership Conference in Atlanta.

ARTICLE I – NAME

The official name of this organization shall be "SkillsUSA Georgia Postsecondary."

ARTICLE II-PURPOSES

The purposes of the organization are:

- To unite in a common bond without regard to race, sex, religion, creed, national origin, or veteran's status enrolled in classes with trade, industrial, technical and health occupational objectives
- To provide leadership to local SkillsUSA Georgia Postsecondary Chapters
- To provide a clearinghouse for information and activities
- To provide state recognition and prestige through and association and affiliated organizations
- To develop leadership abilities through participation in educational, career, civic, recreational and social activities
- To foster a deep respect for the dignity of work
- To assist students in realistic career goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in all phases of occupational endeavor, including ethics, workmanship, scholarship and safety

- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence
- To create among students, faculty members, patrons of the school and persons in business and industry a sincere interest in and esteem for trade, industrial, technical and health occupations education
- To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy
- To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation.

ARTICLE III – ORGANIZATION

- Section 1. SkillsUSA Georgia Postsecondary is an organization of local chapters, each operating in accordance with a charter granted by SkillsUSA.
- Section 2. The administration and authority in SkillsUSA Georgia Postsecondary will be vested with the Technical College System of Georgia.
- Section 3. The State Director is the administrator of the state organization. The State Director shall be employed by and responsible to the Technical College System of Georgia for conducting work of the state program.

ARTICLE IV – MEMBERSHIP

- Section 1. Membership of SkillsUSA Georgia Postsecondary shall consist of the total eligible members of the local chapters, and members shall hold the same membership status as in their respective local organizations.
- Section 2. All members of the local chapters must be members of the state and national organizations to qualify for a charter.
- Section 3. Each local chapter shall be open for membership to all students regardless of race, sex, religion, creed, national origin or veteran’s status.
- Section 4. SkillsUSA Georgia Postsecondary will recognize members only through a local chapter. Classes of membership, which will be recognized, are:

Active Membership – Students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to trade, industrial, technology, and health occupations and is earning credit toward a diploma/degree/certificate or its equivalent.

Alumni Membership – Former active members who are no longer enrolled in vocational-technical education. Although alumni members pay dues and may participate at the state and national level through the Youth Development Foundation of SkillsUSA, they are not eligible to serve as voting delegates, hold state office or otherwise represent the state active association membership in the National SkillsUSA. Charters may be issued

for local alumni associations. The State Director and State Planning Committee approve appointments to the State Alumni Committee.

Professional Membership – Persons associated with or participating in the professional development of SkillsUSA Georgia Postsecondary, who pays dues as established by SkillsUSA, will be recognized as professional members.

Section 5. A membership shall be from September 1 through August 31.

ARTICLE V – STATE OFFICERS

Section 1. The state officers of SkillsUSA Georgia Postsecondary shall be the president, vice president, secretary/treasurer, reporter/historian, and parliamentarian.

Section 2. The state officers shall be elected by the delegates at each annual state conference and shall serve for a term of one year.

Section 3. Should the office of president be vacated, the vice president shall succeed to the office of president. In the event any other state officer will be unable to finish his/her term in office, an alternate officer shall be selected from those running for; however, not voted into office, by the State Officer Team, State Planning Committee, and at the approval of the Georgia Postsecondary State Director.

Section 4. A student may hold the position of a state officer for no more than two (2) years and cannot hold the same office in succession.

ARTICLE VI – QUALIFICATIONS FOR STATE OFFICE

Section 1. To obtain and hold a position as a state officer in SkillsUSA Georgia Postsecondary is a high honor requiring certain responsibilities. The state officers are leaders of the state organization and are expected to work together as a team to enlarge their perspective from purely member and local chapter member interest to encompass the purpose of the state organization and its effective and efficient functioning.

Minimum Qualifications

Candidates for state office shall have:

- The endorsement of their instructor, local chapter advisor, and college president
- Has at least one (1) semester remaining in a technical program
- Has active member status
- Take a SkillsUSA Knowledge Test
- State Officers will at all times uphold high moral and ethical values of SkillsUSA organization
- Must remain in good academic standing with their college during the term of their office

Section 2. Candidates for state office must file their candidacy for office with the State Director or designee prior to the deadline set by the State Planning Committee by submitting an Officer Candidate Form, resume, letters of recommendation from their instructor, local chapter advisor, and college president, and Liability Form.

- Section 3. Candidates for state office must be available to represent the state organization through personal appearances as listed during the tenure of their office:
1. State Officer Training & Selection
 2. National Leadership and Skills Conference (NLSC)
 3. Washington Leadership Training Institute (Optional)
 4. Georgia Fall Leadership Conference
 5. State Officer meetings during the year
 6. State SkillsUSA Conference
- Section 4. A two-minute speech will be given by each candidate, and the election will be held during the delegate session immediately following the Opening Session of the State SkillsUSA Conference.
- Section 5. Candidates receiving the most votes shall be elected to the officer team. In the event of a tie, the scores from the Knowledge test will be used to break the tie.
- Section 6. All voting for state officers shall be by secret ballot.

