

SKILLSUSA ILLINOIS POLICY MANUAL

Established November 8th, 2019

Revision 2019

SkillsUSA Illinois, Inc. | 133 N Parkway Dr. Pekin, IL 61554

INTRODUCTION

This **Policy Book** contains the governing documents, policies and guidelines used as the basis for actions of employees and volunteers who work on behalf of **SkillsUSA Illinois, Inc.**, and the **Illinois Foundation of SkillsUSA VICA Inc.**

Governing documents are those documents that have legal authority for the organization, or agreements that have been duly authorized by representatives of the SkillsUSA Illinois Board of Directors and have legal implications.

Policies are specific directions as determined by the SkillsUSA Illinois, Inc. Board of Directors. Typically, policies are broad in nature and are carried out by staff and volunteers through a series of guidelines and procedures.

The **guidelines** included herein may, or may not, have been approved by the SkillsUSA Illinois, Inc. Board of Directors; however, they have been developed by the Board, staff, or volunteers as a way of doing business for the organization. They also represent the standard upon which decisions are made within the organization.

Table of Contents

Organizational Governance	4
SkillsUSA Illinois, Incorporated Bylaws	4
SkillsUSA Illinois Board of Directors	12
Board Member Job Description	12
Board President Job Description	14
Executive Director’s Job Description	15
Board of Directors Meeting Dates	17
Board of Directors Executive Sessions	19
Annual Budget	20
Board Minutes	21
SkillsUSA Illinois Structure	22
<i>State Office Structure</i>	22
National Office Affiliation	23
Financial Agreement	24
Corporate Securities Policy	24
Non-Discrimination Policy	26
Program Management	27
Technical Standards	27
Operating Policies	28
Start Up of a New Contest	29
Resolving Errors at SkillsUSA Illinois Championships	30
Grievance Policy.....	32
Grievance Committee Policy	33
Public and Private School Scholarships	34
Codes of Conduct.....	35
SkillsUSA Illinois Officer Code of Conduct	36
State Leadership and Skills Conference Host Site Agreement	40
Hotel Accommodations	41
State Voting Delegates	42
Qualifying for State Leadership and Skills Conference	43
<i>Qualifying for State Leadership and Skills Conference</i>	43
<i>Host Site Agreements</i>	44
<i>Regional Competition</i>	45

Organizational Governance

Adopted November 8th, 2019

SkillsUSA Illinois, Incorporated Bylaws

ARTICLE 1

Name

Section 1: The name of the Corporation shall be SkillsUSA Illinois, Incorporated.

ARTICLE 2

Purposes

Section 1: The corporation shall be operated exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue code of 1954 (or corresponding provision of any further Revenue Law), and shall in furtherance thereof without regard to sex, race, creed or national origin, develop leadership abilities and interest in technology/career education for students who are residents of Illinois, by providing guidance and assistance to local student chapters dedicated to the development of such abilities and interest through participation in technology/career education or other educational activities; provided, however, that no part of the net earnings of the corporation shall inure to the benefit of any private member or individual, and provided further that no substantial part of its activities shall involve the carrying on of propaganda or otherwise attempt to influence legislation. The corporation recognizes the educational programs and philosophies of SkillsUSA Illinois as being an integral part of technology/career education.

Section 2: The Board of Directors shall establish policies and procedures for the establishment of a State Career and Technical Student Organization (CTSO), composed of the chartered colleges or schools (public or private), to be known as SkillsUSA Illinois Chapters.

ARTICLE 3

Powers

Section 1: The corporation shall have the power to do all lawful acts necessary or desirable to carry out its purpose consistent with the provisions of the (applicable state not-for-profit corporation act) and section 501 (c) (3) of the Internal Revenue Code.

ARTICLE 4

Non Profit

Section 1: This corporation is organized on a nonprofit, non-stock basis.

ARTICLE 5
Corporate Membership

Section 1: SkillsUSA Illinois is the chartered member of SkillsUSA, Inc. and has been appointed to represent all members of SkillsUSA within Illinois. SkillsUSA Illinois, Inc. shall represent all middle school, high school, and college post-secondary chapters in Illinois.

ARTICLE 6
School Charter

Section 1: Application for School Charter Activation shall be made in writing to the Executive Director of SkillsUSA Illinois, Inc., on the corporate membership application provided in the advisor handbook.

Section 2: No School Charter member shall be in good standing whose school association dues are in arrears. The Board of Directors may drop any school charter from the roll of the Corporation for cause, or for nonpayment of the state association's dues.

Section 3: There shall be three classes of members: Student/Professional, Associate, and Honorary.

The student/professional members of this organization shall consist of the chapter advisors and students within the State of Illinois, middle school, high school, and college divisions, who are professional or student members in good standing of SkillsUSA Illinois, Inc. Voting rights of the student/professional shall be in accordance with the bylaws of this corporation. Only members in good standing with this association and of SkillsUSA Illinois, Inc. may claim such member privileges and benefits as may be rendered or offered.

The associate members of this organization shall consist of cooperative employers and/or training station sponsors, advisory council members and lay persons associated with and contributing to the improvement and development off the corporation and technology/career education. They are not eligible to vote or hold office unless they are appointed to a position on the Board of Directors.

The honorary members are those persons designated by the Board of Directors in recognition of their interest in or service to the Corporation. Such membership shall be effective for such periods as the Board shall determine, shall not be transferable, and shall not entitle "Honorary Members" to voting rights.

ARTICLE 7
Board of Directors

Section 1: The direction and management of the affairs, funds, and properties of the Corporation shall be vested in the Board of Directors who shall pursue such policies and guidelines as

shall be in accordance with the provisions of the Certificate of Incorporation, these Bylaws, and the laws of the Illinois.

- Section 2:** The following shall be members' ex-officio of the Board of Directors:
- One Representative of the Illinois State Board of Education appointed to serve as a consultant to the Board. (State Advisor) (Corporate Member)
 - One Representative of the Illinois Foundation SkillsUSA-VICA to act as a consultant to the Board.
 - One representative of the Illinois Community College Board appointed to serve as a consultant to the Board.
 - One person to serve as a Recording Secretary appointed by the Chairman of the Board.
 - The Current State Executive Director of SkillsUSA Illinois, Inc.

Section 3: There shall be five regional representatives on the SkillsUSA Illinois, Inc., Board of Directors, elected by the members' region at their own designated times. If there are more than two candidates, the *preferential* ballot method will be used as described in *Robert's Rules of Order*. A majority vote is required using the preferential method. One representative shall be elected to represent High School Region 1 & 2, one from High School Region 3 & 7, one from High School Region 4 & 5, one from Region 6, and one to represent the College Post-Secondary Chapters. If the regions fail to host a meeting, the State Executive Director will be granted the authority to appoint a member, from that region, to serve in that capacity.

