



GEORGIA POSTSECONDARY
ASSOCIATION OF SKILLSUSA

SkillsUSA Georgia Postsecondary Constitution and Policies and Procedures Guide





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History and Background

SkillsUSA Georgia Postsecondary has followed several 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 located here.

Funding for SkillsUSA Georgia Postsecondary

Funding for SkillsUSA Georgia Postsecondary 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 comes from other sources such as donations from business and industry, assessed fees to member schools and student participation fees in the Championships. The annual fee structure is published annually and may be obtained from the State Director.

Policies for Participation in the Championships

The official SkillsUSA year runs from August 1st thru the Annual National 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 full benefits of membership. 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 typically in February or March of the year (specific dates for any given year can be requested from the State Director).

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 Database before the deadline for the state Championships or the national membership deadline, whichever comes first
- Per the national policy, a student is not post-secondary until they have a high school credential (diploma, GED, etc.). States are not allowed to have a high school student in dual enrollment compete as post-secondary. They must have a high school diploma or its equivalent before they can be post-secondary
- Can only participate in one contest per year
- Can only participate as a contestant in the same 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 contests 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 them the opportunity to advance to national competition. Contestants must meet reasonable standards which serve to the students are adequately prepared for the national competition. 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. The exceptions are related technical math and CNC contests in which the contestant advancing to nationals must have no less than 600 points (60%). Quiz Bowl and Health Knowledge Bowl are exempt from the scoring criteria due to the nature of the contests, the highest score will advance to the national competition. 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 chapter 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 a local contest must be submitted to the State Director with a copy of the judges' detailed scores. 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 the annual deadline 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 200 points below the national level cutoff scores respectively (500 points or 50% for second and third place winners. For Related technical Math and CNC contestants, second place and third place winners must score at least 400 points or 40% to receive medallions.)
- A full team (including alternates if allowed) must be registered members before the state deadline for competition.
- Models for the Nail Care and Esthetics contest must be official SkillsUSA student members. They are not required to have resumes.

- All SkillsUSA Georgia Postsecondary contestants must submit a one-page resume to the technical chairperson of their contest at the specified time online or via the specified manner in the contest update.
- Contestants at state must be dressed similarly to what is specified for the contest, especially for safety reasons.
- A liability form must be completed for all contestants and be maintained by the main college advisor or designated advisor at all competitive events.
- A listing of contests and how many contestants a college may send will be distributed annually.

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.”

Code of Conduct for students

Local Advisors/Teachers/Approved Chaperones shall be responsible for their students at all times. The following information is the code of conduct for SkillsUSA Georgia Postsecondary:

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 (or emergency contact) 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 (or emergency contact) 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 advisors are professional educators and must always act in a professional and ethical manner. They serve as models to colleagues and students. 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 advisors to want their students to do their best in Championship contests but advisors should guard against becoming too emotionally involved and siding with students before they know the facts. Advisors 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 result in 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. Advisors 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 advisors 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 conduct 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 state deadline.
- Ensure that liability forms are in your possession or a designated college person at all times when attending the Championships or Conferences.
- Ensure that an appropriate number 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 advisors meet with their students 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 advisor and chaperones 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.
- Ensure that advisors and chaperons know where students are at all times and enforce the code of conduct. Ensure that all advisors, 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 Ceremony 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, advisors are responsible to do so.
- In the event that a student cannot attend the awards ceremony and make a stage presence, the advisor 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

- Advisors should move about the various contests to observe and monitor the competition.
- Should an advisor 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. Advisors 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 advisor, who feels that the contest is inadequate or has not been conducted in a fair and impartial manner, can complete a Grievance Form online and submit it to the State Director within 30 minutes following the close of the contest. Advisors 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 advisor filing the grievance must be prepared to complete the grievance form in a complete and thorough manner.
- Advisors should act as a professional and control their emotions at all times, especially in front of students or others. In contests where advisors can observe the competition, advisors 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, advisors 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 advisors 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, the National SkillsUSA Office or to the technical chairperson of a contest. All student and colleague communications about a contest must be submitted to the main SkillsUSA advisor 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.