ARTICLE VII – STATE PLANNING COMMITTEE

- Section 1. The SkillsUSA Georgia Postsecondary State Planning Committee shall consist of the state director, assistant to the state director, state advisor, state officer advisor, assistant state advisor, state consultant, and chapter advisor from the college hosting the current state conference, three (3) at-large advisors, and select employees of the Technical College System of Georgia.
- Section 2. It shall be the duty and function of the State Planning Committee to:
- Conduct business pertaining to the students they serve
 - Propose and review proposed amendments to the SkillsUSA Georgia Postsecondary Constitution and Bylaws and recommend legislation to the delegates
 - Make recommendations as to the design of the state pin and wearing apparel and other items it may wish to adopt as official property of the organization with the approval of the State Planning Committee
 - Shall make a recommendation to the host site of upcoming conference and retreats
 - Shall make a recommendation as to the official list of contests which are to be offered at each state conference and the number of eligible contestants from each school per contest
 - Shall make recommendations to the planning and coordination of the conferences offered by SkillsUSA Georgia Postsecondary.

ARTICLE VIII – DELEGATES

- Section 1. The delegates for the SkillsUSA Georgia Postsecondary delegate sessions shall consist of one (1) voting delegate for each local chapter, plus an additional delegate for each ten (10) active student members as reported by National SkillsUSA. Each delegate shall have one (1) vote and must be present to vote.

It shall be the duties and functions of the delegates to:

- Enact bylaws, rules and regulations necessary for carrying out the affairs and activities of the organization
- Elect state officers of the organization
- Act upon items of business as requested by the State Planning Committee

ARTICLE IX – MEETINGS

Section 1. An annual meeting of SkillsUSA Georgia Postsecondary shall be held at such time and place as the State Planning Committee may decide.

Section 2. Parliamentary procedures at all meetings will be governed *by Robert's Rules of Order, Newly Revised*.

ARTICLE X – VOTING

Section 1. Members shall exercise their franchise at state meetings or conferences through duly elected representatives or delegates of the chartered local chapter.

Section 2. All official delegates or alternates must be active members of their respective local chapter, state associations, and National SkillsUSA by March 1 of the year.

Section 3. Voting on state officers and amendments shall be by secret ballot.

ARTICLE XI – FINANCES

Section 1. Local chapters will be responsible for annual state and national dues according to the number of individual members claimed in each membership classification.

Section 2. All organization monies shall be deposited with the Technical College System of Georgia's Foundation.

Section 3. Annual dues shall be designated by State and National guidelines.

Section 4. The fiscal year of SkillsUSA Georgia Postsecondary shall be July 1 through June 30 in accordance with the fiscal year of the Technical College System of Georgia.

Section 5. Annual college assessment fees will be determined by the State Planning Committee.

ARTICLE XII – AMENDMENTS

Section 1. The Constitution and Bylaws may be amended as follows:

- A proposed amendment must be presented in writing to the State Director 90 days prior to a statewide meeting
- The Planning Committee shall review the amendments
- Amendments must be submitted to each local chapter as soon as possible or at the time of the statewide meeting
- Amendments must be presented for vote at an official business meeting of the delegates or at the annual meeting at the State Conference. Amendments to the

Constitution and to the Bylaws shall be adopted by a majority vote of the delegates.

Funding for SkillsUSA Georgia Postsecondary

Funding for SkillsUSA Georgia is provided under the provision of the Card D. Perkins Act which covers the administrative cost such as the salary of the State Director and any consultants needed to implement the state level program of work. Additional funding must come from other sources such as donations from business and industry, assessed fees to technical colleges and student participation fees in the Championships. The following is the fee structure for colleges and students.

For the 2015-2016 SkillsUSA year, technical colleges will be assessed \$1,000 for participation in the SkillsUSA Georgia Postsecondary Championships and each participating student contestant will be assessed a participation fee of \$75.00.

Policies for Participation in the Championships

The official SkillsUSA year runs from August 1st thru the Annual Conference which is nearly always the last week in June. Ideally, students should become members starting in August and before the March 1st deadline for membership so they are eligible to receive the *Championships Magazine* and other benefits. Students must be enrolled in a coherent series of courses or a career major that prepares them for further education and/or employment related technology, the health industry, or trades or industry. College/postsecondary contestants must be earning credit toward a postsecondary degree/certificate during the college year (July 1st – June 30th) immediately preceding the national Leadership and Skills Conference. For SkillsUSA Georgia Postsecondary, this means that students must be enrolled in or have completed a series of courses in a major program area to be eligible to participate in the state level Championships which is usually the third or fourth week of March each year.

The following are specific requirements for participation in the Georgia Postsecondary Championships and ultimately in the national Championships:

- Must be an active member of SkillsUSA and be registered as a contestant in a specific contest on the National Data Base before the deadline for the state Championships
- Can only participate in one contest area (leadership, occupationally related, and Skills and technical Sciences)
- Can only participate as a contestant in a contest at the state or national level for two years.