- a. The aforementioned regions shall be constituted as following:
- Region 1: McHenry, Lake, Kane, Dupage, Kendall, Cook* (See map for portion of Cook County that lies in Region 1)
 - Region 2: City of Chicago
 - Region 3: Jo Daviess, Stephenson, Winnebago, Boone, Carroll, Ogle, Dekalb, Whiteside, Lee, Rock Island, Henry, Bureau, Putnam, La Salle, Mercer, Henderson, Warren, Knox, Stark, Marshall, Fulton, Peoria, Tazewell.
 - Region 4: Woodford, Livingston, Ford, Iroquois, Mclean, Logan, De Witt, Piatt, Champaign, Vermillion, Macon, Shelby, Moultrie, Douglas, Coles, Cumberland, Edgar, Clark
 - Region 5: Hancock, McDonough, Mason, Schuyler, Adams, Brown, Cass, Menard, Pike, Scott Morgan, Sangamon, Christian, Calhoun, Greene, Jersey, Macoupin, Montgomery, Madison, Bond
 - Region 6: St. Clair, Clinton, Fayette, Effingham, Jasper, Crawford, Clinton, Marion, Clay, Richland, Lawrence, Monroe, Washington, Jefferson, Wayne, Edwards, Wabash, Randolph, Perry, Franklin,

Hamilton, White, Jackson, Williamson, Saline, Gallatin, Union,
Johnson, Pope, Hardin, Alexander, Pulaski, Massac

Region 7: Grundy, Will, Cook*, Kankakee (See map for portion of Cook
County that lies in Region 7)

- b. Prior to the first meeting of the fiscal year, the region members shall nominate a representative for a two-year term to fill the positions of regional representatives as these become vacant upon the expiration of the terms of office as specified herein.
- c. The seven membership regions will be determined by the Board of Directors. Each chartered school in each geographical region shall have the right to nominate one active classroom teacher, with a paid professional membership, to be on the board.
- d. No member of the Board of Directors shall be eligible for service on the Board for more than two consecutive terms, except that any member who shall have been appointed by the Board to fill a vacancy for an unexpired term [as set forth in subsection (f) of this Article] shall be eligible for reelection for two full terms.
- e. Members of the Board of Directors shall hold office for the term(s) or time period for which they are elected and until a successor shall have been elected or appointed and qualified according to these Bylaws.
- f. In case any member of the Board of Directors shall, by death, resignation, incapacity to act, or otherwise cease to be a member of the Board during his/her term, a successor shall be chosen by majority vote of the members of the board remaining in office to serve until the members of the Board remaining in office to serve the remainder of the unexpired term. Two consecutive absences from the Board of Directors meetings shall constitute a member's resignation.
- g. All appointed representatives of the board must be approved, through a majority vote, by the Board of Directors.

Section 4: There shall be four business or organized labor representatives on the Board of Directors, in addition to the chair of the Foundation (ex-officio member). These members shall be nominated by the Board of Directors and shall be appointed as follows:

- a. Each term shall be for two years, and no member may serve more than two consecutive terms, except that any member who shall have been appointed by the Board to fill a vacancy of an unexpired term shall be eligible for reappointment for two full terms. Under no circumstances shall business representatives serve more than seven consecutive years.

- b. In case any member in this category shall, by death, resignation, incapacity to act, or otherwise cease to be a member of the Board during his/her term, a successor shall be chosen by majority vote of the members of the Board remaining in office to serve the remainder of the unexpired term. Two consecutive absences from the Board of Directors meetings shall constitute a member's resignation.
- c. Members in this category shall be elected by majority vote of the full Board present at a duly called meeting.
- d. Members appointed shall:
 - be representative of their respective organizations with the full knowledge and endorsement of their company or union. Travel expenses related to participation are expected to be paid by the member's company or union.
 - represent organizations with interests in Illinois.
 - be selected based upon the volunteer or financial commitments made to SkillsUSA Illinois by their organization and their individual personal contributions of service or personal abilities to be brought to the Board of Directors.

Section 5: There shall be one representative of the Illinois Alumni Association of SkillsUSA to be chose by the Alumni Association. This representative can serve for a maximum of two consecutive years.

Section 6: A past Executive Director of SkillsUSA Illinois will serve as a representative of the Board of Directors.

- a. This position will be held in perpetuity by a past Executive Director and approved by a majority vote of the board.
- b. In the event the immediate past Executive Director shall, by death, resignation, incapacity to act, or otherwise cease to be a member of the Board, a successor shall be chosen by a majority vote of the members of the Board. This successor will represent as a fifth business or organized labor representative, or past Executive Director.
- c. Members in this capacity, shall serve a term of two years, and no member may serve more than two consecutive terms, except that any member who shall have been appointed by the Board to fill a vacancy of an unexpired term shall be eligible for reappointment for three full terms. Under no circumstances shall business representatives serve more than seven consecutive years.
- d. Members appointed shall:
 - be representative of their respective organizations with the full knowledge and endorsement of their company or union. Travel expenses related to participation are expected to be paid by the member's company or union.
 - represent organizations with interests in Illinois.
 - be selected based upon the volunteer or financial commitments made to SkillsUSA Illinois by their organization and their individual personal contributions of service or personal abilities to be brought to the Board of Directors.

Section 7: Newly elected or appointed members of the Board of Directors shall assume their offices and duties at the beginning of each fiscal year. All terms of office shall begin at this time.

Section 8: The Board of Directors may, by resolution adopted by a majority of the Board members in office, designate and appoint a committee composed of three members to have and exercise such powers of the Board of Directors as the Board may, by resolution, delegate to such committee.

Section 9: The Board of Directors shall establish reasonable annual membership dues for its local chapters.

ARTICLE 8

Meetings of the Board of Directors

Section 1: An organization meeting of the Board of Directors shall be called by the outgoing President within 30 days of the first meeting of each fiscal year.

- a. The outgoing President shall preside over the election of all board officers for the New year.
- b. Immediately following the organization meeting, the new president and Executive Director may organize the new board into committees and for the work of the next year.

Section 2: At all meetings of the Board of Directors, the presence of not less than fifty percent plus one voting member of the Board herein listed shall constitute a quorum for the transaction of business.

Section 3: Special meetings of the Board of Directors shall be held at such time and place, or by telephone conference call, as the President or the Executive Director shall designate. Five days' notice shall be given of all special meetings.