Advisor 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 advisors link. Review all of the available materials found there to inform advisors. 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 advisors modules and become familiar with the training information found in these modules.
- Review the materials on the SkillsUSA website regarding the SkillsUSA Championships
- Review the current theme and check for contest updates
- Obtain brochures and fliers that describe the Championships and share them with students.
- Obtain the latest copy of the SkillsUSA Championships Technical Standards available on the national website for dues paying professional members and share the scopes of specific contests with interested students
- Read memorandums and e-mail messages sent by the State SkillsUSA Director regarding the Championships
- Read the Championships information posted on the SkillsUSA Georgia Postsecondary website (skillsusagaps.org).
- Check the national website for contest updates information
- Describe the activities that occur at the annual State SkillsUSA Championships and State Conference with interested students and especially with contestants
- 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.
- Review the study guide to help students prepare for the SkillsUSA Professional Development test
- 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. Most contest scopes (*Technical Standards*) have information about required tools and equipment for competition.
- Submit registration and 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 if there are any questions about competitive events or the conference
- Notify the State SkillsUSA Director or the registration official of any contestant substitutions or drops
- Identify online test proctor(s) at your college, ensure proctors are not also SkillsUSA advisors
- Be sure that all contestants and models are official members in good standing with the National SkillsUSA Headquarters.
- Be sure that completed liability forms are available for all contestants from a college in care of

- the main college advisor or a designated colleague.
- Arrange for additional college teaches to serve as chaperons and to supervise students that attend the State SkillsUSA Championships and Conference
- Try observe all students as they demonstrate their skills in competitive events when possible
- Stay for the awards ceremony and insist that students do as well
- 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 State Director or any Planning Committee member to correct the situation and if you are unsuccessful, file a grievance form 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
- Inform your contestants and fellow advisors that they are not to send e-mails with complaints about any contest to the State Director, members of the Planning Committee, and to any technical chairperson of a contest. The main advisor should be the only one who communicates to the State Director.
- Review the [Georgia Postsecondary Advisor Guide](#)

Policies for Contest Grievances

Sometimes advisors observe conditions or behaviors in a contest that seems unfair and departs from normal practice. Advisors can file a grievance that must be in writing on the available online form 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 and select members of the State SkillsUSA Championships Planning Committee. The committee should meet on call to hear any protested contest. The committee must obtain information from the technical chairperson and/or judges, 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, and in rare occasions may interview students involved. 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.



SkillsUSA Georgia Postsecondary Constitution

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 association with 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. Per the national policy, a student is not post-secondary until they have a high school credential (diploma, GED, etc.). States are not allowed to have a high school student in dual enrollment compete as post-secondary. They must have a high school diploma or its equivalent before they can be post-secondary.
- Section 5. 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 technical education. Although alumni members pay dues and may participate at the state and national level through the Alumni Association 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 6. A membership shall be from August 1 through July 31.

ARTICLE V – STATE OFFICERS

- Section 1. The state officers of SkillsUSA Georgia Postsecondary shall be the president, vice president, secretary, treasurer, reporter, and parliamentarian. Alternate positions may be approved by the state planning committee.
- 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 one (1) year, unless in rare cases specifically approved by the State Director.
- Section 4. Candidates for national office must first serve as a state officer. National officer candidates are recommended by the State Planning Committee and subject to the approval of the Georgia Postsecondary State Director.

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) year remaining in a technical program
- Has active member status
- Pass the SkillsUSA Professional Development test
- Pass a Pre-Conference Interview
- State Officers will always 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, letters of recommendation from their instructor, local chapter advisor, and college president, Liability Form, and other aspects of the Official Application.

- 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, including but not limited to:
1. State Officer Training & Selection
 2. National Leadership and Skills Conference
 3. Washington Leadership Training Institute
 4. Georgia Fall Leadership Conference
 5. State Officer meetings during the year
 6. State Leadership and Skills Conference
- Section 4. A two-minute speech will be given by each candidate, and the election will be held during the delegate session following the Opening Session of the State SkillsUSA Conference.
- Section 5. Candidates are elected to the officer team based on a score of 50% delegate vote count, 25% SkillsUSA Professional Development test score, and 25% Pre-Conference interview score. 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 by voting delegates 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 officer advisors, chapter advisor from the college hosting the current state conference (if applicable), cluster area leaders, 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, 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 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

Sections 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 and approved by the Technical College System of Georgia.

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.
- The State Director and applicable Technical College System of Georgia staff shall review amendments for compliance.

- Amendments will 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 and approval by the Technical College System of Georgia.