- Should have earned the right to represent their college by participating in a preparation experience such as a local SkillsUSA Championships, or a simulated competitive event under the oversight of business and industry leaders or qualified college instructors and earn first place or be deemed adequately prepared to advance to state level competition.. In the event that the first place winner is unable to participate in the state or national Championships, the alternate must be the next highest placing contestant who is able to participate. All contestants must qualify through state SkillsUSA approved contest. To qualify to advance to the National Championships,
- The first place winner must meet the standards of national competition as evaluated by the judges and technical chairperson of state level competition before being certified by the Georgia Postsecondary SkillsUSA Director. In other words, simply because a student is the only contestant in a contest does not guarantee him or her opportunity to advance to national competition. Contestants must meet reasonable standards which serve to protect the student from being embarrassed in a national contest for which they are unprepared. The SkillsUSA planning committee established a cutoff score of 700 points out of 1000 possible points or a 70% criterion which is the passing score for CTE programs for colleges. There is one exception and that is related technical math in which the contestant advancing to nationals must have no less than 600 points (60%) and be recommended by the technical chair of the state level contest. Only students who have been screened for competition can be certified to represent Georgia Postsecondary SkillsUSA in the National Championships. In the event that a student from a technical college is the only contestant in a state championships contest, the student must compete in a local contest or preparation event administered at their college or an alternate site. The winners of local contest must be submitted to the State Director with a copy sent to the SkillsUSA Consultant and the registration official. It is the advisor's responsibility to ensure that their contestants are prepared for competitive events. Only official SkillsUSA members who have submitted their dues to the national office by midnight of February 13th are eligible to participate in the state level Championships.
- To be eligible for recognition at the State level Championships, second and third place winners must also earn point scores that are no less than 100 points below the national level cutoff scores respectively (600 or 60% for second place and 500 or 50% for third place.) For Related technical Math contestants, second place winners would have to score 500 points or 50% and third place winners 400 points or 40% for state level recognition.

- A full team (including alternates if allowed) must be registered members before the state deadline for competition
- Contestants must be dressed as specified for the contest especially for safety reasons
- A full team (including alternates if allowed) must be registered members before the state deadline for competition
- A liability form must be completed for all contestants and be maintained by the adviser at all competitive events
- Colleges can only send one contestant from their colleges to participate in a given contest unless they receive information from the State Director stating another number. For a number of years information has been sent out to advisers regarding the count allowed for each contest in the various contests.

Policies for Conduct at Meetings and Conferences

SkillsUSA is an organization that is governed by a Creed that includes a belief in fair play. Members repeat the Creed that includes the statement “I will, through honest and fair play, respect the rights of others. I will always conduct myself in the manner of the best professionals in my career and treat those whom I work as I would like to be treated.” SkillsUSA Georgia Postsecondary students are adults but sometimes adults do not conduct themselves in an accepted manner. The following is the Code of Conduct for SkillsUSA Georgia Postsecondary students.

Code of Conduct for students

Local Advisors/Teachers/Approved Chaperones shall be responsible for their students at all times. Post secondary students are over age 18 and are considered adults but sometimes even adults need guidance at official SkillsUSA meetings, conferences and competitive events. The following information is the code of conduct for Postsecondary SkillsUSA.

1. Participants shall attend all sessions in accordance with the conference agenda.
2. Participants’ behavior at all times should be such that it reflects credit to them, their college and their organization.
3. All conference participants shall wear their conference ID or badge while participating in conference activities.
4. Participants shall keep advisors informed of where they are at all times.
5. Participants shall sleep in the rooms for which they are registered.

6. Students are expected to observe the designated curfew. (Curfew is described as being in assigned rooms by the designated hour.) Curfew times are established by the overall college SkillsUSA advisor.
7. Participants are expected to respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians must pay any damages to the property or furnishings in the hotel rooms or building.
8. Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Do not make excessive noise or have the radio or TV at a high volume.
9. Conference participants shall not possess or consume alcohol, drugs, or any form of artificial stimulant while traveling to, during, or returning from the conference/contest site. Drugs prescribed by doctors are permissible in original container. Violators will be expelled from the conference and turned over to the proper authorities. Chapter advisors will notify parents/guardians and college administrator of the action taken.
10. Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisors of both parties and adult supervision must be obtained before visitation can take place. It is the responsibility of chapter advisors to provide proper supervision between visitations of the opposite sex.
11. Participants are to report any accidents, injuries, or illnesses to their advisor immediately.
12. Use of tobacco products is prohibited in business sessions, workshops and other scheduled conference activities and while in official dress (blazer or jacket must be removed if smoking is necessary).
13. Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
14. When leaving the hotel or conference site, students are to stay in groups of at least 3 or 4 and avoid walking on streets late at night.
15. Students shall not participate in any activity that might cause personal injury to him/her or any other person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the students'/parents'/guardians' expense. The chapter advisor will contact the parents/guardian and the appropriate college administrator.
16. The State SkillsUSA Director has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local advisor or the assigned chaperone will contact the parents/guardian and college personnel.

17. Championships contestants should come dressed to the awards ceremony either in official SkillsUSA Dress, their contestant uniform, or in clean clothing that is in good taste for the occasion. Dress in denims, sandals, and revealing clothing would not be in good taste.

Code of Ethics for Advisors

SkillsUSA advisers are professional educators and must always act in a professional and ethical manner. They serve as models to colleagues and students. They are also human and can get caught up in a situation that requires careful thought before action. All of us have said things or done things that we wish later that we had not said or done. The Championships provide opportunity for students to learn important lessons in life such as how to graciously win and lose and how to use losing as a motivation for improving future performance. It is natural for advisers to want their students to do their best in Championship contests but advisers should guard against becoming too emotionally involved and siding with students before they know the facts. Advisers need to keep in mind that everyone involved in planning and delivering competitive events are doing the best they can to ensure that contests are appropriate, conducted in a fair and impartial manner, and want them to be a positive experience for everyone. There are some things to consider before the Championships, during the competitive events and after the contests are over that will help keep negative situations from occurring.