Section 4: Emergency Board meetings may be called without prior notice when the following conditions exist:

- Both the President and the Executive Director agree a meeting is needed
- A vigorous attempt is made to contact all members of the Board.
- A quorum is secured for the meeting.

Section 5: Board members absent from the meetings may be surveyed; however, surveys will only count as opinion and not as a vote.

ARTICLE 9
Officers

Section 1: The officers of the Corporation shall consist of:

- President
- Vice President
- Secretary
- Corporate Treasurer
- Executive Director

- a. At each organizational meeting of the Board, a President, a Vice President and a Secretary shall be elected from the Board's membership for a one-year term. A President shall be allowed to succeed himself/herself for more than one consecutive term.
- b. The Board of Directors shall, at its discretion, appoint or employ an Executive Director, a Corporate Treasurer and a Corporate Attorney.
- c. Ex-officio members may not hold an office

Section 2: The President shall exercise general supervision over the affairs of the Corporation pursuant to the policies and directives of the Board of Directors and shall have all powers and duties inherent to the office of President, including the power and duty of presiding over the meetings of the Corporation and the Board of Directors.

Section 3: The Vice President, in the absence or disability of the President, shall exercise all the duties and powers of the President in the management of the affairs of the Corporation and, at all other times, shall have such duties as may be delegated to him/her by the Board of Directors.

Section 4: The Secretary shall be charged with the care and keeping of the Corporate records and minutes and shall exercise all duties inherent to the office of Secretary.

Section 5: The Corporate Treasurer shall have the care and custody of the funds, securities, properties, and other assets of the Corporation, shall keep accurate books of account under direct supervision of the Executive Director, and shall perform such other duties as the Board of Directors or the Executive Director may delegate.

Section 6: The Executive Director shall be the Executive Director of the Corporation, with full authority to conduct its affairs under the general supervision of the President and the Board of Directors. The Executive Director shall sign all instruments in the name of and under the seal of the Corporation, shall attend all meetings of the Board of Directors, shall give notice of all meetings of the Corporation and the Board of Directors, and shall perform all such other duties as may be assigned to him/her by the Board of Directors.

ARTICLE 10
Protection of Funds

Section 1: The Treasurer and, if required by the Board of Directors, any other officer or employee, shall furnish a bond in such form and with one or more sureties satisfactory to the Board of Directors for the faithful performance of the duties of his/her office. The Corporation shall bear the cost of any such bond(s).

Section 2: The funds of the Corporation shall be subject to the draft of the Treasurer, the

- a. Executive Director, or a third party to be designated by the Board of Directors of SkillsUSA Illinois, Inc. All drafts of the Corporation will require co-signature by two of the designated parties and shall be subject to the draft of no other person(s). The books of account shall be audited annually by a committee set forth by the Board of Directors.
- b. Any subsidiary accounts established by SkillsUSA Illinois shall be approved by the Board of Directors. Draft signatures for these accounts shall be approved by the Board of Directors. These accounts shall be audited as part of the annual audit of the books of account.

ARTICLE 11
Compensation of Officers and Employees

Section 1: The Board of Directors shall be empowered to provide compensation to employees and others for actual services rendered to the Corporation.

Section 2: The officers and directors of the Corporation, with the exception of the Executive Director and the Treasurer, shall not receive any compensation for their services as such officers and directors; but, expenses of attendance may be paid to the Board of Directors, according to SkillsUSA travel policies.

ARTICLE 12
Fiscal Year

Section 1: The fiscal year of the Corporation shall be September 1 through August 31.

ARTICLE 13
Amendment

Section 1: These bylaws may be amended by the affirmative vote of the majority of the members of the Board of Directors at any meeting of the Board of Directors.

Board Member Job Description

Title: BOARD MEMBER JOB
DESCRIPTION
Effective: NOVEMBER 8TH, 2019

Page 1 of 2

TITLE:

Member, SkillsUSA Illinois, Inc. Board of Directors

REPORTS TO:

President, SkillsUSA Illinois, Inc. Board of Directors

BASIC FUNCTION:

As representatives of the public, be the primary force pressing SkillsUSA Illinois, Inc. to the realization of its opportunities for services and the fulfillment of its obligations to all its constituencies.

DUTIES, RESPONSIBILITIES AND AUTHORITY:

The director is an individual functioning part of the unit known as the Board of Directors. The position calls for leadership qualities of the highest degree. The Board member must have a good working relationship with association staff and its members. In addition, the Board member must be aware of the importance of public opinion and have the ability to promote the process and value of students preparing for entry into the labor market. The ability to delegate authority while retaining responsibility is most important. The Board member must have the ability to represent all members of the association and not just a section or state that he or she represents.

1. Planning

- Approve SkillsUSA Illinois' philosophy and review management's performance in achieving it.
- Annually assess the ever-changing environment and approve SkillsUSA Illinois' strategy in relation to it.
- Annually review and approve SkillsUSA Illinois' plans for funding its strategy.
- Review and approve SkillsUSA Illinois' long-range financial goals.
- Annually review and approve SkillsUSA Illinois' budget.
- Approve major policies guiding SkillsUSA Illinois

2. Organization

- Elect, monitor, appraise, advise, stimulate, support, reward and, if deemed necessary or desirable, change top management. Regularly discuss the Executive Director matters that are of concern to him or to the Board.
- Be assured management succession is properly being provided.
- Be assured the status of organization strength and manpower planning is equal to the requirements of the long-range goals.
- Approve appropriate compensation and benefit policies and practices.
- Propose slate of directors to members and fill vacancies as needed.
- Annually approve the performance review of the Executive Director and establish his compensation based on recommendations of personnel committee and President of the Board.
- Determine eligibility for and appoint Board committees in response to recommendations of the nominating committee.
- Annually review the performance of the Board and take steps (including its composition, organization and responsibilities) to improve its performance.

3. Operations

- Review the results achieved by management as compared with SkillsUSA Illinois' philosophy, annual and long-range goals and the performance of similar institutions.
- Be certain the financial structure of SkillsUSA Illinois is adequate for its current needs and its long-range strategy.
- Provide candid and constructive criticism, advice and comments.
- Approve major actions of SkillsUSA Illinois such as:
 - Capital expenditures on all projects over authorized limits; and
 - Major changes in programs and services.

4. Audit

- Be assured the Board and its committees are adequately and currently informed through reports and other methods on the condition of SkillsUSA Illinois and its operations.
- Be assured published reports properly reflect the operating results and financial condition of SkillsUSA Illinois.
- Ascertain management has established appropriate policies to define and identify conflicts of interest throughout SkillsUSA Illinois and is diligently administering and enforcing those policies.
- Review compliance with relevant material laws reflecting the institution.

QUALIFICATIONS:

1. Meet the requirements of the Bylaws of SkillsUSA Illinois, Inc.

Board President Job Description

Title: BOARD PRESIDENT JOB
DESCRIPTION
Effective: NOVEMBER 8TH, 2019

Page 1 of 1

TITLE:

President, SkillsUSA Illinois, Inc. Board of Directors

BASIC FUNCTION:

1. As President of the Board of Directors assures that the Board of Directors fulfills its responsibilities for the governance of SkillsUSA Illinois, Inc.
2. Be a partner to the Executive Director, helping him achieve the mission of SkillsUSA Illinois.

DUTIES, RESPONSIBILITIES AND AUTHORITY:

1. Chair meetings of the Board of Directors. See that it functions effectively interacts with management optimally and fulfills all of its duties
 - a. With the Executive Director, develop agendas.
2. With the Executive Director, recommend composition of the Board committees. Recommend committee chairs with an eye to future succession
3. Assist the Executive Director in recruiting Board and other talent for whatever volunteer assignments are needed.
4. Reflect any concerns management has in regard to the role of the Board of Directors or individual Board members. Reflect to the Executive Director the concerns of the Board and other constituencies.
5. Present to the Board an evaluation of the pace, direction and organizational strength of SkillsUSA Illinois.
6. Prepare review of the Executive Director and recommend salary for consideration by the Board.
7. Annually focus the Board's attention on matters of institutional governance, which relate to its own structure, role and relationship to management. Be assured the Board is satisfied it has fulfilled all of its responsibilities.
8. Act as an additional set of eyes and ears.
9. Serve as an alternate spokesperson.
10. Fulfill such other assignments as the President and Executive Director agree are appropriate and desirable for the President to perform.

Executive Director's Job Description

Title: EXECUTIVE DIRECTOR'S
JOB DESCRIPTION
Effective: NOVEMBER 8TH, 2019

Page 1 of 2

TITLE:

Executive Director, SkillsUSA Illinois, Inc.

REPORTS TO:

President, SkillsUSA Illinois, Inc. Board of Directors

BASIC FUNCTION:

1. Serve as Chief Executive Officer of SkillsUSA Illinois, Inc. reporting to the Board of Directors and accepting responsibility for the success or failure of the enterprise.
2. With the President of the Board, enable the Board to fulfill its governance function and facilitate the optimum interaction between management and the Board of Directors.
3. Give direction to the formulation and leadership of the achievement of SkillsUSA Illinois' philosophy, mission, strategy and annual objectives and goals.

DUTIES, RESPONSIBILITIES AND AUTHORITY:

Board of Directors

1. With the President of the Board, develop agendas for meetings so the Board can fulfill all its responsibilities effectively. Develop an annual calendar to cover all crucial issues in a timely fashion.
2. See that the Board and the President are kept fully informed on the condition of SkillsUSA Illinois on all-important factors influencing it.
3. Get the best thinking and involvement of each Board member. Stimulate each one to give his/her best.
4. Work with the President to make the committee structure of the Board function effectively.
5. With the President, recommend the composition of the Board and its committees.
6. Be responsible to and report to the Board of Directors.

Executive Director

1. Be responsible for SkillsUSA Illinois' consistent achievement of its mission and financial objectives.

2. Make certain SkillsUSA Illinois' philosophy and mission statements are pertinent and practiced throughout the organization.
3. Assure SkillsUSA Illinois has a long-range strategy which achieves its mission and toward which it makes consistent and timely progress.
4. Make certain the flow of funds permits SkillsUSA Illinois to make steady progress toward the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
5. See that there is an effective management team with provision for succession.
6. Ensure the development and implementation of personnel training and development plans and programs, which will provide the human resources necessary for the achievement of SkillsUSA Illinois' mission.
7. Maintain an environment, which attracts, keeps and motivates top-quality people--both professional and volunteer.
8. Formulate and administer all major policies.
9. Serve as the chief spokesman for SkillsUSA Illinois and see that SkillsUSA Illinois is properly presented to its various publics.

Board of Directors Meeting Dates

Title: MEETING DATES
Effective: APRIL 2019

Page 1 of 1

POLICY

Meetings are scheduled as follows:

FALL

Items of major policy significance are discussed in workshops. Prior year end is compared to budget from prior year and budget for next year. Should be held in conjunction with the annual *L.E.A.D.* Conference.

WINTER

Annual planning meeting for the next fiscal year. Long range planning is conducted and will be presented in the next month's budget hearing. This meeting is typically scheduled for January or February.

SPRING

Usually scheduled in March or April for fiscal planning for the New Year, including budget, focusing on major policy decisions. Will be held in conjunction with the State Leadership and Skills Conference.

SUMMER

Annual review of the Executive Director is conducted. This meeting typically will be in August of each year. This is the last meeting of the fiscal year for SkillsUSA Illinois

The board president, in cooperation with the Executive Director, may conduct meetings using web conferencing or audio conferences. Quorum will be established by a roll call vote to begin the meeting. Web conferencing will be considered legal participation in the meeting. All actions taken via web conference will have the full force and effect of the established Board of Directors. All meetings, both in person and through web conference, will have minutes taken and recorded.

All board meetings will use both audio recordings and manual recordings. All audio recordings will be kept and stored by the Executive Director. In the event that the board calls for executive session, and wishes the Executive Director to not be present, the Board President will ensure steps are taken to save and secure the audio recordings of the closed session.

Policy Approved on April 10th, 2019

Board of Directors Travel Policy

Title: TRAVEL POLICY
Effective: NOVEMBER 8TH, 2019

Page 1 of 1

POLICY

SkillsUSA Illinois' travel policy applies to members of the Board of Directors of SkillsUSA Illinois, Inc., with variations as described below.

1. Region Representatives are encouraged to secure travel expenses from their regular employers. When this is possible, Board members may make their own travel arrangements within the policies of their employers. SkillsUSA Illinois will assist if requested. Industry and/or labor board members will cover their own travel expenses.
2. Board members are responsible for their own travel to all Board of Directors Meetings.
3. SkillsUSA Illinois will secure complimentary accommodations for Board members whenever possible. If Board members choose not to use these accommodations, they do so at their own expense.
4. Board members are encouraged to take advantage of any specials available to them. SkillsUSA Illinois will cooperate with Board members in order to expedite savings to SkillsUSA Illinois.
5. Major expenses, for conferences or meeting resources, will be billed directly to SkillsUSA Illinois whenever possible to lessen the financial burden on Board members.
6. SkillsUSA Illinois does not cover expenses for ex-officio members, with the exception of the Executive Director
7. SkillsUSA Illinois Region Representatives, who are representing their chapters at official SkillsUSA Illinois events, are responsible for the payment and registration fees associated with the conference. If a Regional representative is there to represent SkillsUSA Illinois and does not have members in attendance, that they are responsible for, registration will be covered by SkillsUSA Illinois.