Advisor's Responsibilities Before the Championships

- Ensure that students are adequately prepared for competitive events by sharing with them appropriate information. This would include sharing with them the technical standards that include the competencies that they may have to demonstrate. Advisers should avoid sharing actual contests that have been previously conducted. Instead, they can share the skills or work stations that students may have to demonstrate in the contests. Contests are almost always different than ones that have been previously conducted so advisers should guard against preparing students for a contest that is significantly different than the one they eventually experience.
- Ensure that students are furnished with any tools and equipment that must be brought to a contest as described in the *Technical Standards* or in communications on the Listserv or website.
- Ensure that students have the required clothing and shoes for competition as well as appropriate clothing for the Opening Ceremony and Awards Ceremony.
- Go over the code of conduct established by your college as well as the code of conducts for SkillsUSA Georgia Postsecondary for the Championships and Conferences.
- Ensure that students are official members of SkillsUSA and that they are registered for the contest in which they intend to compete before the February 15th, 2015 deadline
- Ensure that printed out liability forms are in your possession at all times when attending the Championships or Conferences
- Ensure that an appropriate number and gender of chaperons are present to supervise students who attend the Championships and Conferences

- Ensure that all students follow travel policy established by their college. It is recommended that advisers meet with their students the day before the travel date so that everyone is prepared for the trip.
- Notify the State Director of any students who drop out of competitive events as soon as that occurs.

General Etiquette during the Championships or Conference

- Ensure that all students are checked in to their hotels and that adviser and chaperons know the room assignments.
- Ensure that students are made aware of safety measure such as exits from the building, fire extinguisher locations and appropriate use, bad weather procedures, and so forth.
- Remind students to keep their room doors locked at all times and that they are responsible for ensuring that rooms are maintained in a respectful manner.
- Take a tour of the hotel with your students so that they know the location of restaurants and meeting rooms.
- Ensure that contestants are aware of travel times and arrangements to and from contest facilities and sites such as Atlanta Technical College, Georgia International Convention Center, Allen Vigil Ford in Morrow, Georgia, and other remote sites.
- Remind students that lunches are not provided for contestants at Atlanta Technical Colleges unless specific information sent to advisers says differently.
- Attend the mandatory contestant orientations for at the hotel.
- Attend the adviser's meeting at the hotel.
- Ensure that advisers and chaperons know where students are at all times and enforce the code of conduct. Ensure that all advisers, chaperons, and students understand that they are to follow the same conduct as they would on their college campus during the entirety of the conference, including free time.
- Wear appropriate dress at all times and set an example for students
- Ensure that students are taken to an eating place following the competitive events for lunch.
- Ensure that all students attend the Opening Ceremonies and the Awards Ceremony and that they stay until both meetings are over.
- Deliver prizes provided by the college for contests to the prize room at the time specified.
- Ensure that winning contestants pick up their prizes and sign that they have done so. In the event that students cannot pick up their prizes, advisers are responsible to do so.
- In the event that a student cannot attend the awards ceremony and make a stage presence, the adviser needs to meet with the state director or a member of the planning committee to secure the appropriate medallion at the close of the Awards Ceremony.

Specific Etiquette during and following competitive events

- Advisers should move about the various contests to observe and monitor the competition.
- Should an adviser observe something that does not seem to be consistent or fair to all contestants, he or she should record the observed behavior and report the incident to the State Director and/or any member of the planning committee. Advisers should not make comments to the technical chairperson or judges and should avoid talking loudly to another observer that can be heard by contestants or others.
- An adviser, who feels that the contest is inadequate or has not been conducted in a fair and impartial manner, can complete a Grievance Form and submit it to the State Director or to the chairperson of the grievance committee within 30 minutes following the close of the contest. Advisers can talk to their students following the contest to obtain facts but should avoid agreeing with the student's responses. Contestants will not be able to come before the grievance committee so the adviser filing the grievance must be prepared to complete the grievance form in a complete and thorough manner.
- Advisers should act as a professional and control their emotions at all times, especially in front of students or others. In contests where advisers can observe the competition such as in several of the leadership events, advisers must refrain from asking questions, making comments, or sending body language signals to contestants. Such behavior will not be tolerated and the person will be escorted out of the room and further action may be taken.
- Following the contests, advisers can ask questions to their students, but should guard against making any negative comments about the contest in any manner. Professionals emphasize the positive and eliminate the negative.
- On the way home students may want to vent their frustrations about the Championships, but advisers need to counsel the student and point out the positive outcomes of the experience.

Etiquette Following the Championships and State Conference

- Encourage the students who won prizes to send thank you letters to the sponsoring companies
- Ensure that winning students are appropriately recognized for their accomplishments at the college and community levels.
- If you have recommendations for how any aspect of the Championships and State conference can be improved, send them to the State Director.
- Inform any contestant or a colleague that they are not to send communications about a contest to the State Director, consultants, or to the National SkillsUSA Office. All student and colleague communications about a contest must be submitted to you, the main SkillsUSA adviser for further action if deemed necessary.
- Be sure to thank the leaders of the host colleges and/or business sites for making the Championships a positive experience for all.
- Thank the State Director and the planning committee members for making the Championships a great learning experience for everyone.