Board of Directors Executive Sessions

Title: EXECUTIVE SESSIONS
Effective: NOVEMBER 8TH, 2019

Page 1 of 1

POLICY

Executive Sessions may be held by the SkillsUSA Illinois, Inc. Board of Directors, either as a part of regular meetings or special meetings, as specified in the *Bylaws of SkillsUSA Illinois, Inc.*

Eligible to attend an Executive Session are all members of the Board of Directors of SkillsUSA Illinois, Inc., and any specifically invited persons by the Board. The purpose of these meetings is to allow open discussion by Board members on matters dealing with employment and personnel or matters with legal implications.

Procedure

The following procedure shall be used to call and disengage an Executive Session:

- Prior to going into an Executive Session, the following motion should be made:
"I move that the Board of Directors go into an Executive Session to discuss (personnel matters) or (legal matters)."
- Upon returning from an Executive Session, the following motion should be made:
"I move to reaffirm that the previous Executive Session involved only discussions on (personnel matters) or (legal matters)."

The Secretary will be responsible for recording the minutes of all executive session. The Secretary will present a copy of the minutes to the board president, no later than 10 business days following the executive session. The Secretary may be allowed to record the minutes both in writing and through recorded media. Although minutes will be kept for an Executive Session, they are not to be distributed due to their sensitive matter. However, the Board should understand Executive Session minutes could be subpoenaed for use in legal action.

Annual Budget

Title: ANNUAL BUDGET
Effective: NOVEMBER 8TH, 2019

Page 1 of 1

POLICY

Annually, during the Spring Board meeting, the Board of Directors shall approve a budget for the next fiscal year. The Executive Director is responsible for producing and defending the annual budget. SkillsUSA Illinois will not approve a deficit spending budget. Actions will be taken to ensure that every budget has a projected surplus.

Procedure

- The Executive Director will present, to its Board of Directors an annual budget.
- Upon approval, SkillsUSA Illinois will leave the budget on display for any professional member. This budget will be on display at the SkillsUSA Illinois office for 30 days after its approval.
- Any amendments to the budget must be presented to the Board of Directors and, upon approval, displayed for the public for 30 days after its approval.
- Each year, at the completion of the fiscal year, an annual report will be provided to all boards, advisory committees, members and donors, as well as the National Office of SkillsUSA.

Board Minutes

Title: BOARD MINUTES
Effective: NOVEMBER 8TH, 2019

Page 1 of 1

POLICY

At the beginning of each board meeting, the Board of Directors shall approve minutes from the previous board meeting.

Procedure

- The Board Secretary will be responsible for keeping all minutes of the SkillsUSA Illinois Board of Directors.
- Minutes, from the prior Board of Directors Meeting, will be made available to all board members two weeks prior to the regularly scheduled board meeting.
- At the beginning of each meeting, the Board of Directors shall approve the minutes from the following board meeting.
- At the conclusion of each board meeting, the President and Secretary will sign a copy of the approved board minutes and these minutes will be kept on file with the SkillsUSA Illinois Office.
- All approved minutes will be available to any paid professional member of the association.
- The Board Secretary may use a recording device to assist with the creation of the minutes. The Board Secretary will use the recorded audio for the sole purpose of recalling and correctly describing the conversations that are being transcribed to the minutes. These recordings will be kept, by the Board Secretary, for one fiscal year and then will be deleted.

State Office Structure

Title: STATE OFFICE STRUCTURE
Effective: NOVEMBER 8TH, 2019

Page 1 of 1

POLICY

The organizational structure and compensation plan are approved annually by the Board of Directors. Adjustment in the plan may be made in consultation with the President of the Board.

The current structure clearly divides the roles of:

- Business Partnership Development
- Conference Management SkillsUSA Illinois Championships
- Education

Business Partnership Development & Support Services

The mission of this group is to communicate, to interpret the SkillsUSA Illinois program to the outside world, to sell our philosophy. Also, it is to listen, to test the needs and to be certain the needs are being met through SkillsUSA Illinois. This includes controlling finances and generating new money from sales, and the many other tasks, which support SkillsUSA Illinois.

Conference Management

Overseeing planning and preparation for SkillsUSA Illinois events, working with host sites and hotels to ensure needs are met. Providing logistical support at all SkillsUSA events.

Education

This group is the heartbeat of SkillsUSA Illinois. From here must come the creative ideas; the writing, design, production, promotion, and training which will drive quality SkillsUSA Illinois programs. Coordinate registration and content for all events.

National Office Affiliation

Title: NATIONAL OFFICE AFFILIATION
Effective: NOVEMBER 8TH, 2019

GUIDELINES

This policy outlines SkillsUSA Illinois' affiliation and responsibilities to the National Office (SkillsUSA, Inc.) These policies must be enforced to ensure the continued authorization to utilize the SkillsUSA name.

POLICY

1. SkillsUSA Illinois will maintain support of the Illinois State Board of Education. A member of ISBE must be represented on the Board of Directors at all times. If, for any reason, ISBE is no longer affiliated with SkillsUSA Illinois, SkillsUSA Illinois will contact the National Organization (SkillsUSA, Inc.) and submit a memorandum of understanding/licensing agreement to continue its use of the SkillsUSA brand.
2. SkillsUSA Illinois is responsible for the managing and maintain all financial records for SkillsUSA Illinois.
3. SkillsUSA Illinois will ensure all items and materials electronic or otherwise that are branded with the SkillsUSA logo follow the graphic standards
4. SkillsUSA Illinois' State Director will participate in all national activities, as they align with the organizational goals.
5. SkillsUSA Illinois ensures proper membership registration and that the online membership registration system is the only acceptable system for submission of membership to SkillsUSA.
6. Ensures that only Paid Members participate in appropriate functions.
7. SkillsUSA Illinois must, on an annual basis, ensure appropriate filing for Corporate Non-Profit status with the Illinois Secretary of State. SkillsUSA Illinois will, upon request, provide a letter of Good Standing to the national office.
8. SkillsUSA Illinois agrees to maintain all necessary insurance coverage for its association.