Adviser Responsibilities

The key professional in determining whether or not a SkillsUSA chapter will be established and become active in a technical college is a college teacher or administrator who recognizes that a quality program of Career and Technical Education includes an integrated Career and Technical Student Organization (CTSO). Likewise, the number of students in the chapter and how active they are in chapter activities and programs like the SkillsUSA Championships is largely determined by the enthusiasm and leadership skills of the advisor. The SkillsUSA advisor has many duties and tasks to perform in recruiting students to become members and helping them get organized and involved in chapter activities and programs. New advisors as well as experienced advisors can improve their advisor skills by visiting the SkillsUSA.org site and click on educators. There is a series of advisor training modules that are designed to help advisors know how to be effective advisor as well as free information invaluable for new and existing advisors.

The advisor duty addressed here is encouraging students to become contestants in the SkillsUSA Championships and in helping them to prepare for competition. The following is a listing of things advisors can do to encourage members to enter contests and to prepare them for competitive events:

- Go to the Membership and Resources heading of the SkillUSA website and click on the advisers link. Review all of the available materials found there to help advisers. Download the latest Membership kit or request one from the National Office.
- Go to the Membership and Resources heading of the SkillUSA website and review the resources there for students and chapters.
- .Go to the Membership and Resources heading and scroll down to the advisers modules and become familiar with the training information found in these modules.
- Review the materials on the SkillsUSA website regarding the SkillsUSA Championships
- Obtain brochures and fliers that describe the Championships and share them with students.
- Obtain a videotape or DVD on the National SkillsUSA Championships conducted in Kansas City and show it to students
- Obtain the latest copy of the SkillsUSA Championships Technical Standards CD and share the scopes of specific contests with interested students
- Download the Power Point presentation available for promoting a local SkillsUSA Chapter and show them to students
- Read memorandums sent by the State SkillsUSA Director and SkillsUSA Consultant regarding the Championships
- Describe the activities that occur at the annual State SkillsUSA Championships and State Conference.
- Inform students that they have an opportunity to earn valuable prizes if they are a first, second or third place winner
- Provide practice opportunities for students who have decided to be a contestant
- Work with a technical chairperson to design and conduct a local college SkillsUSA

Championships.

- Provide copies of the current Leadership handbook and the materials on the first two levels of the Professional Development Program to help students prepare for the SkillsUSA Knowledge test (required at the national level only).
- Obtain specific information on appropriate contests that are available on the SkillsUSA website as “Helpful Contest Hints From Our National Education Team Members.”
- Provide each contestant with a copy of the contest regulations from the latest Technical Standards and with a copy of the contest singles entitled “Prepare for National Conference with Contest Singles” available for a small cost from National SkillsUSA.
- Obtain a tool and equipment list for each contest in which your students are participating and be sure they have these tools and equipment with them when they travel to the competition.
- Submit registration payment for contestants on time to the national office thru the online registration site.
- Check with the students to be sure they have the clothing and shoes required to participate in the competitive events and to accept their medallions at the awards ceremony.
- Go over the code of conduct with all students who will attend the State SkillsUSA Championships and Conference
- Obtain prizes of appropriate value to honor your commitment to the Awards Committee so that winners receive worthwhile prizes
- Contact the State SkillsUSA Director or SkillsUSA Consultant if there are any questions about competitive events or the conference
- Submit the tentative list of contestants to the registration official on the pre-registration and registration forms on time
- Submit the names of students who will participate in the State SkillsUSA Championships to the registration official by march 1st or on an earlier date specified in the pre-registration and registration materials
- Notify the State SkillsUSA Director or the registration official of any contestant substitutions or drops
- Be sure that all contestants are official members in good standing with the National SkillsUSA Headquarters.
- Attend the advisors meeting on the first day of the Championships and pick up the registration packets
- Be sure that completed liability forms are submitted to the registration official at the conference or at any remote site
- Arrange for additional college teachers to serve as chaperons and to supervise students that attend the State SkillsUSA Championships and Conference
- Be sure to observe all students as they demonstrate their skills in competitive events
- Stay for the awards ceremony and insist that students do to
- Be sure to thank host college faculty and staff for hosting the Championships
- Act as a professional and control your emotions at all times so that you demonstrate a positive view of the conference
- If you believe that a contest is being operated unfairly, try to contact the SkillsUSA Consultant to correct the situation and if you are unsuccessful, file a written protest to

headquarters with 30 minutes after the contest. Do not take sides with students but obtain accurate and objective information regarding the situation

- Know where your students are at all times and enforce the code of conduct
Ask members of the planning committee if they need assistance with anything at the conference.
- Use a digital camera without flash to take pictures of contestants in action or contestant products
- Inform your contestants that they are not to send e-mails with complaints about any contest to the State Director, the State Consultant, or to members of the Planning Committee. The advisor should be the only one who communicates to these Championships leaders.

Policies for Contest Grievances

Sometimes advisers observe conditions or behaviors in a contest that seems unfair and departs from normal practice. Advisers can file a grievance that must be in writing and submitted to the State Director or another member of the Planning Committee within 30 minutes following the end of the contest. A Grievance Committee composed of the Georgia Postsecondary SkillsUSA Director, SkillsUSA Consultant, overall technical chairperson of the host college, and at least four other members of the State SkillsUSA Championships Planning Committee is established each year to handle any grievances. The committee should meet on call to hear any protested contest. The committee must obtain information from the technical chairperson and/or judges as well as the host college contest facilitator, along with the information provided in the written protest before making a decision. The committee may choose to interview the advisor who has submitted the protest but should not involve the student in the process. If warranted, the committee may uphold the protested contest and request that the results not be announced at the award ceremony and that advisors and students involved in this contest meet the State SkillsUSA Director immediately following the awards ceremony for explanation and future action. The proceedings of the Grievance Committee should be kept confidential and decisions of the committee communicated only by the State SkillsUSA Director. A copy of the grievance form is included below.

SkillsUSA Georgia Postsecondary Officer Screening/Election Package

SkillsUSA Georgia Postsecondary is a student organization and leadership is to be provided by a slate of state elected officers who develop and implement an annual plan of work under the guidance of the State Director and/or an officer advisor appointed by the State Director. Like any organization, leadership must be provided by qualified and trained officers if the organization is to fulfill its goals and purposes. The following information describes the state officer election process.

Introduction

To obtain and hold a position as a state officer in Georgia Postsecondary SkillsUSA is a high honor requiring certain responsibilities. It can also be one of the most rewarding experiences for a student. Being a state officer does lead to some great learning opportunities, travel and is a great addition on a resume.

The state officers are the leaders of the state organization and are expected to work together as a team to enlarge their perspective from purely member and local chapter member interest to encompass the purpose of the state organization and its' effective and efficient functioning.

We ask potential candidates be dedicated to SkillsUSA, possess excellent communication skills such as public speaking (or at least be willing to learn), display professionalism, be able to work as part of a state team, and be able to handle one's self appropriately in many different situations.

The state officers for the Georgia SkillsUSA Georgia Postsecondary organization are elected each year during the state conference. Any student member meeting the minimum qualifications as outlined is eligible to be a state officer candidate.

The state officers campaign for and are elected to the State Officer Team. They are NOT elected to a specific state officer position. The specific officer positions are selected later and are explained further in the "Selection of Officer Positions" section.

State Officer Positions

Article V, Section 1 of the Georgia Postsecondary SkillsUSA Constitution and By-Laws states that the state officers shall be the president, vice president, secretary/treasurer, reporter/historian, and parliamentarian.

Officer Responsibilities

Each state officer must know and understand the duties of their office as outlined in the SkillsUSA Leadership Handbook. In addition, state officers will have additional duties that may be assigned.

The State Officer Team is responsible for conducting the organization meetings during the Fall Leadership Conference, State Conference, and the Georgia delegation meetings at the National

Conference. The officers, under the guidance and leadership of the State Officer Advisor will determine the agendas for these meetings and their individual responsibilities prior to each meeting and will be prepared at each meeting to perform their duties.

The State Director has the responsibility of the daily operations of the state organization. The State Director is assisted in her duties by her assistant, the State Advisor, Assistant State Advisor, State Officer Advisor, and the State Planning Committee. No state officer is to make a decision for the organization without input and approval from the State Director.

The State Officer Advisor has the responsibility for the preparation of the State Officer Team and will work closely with the team. The State Officer Advisor will schedule meetings during the year for the purpose of preparing the state officers for upcoming responsibilities.

State Officer Contract

As part of the qualification process, each state officer candidate will sign and submit a State Officer Contract. This contract outlines the rules and regulations of a state officer. By signing the contract, the state officer candidate agrees to abide by the rules and regulations as set forth in the document. A copy of the **State Officer Contract** is included.

Minimum Qualifications

The minimum qualifications of a state officer candidate have been determined by the State Director and State Planning Committee and are provided to all local chapters each year. The **Minimum Qualifications** are included in this championship guide.

State Officer Candidate Orientation Meeting

Each state officer candidate is required to attend an orientation meeting held on the First afternoon of the state SkillsUSA conference. Officer candidates and their advisors are advised of the time and location of this meeting prior to arriving for the conference. The officer candidates will be given a brief review of the campaigning and election process, announcing of newly elected officers and installation process, and events in the upcoming year. This is also the opportunity for any candidates to ask any questions they may have.

At this meeting, the officer candidates also take the State Officer Qualifying Exam. Because all of the candidates are running for the State Officer Team and not a particular office, all candidates take the identical test. The test covers SkillsUSA knowledge, duties of officers, etiquette, conducting a meeting, and parliamentary procedure. The test is used as a tie-breaker in case of a tie vote.

Election Procedures

After meeting all of the minimum qualification requirements as a state officer candidate, the

candidates may begin campaigning immediately following the state officer candidate orientation meeting. Each officer candidate will also give a short campaign speech during the Opening Session of the State SkillsUSA Conference.

Immediately following the Opening Session, the delegates from each school assemble for the Delegate Session. The number of delegates from each school is determined by the number of student members as reported by National SkillsUSA. Each school has one (1) delegate for each ten (10) student members. The state secretary/treasurer conducts a roll call of chapters to determine the schools and number of delegates present. Each delegate must be present to cast their vote.