Financial Agreement

Title: FINANCIAL STANDARDS
Effective: NOVEMBER 8TH, 2019

GUIDELINES FOLLOW

1. An annual budget is approved by the SkillsUSA Illinois Board of Directors.
2. At least quarterly financial reports are provided to the Board of Directors that approves the budget showing budget variations.
3. A complete annual financial report, which has been independently audited, is provided to all boards, advisory committees, members and donors, as well as the national office of SkillsUSA.
4. All funds raised under the collective name of SkillsUSA Illinois are used by the SkillsUSA Illinois organization for the purposes of SkillsUSA Illinois.
5. All SkillsUSA Illinois entities report all receipts and disbursements for SkillsUSA to the national office for reporting to the IRS on SkillsUSA Form 2 no later than October 15.
6. Funds are maintained under state association policy approved by the SkillsUSA Illinois Board of Directors:
 - a. Establishment of bank accounts by resolution of group empowered in #1 under the state association's federal ID#.
 - b. Reporting as described in #3 above.
 - c. Invoice approvals by someone other than check signers.
 - d. Require two signatures on all checks
 - e. Opening and reviewing of all bank statements is rotated using three individuals (excludes person responsible for actual check writing process) on a set pattern of rotation.
 - f. All financial books are kept according to commonly accepted accounting standards.
7. No funds can be transferred to another organization or entity for use without express-written approval by the SkillsUSA Illinois Board of Directors, and in such case, that entity must be a SkillsUSA entity with the same SkillsUSA purposes. In such cases, a "combined" report of the two entities will be submitted to the national office for IRS reporting.
8. SkillsUSA Illinois, which makes solicitations for charitable contributions, shall meet the "Standards for Charitable Solicitations of the Council of the Better Business Bureau, Inc."
9. Abides by Illinois laws for non-profits.
10. Maintains appropriate bonding and liability insurance (coverage is provided through the national office's group policy for an annual fee).

Corporate Securities Policy

Title: CORPORATE SECURITIES POLICY
Effective: NOVEMBER 8TH, 2019

Page 1

POLICY

It is the responsibility of the Board of Directors of SkillsUSA Illinois, Inc., to ensure proper corporate securities are in place when situations arise at the state level that threaten the resilience and continued survival of the corporation. It is the board's role to oversee and manage the coordination of functions within the organization that are concerned with security, continuity and safety.

The Board of Directors of SkillsUSA Illinois, Inc., requires that the SkillsUSA Illinois Association will pay an annual corporate securities fee to the national association. This fee covers costs associated with corporate securities and general liability insurance. *The fee breakdown is as follows:

- Corporate Securities \$100
Covers fees associated with legal counsel for state associations.
- Insurance \$550
Eligible state associations only. State associations deemed ineligible for insurance coverage by the underwriter would be required to pay only the corporate securities fee.

The national headquarters will invoice the association for the applicable fees each year in September.

**Due to changes in inflation rates and increased costs in premium*

Non-Discrimination Policy

Title: Non-Discrimination Policy
Effective: NOVEMBER 8TH, 2019

Page 1

SkillsUSA Illinois does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

SkillsUSA Illinois is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, marital status or gender expression.

Program Management

Technical Standards

Title: TECHNICAL STANDARDS
Effective: NOVEMBER 8TH, 2019

POLICY

SkillsUSA Illinois Championships Technical Standards shall be approved by the Board of Directors as the regulations, which shall govern the SkillsUSA Championships.

Operating Policies

Subject: SkillsUSA ILLINOIS CHAMPIONSHIPS
Title: OPERATING POLICIES
Effective: NOVEMBER 8TH, 2019

POLICY

SkillsUSA Illinois Championships Official Operating Policies (follows) shall be approved by the Board of Directors and shall serve as the operating policies for the conduct of the SkillsUSA Championships.

Start Up of a New Contest

Title: START UP OF NEW CONTESTS
Effective: NOVEMBER 8TH, 2019

Page 1 of 1

POLICY

The staff, in determining the addition of new events to the SkillsUSA Illinois Championships, either for demonstrations or for final approval as an official contest, will apply these principles as a test of need:

There are a significant number of members in SkillsUSA Illinois who want the contest. There are jobs in the occupation and in industry. The industry is willing to provide support to the contest.

1. There will be only one skill contest for each instructional program, which is commonly taught as an occupation or as a closely related group of occupations. However, two or more contests may be offered if a case can be made that, the contests represent substantially different occupations [i.e., each has a wide body of knowledge and skills necessary for employment which are unlike the other, and the knowledge and skills required are distinct and separate from the other occupations(s)], even though both occupations are taught in the same instructional program (example, a graphics program teaching photography, printing, and commercial art, or a drafting program teaching architectural and technical drafting).
2. Special attention should be given to areas of new and changing technology as driven by industry.
3. Leadership contest will be added based upon solid proposals from the membership which indicate:
 - Value to students in relationship to future employment
 - Demonstrated support from the membership, verifying potential participation.

Resolving Errors at SkillsUSA Illinois Championships

Title: RESOLVING ERRORS AT
SkillsUSA Illinois CHAMPIONSHIPS
Effective: NOVEMBER 8TH, 2019

Page 1 of 2

POLICY

1. Take action based upon the principle. When an error in scoring is clearly documented at any time prior to the National Leadership and Skills Conference (NLSC), the real winner (the one with the highest documented score) will receive the appropriate state medal. If it is gold, he/she will represent the state at the national SkillsUSA Championships. This is not to imply that the student who thought he/she was the winner would be embarrassed in any way or that his/her medal would be taken away.
2. A predetermined grievance committee of at least three people will be established to rule on grievances prior to, during and following the contests. This committee will receive only written proposals, based only upon specific violations of rules, regulations or apparent errors in scores. The grievance committee will then interview appropriate individuals and gather documentation to make their decisions. A written procedure and forms will be provided.
3. SkillsUSA Illinois will notify any contest registrant 10 days in advance of disqualification due to membership status (not a member or missed published deadlines for membership). If an active member has paid dues, but through no fault of his/her own, the dues were not received at the National SkillsUSA office prior to March 1, or by the published state deadline, and exception may be granted when his/her membership is verified by the following procedure:
 - Step #1 - Provide an official school receipt showing national and state dues paid on time, date paid, signature of agent receiving dues, and the receipt number.
 - Step #2 - Provide chapter or section minutes, or some other documentation, verifying:
 - a. attendance at chapter or section meetings; and,
 - b. participation in local SkillsUSA activities in addition to attendance only.
 - Step #3 - Provide statement from persons related to the case explaining why errors occurred, and if the situation can be avoided in the future (i.e., chapter advisor, local administrator, supervisor, etc.).
 - Step #4 - Provide copy of rosters lost or missing, including additions, and accompanied by the appropriate amount of dues to the state/National SkillsUSA office, if any.
 - Step #5 - Materials provided by the local school must be accompanied by a letter from the local school administrator requesting desired action.