The five (5) candidates receiving the most votes are elected as the State Officer Team. In the case of a tie vote, the state officer qualifying exam scores would be used as a tie-breaker.

Newly elected state officer team members are announced during the Awards Ceremony at the State SkillsUSA Conference. Immediately after they are announced, the state officers are installed into office. They will assume their duties immediately after the adjournment of the Awards Ceremony and the Conference.

Selection of Officer Positions

The newly elected state officers are no longer elected to a specific position, or office, but rather as part of the State Officer Team. The selection of which officer assumes each particular office is determined during the State Officer Retreat which is held either in late May or early June each year. During this retreat, the officer team will receive training in parliamentary procedure, how to conduct an effective meeting, leadership development, public speaking, and team building. Each officer will also sit through an interview conducted by the presenters of the various workshops. The presenters would determine which officer would be best suited for each officer position based on their interviews and observations of the officers during the retreat. The presenters will not be SkillsUSA advisors or affiliated with the organization.

Leadership Training

Each state officer is expected to perform their duties effectively and professionally. To assist the state officers with this, they are provided numerous opportunities for leadership training. As part of the minimum qualifications as a state officer, each candidate commits to be available to attend various leadership development conferences throughout the year. These conferences are listed on the Minimum Qualifications form.

Expenses

The cost of sending the state officers to the various leadership conferences is very costly to the state organization. Income into the state organization budget comes solely from membership

dues collected. This limits the amount of money available for covering the expenses of sending the state officers to their conferences.

Following is a breakdown of how state officer expenses are typically covered. This list may change without prior notice and is always dependent upon available budgets.

State SkillsUSA Organization

Registration

Hotel room (2 officers per room)

Local Chapter/College

Travel expenses (mileage, airfare, etc.)

Meal stipend

Parking fees (hotel, airport)

Blazer or any other official dress item

State Officer

Miscellaneous spending money

Meal expenses not already covered

Room charges (room service, laundry, movies, phone, etc.)

National Officer Candidacy

State officers may also want to consider running for a national office. Being a part of the National Officer Team provides the student with opportunity to learn a lot about them, make many new and long lasting friends and have fun in the process.

Anyone wishing to run for a national office must register for the state conference as a “National Officer Candidate” and receive the endorsement of the State Director, or a majority vote of the State Planning Committee or Delegates.

National officer candidates must download the National Officer Application Forms from the SkillsUSA website ensure all of the requirements have been met and the completed paperwork is submitted to the national office by the posted deadline.

State Officer Candidate Form

(Please type or print neatly)

Full Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Telephone #: _____ E-mail: _____

College Name: _____

Program of Study: _____

Instructor/Advisor: _____

Local Chapter Advisor: _____

Date Enrolled: _____ Expected Graduation Date: _____

Participant In:

Local or State Contest

Contest Name _____

Leadership Conference

_____ GA Postsecondary SkillsUSA Conference

_____ GA Fall Leadership Conference

_____ Other (Specify) _____

Chapter Officer

Office Held _____

SkillsUSA Georgia Postsecondary State Officer Contract

As a state officer of SkillsUSA Georgia Postsecondary, you have the responsibility to represent all members of the state association. Your conduct must be exemplary at all times while representing the organization. You will have an opportunity to meet students, advisors, administrators, business and industry and labor representatives during your term of office. Your actions will set a standard for all SkillsUSA members to follow. When you sign the State Officer Contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of SkillsUSA.

As a state officer of SkillsUSA Georgia Postsecondary, I agree to the following rules and regulations:

- I will, at all times, respect public and private property.
- I will spend each night in the room of the hotel/motel to which I am assigned.
- I will not be in the sleeping room with a member of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
- I will not use alcoholic beverages or drugs at any time when involved in SkillsUSA activities.
- My conduct will be exemplary at all times during SkillsUSA functions.
- I will forfeit my office if I leave school before completing my training program, drop out, suspended, or expelled.
- I will respect authority at all times.
- I will keep the State Director and/or State Advisor informed of my whereabouts at all times.
- I will respect the official SkillsUSA dress by not smoking while wearing it.
- I will attend all activities for which I am assigned/registered and will be on time to all functions and assignments.
- I will adhere to the dress code at all times.
- I will maintain good academic standing at my college.
- I will submit my name on a membership roster and pay dues as a member for the year in which I am an officer.
- If involved in any activity that is detrimental to SkillsUSA, and/or my college, such as police arrest for DUI or drug charges, I will immediately forfeit my office.
- I will provide a spark of enthusiasm for the state organization and SkillsUSA.

- I will represent the state organization as a delegate or alternate delegate during the National SkillsUSA Conference (except in the case when an officer is also a competitor)
- I will participate as an active member of the State Officer Team.
- I will know the parts of the Opening and Closing Ceremony.
- I will prepare in advance for any speaking parts at any upcoming conference.
- I will be prepared to assume the duties of another officer, if necessary.

Violations and Penalties

Violations of any items may be grounds for disqualification or suspension from an activity or office. The violator will be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate college official.

I understand that, by signing this contract, if I am in violation of any of the above regulations and/or conduct myself in a manner unbecoming of a State SkillsUSA officer, I may be suspended from further state office activity or lose my officer status. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.

Name: _____

(Typed or Printed)

Signature of Candidate _____ Date _____

SkillsUSA Georgia Postsecondary State Officer Candidate

Minimum Qualifications

To obtain and hold a position as a state officer in SkillsUSA Georgia Postsecondary is a high honor requiring certain responsibilities. The state officers are the leaders of the state organization and are expected to work together as a team to enlarge their perspective from purely member and local chapter member interest to encompass the purpose of the state organization and its' effective and efficient functioning.

The minimum qualifications of a state officer candidate are:

1. Endorsement of their instructor, local chapter advisor, and college president
2. Has at least three (3) quarters remaining in their technical program
3. Maintains active member status
4. Successfully passes the SkillsUSA Knowledge Test and Officer's Qualifying Exam
5. Attends the state officer candidate orientation meeting at the state conference
6. Pass or present participant in one of the following:

Local or state contest

Leadership conference

Chapter officer

7. Will file candidacy for office with the State SkillsUSA Director or designee by the deadline prior to the State SkillsUSA Conference by submitting the following:

Officer Candidate Form

State Officer Contract

Resume

Individual Letters of Recommendation

Instructor/Program Advisor

Local Chapter Advisor

College President

Medical Release Form

State Officer Contract

8. Will be available to represent the state organization through personal appearances as listed below during the tenure of their office:

State Officer Retreat – May (3 days)

National SkillsUSA Conference – June (7 days)

State Organization Officer Training – August (3 days)

Washington Leadership Training Institute – September (4 days) *

State Fall Leadership Conference – November (4 days)

State officer meetings during the year – Oct & Feb (1) day

State SkillsUSA Conference – March (4 days)

* Optional

9. Will, if elected, stay for a brief orientation immediately following the SkillsUSA Awards

Ceremony

10. If elected, state officers will at all times uphold the high moral and ethical values of the SkillsUSA organization.

The current chairperson of the State Officer Committee, will e-mail each college Advisor State Officer information which is similar to the information described above with specific information for the 2015-2016 SkillsUSA year. The following is a copy of an example e-mail letter:

To: SkillsUSA Georgia Postsecondary Advisors

From: State Officer Committee Chairperson

Date:

RE: State Officer Candidates

As you already know, in addition to the state Skills USA Championships, we will also be electing our 2015-2016 state officers. If you have any students interested in running for a state office, I have included the qualifying material that they will need to complete. If you have a state officer candidate, please have their qualifying material returned to me at the following address no later than **March 8th**.

Committee Chairperson Address:

NO OFFICER CANDIDATE MATERIAL WILL BE ACCEPTED AFTER THE MARCH 8th 2016 DEADLINE. The due dates for submitting officer candidate's changes each year so please monitor the information on the Listserv.

All state officer candidates will need to attend a **mandatory officer candidate meeting** that will be announced. The time and location of this meeting will be announced. They will be taking the qualifying exam while at this meeting. **PLEASE BE ON TIME!** The exam consists of 50 questions and covers basic SkillsUSA knowledge, parliamentary procedure, and the duties of the offices. Officer candidates will also be required to give a short 2-3 minute speech during the Opening Session on Thursday, _____.

Officer candidates may begin campaigning immediately upon their arrival at the conference. More information on campaigning will be sent to the officer candidates at a later date.

The 5 state offices are: President, Vice President, Secretary/Treasurer, Reporter, and Parliamentarian.

The Delegate Session will once again be held immediately following the Opening Session on Thursday night. The number of delegates for each chapter will be determined by their student membership as reported by National SkillsUSA. The appropriate number of delegate ribbons will be placed in each chapter's packet at registration.

The Delegate Session usually takes about 15 minutes, so advisors need to make sure their chapter delegates stay for the session. State officer candidates can be a delegate for their chapter. Current state officers CANNOT be delegates.

Officer Installation Committee

The Officer Installation Committee is responsible for overseeing the installation of officers at the awards ceremony. If the formal officer installation ceremony is selected, the committee must obtain the candles and other officer installation materials, including copies of the formal installation ceremony for each participant, so that officers will know what they are to say and do during the installation ceremony. This committee must meet with the State Officers and review the procedures for the installation of officers that will occur at the awards ceremony. The committee is responsible for the retrieval and storage of officer installation materials. The committee may elect to use an abbreviated officer installation ceremony which follows or the formal installation ceremony found in Appendix A.

Short State Officer Installation Ceremony

Will the state officers please take their place for the installation of the newly elected state officer team.

Reader

It is your responsibility as state officers to represent each member throughout the all local chapters, to carry out an active development program, to be available for travel and speaking engagements, and to serve as liaisons between the local and state organizations.

Reader

You are to provide the spark of enthusiasm that keeps SkillsUSA running smoothly. As a leader in this organization, you are always to be an ambassador, and to help ensure SkillsUSA meets the challenges and demands of these ever-changing times.

Reader

Please repeat after me:

“I, (pause) promise to fulfill the duties of my office as a state officer of SkillsUSA to the best of my ability.”

Reader

You are duly declared, obligated and installed as state officers of SkillsUSA Georgia Postsecondary for the _____ year.