4. Extenuating circumstances considered not to be controllable by a member are:
 - a. Clerical error by persons other than the involved active member.
 - b. Teacher strikes where schools were closed for extended lengths of time during February.
 - c. Extremely severe weather where schools are closed for extended lengths of time during February.
 - d. That SkillsUSA Illinois director may grant exceptions when all the above requirements verifying membership have been documented properly and submitted to the state SkillsUSA office.

Title: GRIEVANCE POLICY
Effective: NOVEMBER 8TH, 2019

Page 1 of 1

POLICY

The SkillsUSA Illinois Championships Grievance Committee will officially recognize only those grievances filed by the lead advisor at each participating SkillsUSA School.

Problems are to be considered in the following manner:

1. The lead advisor will file a written statement, describing the situation in question and the violation of the *SkillsUSA Championships Technical Standards*.
2. This written statement must be signed by the advisor and student and filed with the SkillsUSA Illinois at Conference Headquarters.
 - a. If the lead advisor cannot be located, the grievance may be filed with the SkillsUSA Illinois Championships staff; however, no action will be taken until lead advisor is located and consulted.
3. If the problem cannot be resolved by the director of the SkillsUSA Illinois Championships, the SkillsUSA Illinois Championships Grievance Committee will officially rule on the validity of the complaint and will decide on its disposition.

Grievance Committee Policy

Title: GRIEVANCE COMMITTEE POLICY

Effective: NOVEMBER 8TH, 2019

Page 1 of 1

POLICY

The SkillsUSA Illinois Grievance Committee is tasked with reviewing all grievances filed during the annual SkillsUSA Illinois Championships. This committee will operate under the guidance of the director of the SkillsUSA Illinois Championships.

This committee will be comprised of three voting members. Those members include:

1. A member of the SkillsUSA Illinois Board of Directors who represents business and industry.
2. A member of the SkillsUSA Illinois Alumni and Friends Association.
3. A staff or volunteer member of SkillsUSA Illinois.

Prior to the start of the SkillsUSA Illinois Championships, the director of the SkillsUSA Illinois Championships will identify the three member of the grievance committee and provide them with a copy of the grievance policy.

Once the grievance has been submitted to headquarters and has been accepted as an official grievance, the director of the SkillsUSA Illinois Championships will notify the contest supervisor, cluster chair, and grievance committee. The director of the SkillsUSA Illinois Championships will work with the contest supervisor and cluster chair to present the grievance to the committee.

The committee will be responsible to submit a written response on the grievance to the director of the SkillsUSA Illinois Championships no less than eight (8) hours prior to the start of the Champions Award Ceremony.

Public and Private School Scholarships

**Title: PUBLIC AND PRIVATE SCHOOL
SCHOLARSHIPS**
Effective: NOVEMBER 8TH, 2019

Page 1 of 1

POLICY

Public and private school scholarships offered as awards to SkillsUSA Illinois Championships participants shall be approved by SkillsUSA Illinois, Inc.

GUIDELINES

1. All institutions interested in granting scholarships at the state level will be required to make application for approval by March 1st for that year's award. The application would include criteria for evaluation, such as:
 - a. Total cost to student for tuition, fees, room and board
 - b. Expenses to student not covered in the scholarship
 - c. Total monetary value as applied to item "a"
 - d. Term of scholarship—1 semester, 1 year, 2 years, etc.
 - e. Clear identification as to the location of all institutions recognizing the scholarships
 - f. Assurance that scholarships are available to both secondary and post-secondary students; and if not, why?
 - g. Deadline date for acceptance by student
 - h. What standards must be maintained to keep the scholarship
 - i. Complete information and application procedures for scholarship recipients
2. Institutions must agree to provide an awards packet for each scholarship offered that will be presented to the SkillsUSA Illinois Championships winner as part of the awards program by either the institution's representative or SkillsUSA Illinois staff.
3. Institutions must agree to offer scholarships to the SkillsUSA Illinois Championships medal winners without designation of ranking. In the event that more than one scholarship is offered, winners would have their choice of scholarships in the order of their medals—gold would have first choice, silver would have second choice, and bronze would have third choice.
4. Upon receipt of the applications, SkillsUSA Illinois staff would send copies to each committee member for evaluation and request their recommendations by February 15.
5. Institutions and National Technical Committees would be notified of approved scholarships by the March planning meeting dates.

Codes of Conduct

Title: CODES OF CONDUCT
Effective: NOVEMBER 8TH, 2019

POLICY

All participants in any SkillsUSA or SkillsUSA Illinois events will use the SkillsUSA registration system. When the advisor submits a registration for an event, the advisor is attesting that the participant and/or their guardian has agreed to follow all statements of understanding, releases, and agreements listed by the national organization and understands that these apply to all state events as well.

All registered participants are subject to the code of conduct at all SkillsUSA events. This code of conduct can be updated or modified; but must be made available in the conference program.

Organizational Expectations of Candidates

1. Paid Membership
 - a. Prior to that national organization membership deadline or the registration deadline of the conference the candidate plans to run at, whichever occurs first.
2. Endorsement letter from chapter advisor of the chapter where the candidate will be serving during your term in office.
3. Verification letter from a school administrator indicating that the candidate has at least one full year remaining in a technical, skilled and service career program, including health careers programs.
4. State Officer Candidate Form and Minimum Qualifications List. The state officer candidate (attach supporting data):
 - a. Has paid active membership status (as defined by SkillsUSA Illinois' Board of Directors) at the school where the chapter is established, and student is enrolled at the time of the application and must continue in the training program at least one more year.
 - b. Has endorsement of the chapter through nomination by a majority vote or executive council.
 - c. Has at least one year remaining in a secondary preparatory CTE trade, industrial, technology or health occupations program (high school candidates); has one year of training remaining in a postsecondary CTE trade, industrial, technical or health occupations program (college/postsecondary candidates).
 - d. Has an occupational objective in trade, industrial, technology or health occupations field, and this must be of record (high school candidate) or occupational objective must apply to the postsecondary training the applicant is receiving or will receive in the school in which he or she has been accepted (college/postsecondary candidate).
 - e. Must be available to represent the organization through personal appearances, as required, which could be any of the following:
 - i. Mandatory:
 1. June – National Office State Officer Training & National Leadership and Skills Conference (8 days)
 2. July – ICCCTSO Officer Training Conference (3 days); State Officer Retreat (2 days)
 3. September – Officer Meeting & Planning (2 days)
 4. October – *L.E.A.D.* Planning Conference (2 days)
 5. November/December – *L.E.A.D.* Conference (3 days); Officer Meeting (2 days)
 6. February - Officer Meeting & Board of Director's Presentation (2 days)
 7. March – SLSC Planning Meeting (1 day)
 8. April – SLSC Conference (4 days)
 9. May – Officer Meeting (2 days)
 - ii. Additional Opportunities:
 1. September – Washington Leadership Training Conference (5 days)
 2. October – Mid-America Leadership Conference (5 days)
 3. February – Illinois Association for CTE Conference (3 days)

4. Varies – Membership and B&I Recruitment (1-2 days each)
- f. Has participated in at least one of the following activities at the local or regional level:
 - i. State Leadership Contest
 - ii. Chapter Officer Candidate
 - iii. State Voting Delegate
- g. Will abide by the policy which prohibits competition in the SkillsUSA Illinois Championships while serving as a state officer. NOTE: Students may compete as a State Officer Candidate.
- h. Will file for office candidacy no later than Registration Deadline of the conference where running.
- i. Will respect the nomination, election and campaign policy restrictions.
- j. Will complete all necessary state officer candidate forms by conference check-in registration.
- k. Will, if elected, attend orientation immediately following the conference closing ceremony/session.
- l. Has demonstrated knowledge related to the current edition of the SkillsUSA Leadership Handbook.
- m. Important information
 - i. High school students graduating and entering a college/postsecondary program in the fall must submit letters of support from both the high school administrator and the college/postsecondary school administrator. Please include the address of the college/postsecondary school you will attend on all paperwork.
5. State Officer Candidate Personal Data and Media Release Form
6. State Officer Contract
 - a. As a state officer of SkillsUSA Illinois, Inc., I agree to adhere to the following rules and regulations:
 - i. I will, at all times, respect all public - private property and the rights of others.
 - ii. When traveling for SkillsUSA/SkillsUSA Illinois, I will spend each night in the room of the hotel/motel to which I am assigned.
 - iii. When traveling for SkillsUSA/SkillsUSA Illinois, I will abide by the curfew established.
 - iv. When traveling for SkillsUSA/SkillsUSA Illinois, I will keep the assigned SkillsUSA staff person in charge informed of my whereabouts at all times.
 - v. When traveling for SkillsUSA, I will not leave the hotel/motel to which I am assigned without the express permission of the assigned SkillsUSA staff person(s).
 - vi. 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.
 - vii. I will not use alcoholic beverages or nonprescription drugs at any time.
 - viii. My conduct will be exemplary at all times, during and outside of SkillsUSA functions. Any behaviors contrary to SkillsUSA's culture of inclusion and diversity will result in disciplinary action.
 - ix. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
 - x. I will respect authority at all times.
 - xi. I will adhere to the dress code at all times.
 - xii. I will respect the official SkillsUSA attire by not smoking while wearing it.

- xiii. I will attend all activities for which I am assigned, registered and will be on time to all functions and assignments.
- xiv. I will attend the following functions as assigned:
 - 1. Leverage Training (3 days); National Leadership & Skills Conference (6 days); ICCCTSO Conference (3 days); L.E.A.D. Conference (3 days); All State Officer Meetings (7-9 days); and others as assigned.
- xv. I will send state officer monthly reports to officer coordinator and my local advisor by the assigned date regardless of my other activities.
- xvi. I will strive to maintain above average grades in all my classes, and I will forfeit my office if I receive an F on my report card.
- xvii. I will attend school each day it is in session, unless I am on official SkillsUSA business or ill. I will make up all work missed.
- xviii. I will serve my state in an ex-officio capacity.
- xix. I will accept SkillsUSA assignments when possible and understand I am to keep accurate records of all expenses incurred. I will submit the proper vouchers and receipts to SkillsUSA within five days of completion of an assignment.
- xx. I will submit my name on a membership roster and pay dues as a member for the year in which I am a state officer by March 1st.
- xxi. If involved in any activity that is detrimental to SkillsUSA/SkillsUSA Illinois, and/or my school, such as police arrest, I will immediately forfeit my office.
- xxii. I will attend or take classes at the school where my SkillsUSA/SkillsUSA Illinois chapter is based.
- xxiii. During my term as a SkillsUSA Illinois state officer, I will represent my organization with respect. I will give permission to SkillsUSA/SkillsUSA Illinois to follow any content I post on social media. I understand these websites will be monitored, and I will be requested to remove offensive material or any material not reflecting SkillsUSA's culture of inclusion and diversity. If I fail to do so and post inappropriate, unapproved or any material contrary to SkillsUSA's culture of inclusion and diversity, I will be put on probation as an officer and subject to the consequences. I also understand my personal email address must reflect a professional image, or I will create a new email address for SkillsUSA/SkillsUSA Illinois correspondence.

b. Violations and Penalties

- i. Violations of any items in this contract may result in a warning and/or reprimand. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate parties.
- ii. I understand that, by signing this contract and if elected, if I am in violation of any of the above regulations and/or conduct myself in a manner unbecoming of a SkillsUSA Illinois state officer, I may be removed from office or suspended from travel appearances. 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.

7. Medical Release Form - NOTE: All persons under legal age must have a parent and/or guardian agree to sign this form. All participants must sign this form.

- a. I hereby agree to release SkillsUSA, Inc. & SkillsUSA Illinois, Inc., its representative agents, and employees from liability for any injury to me resulting from any cause

- whatsoever occurring at any time while carrying out officially assigned travel or business for SkillsUSA, Inc. & SkillsUSA Illinois, Inc.
- b. The SkillsUSA/SkillsUSA Illinois staff, assistants and/or designees are authorized to administer and/or obtain, routine or emergency diagnostic procedures and/or routine or emergency medical treatment for me as deemed necessary in medical judgment.
 - c. I agree to indemnify and hold harmless SkillsUSA, Inc. & SkillsUSA Illinois, Inc., and said assistants and designees for any and all claims, demands, and actions, rights of action and/or judgments by or on my behalf arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.
 - d. Having read and understood completely the "Code of Conduct" of SkillsUSA, Inc. & SkillsUSA Illinois, Inc., I do hereby agree to follow the procedures and practices described. I fully understand my responsibilities as a state officer and will, to the best of my ability, apply myself for the purpose of my assignment and uphold at all times the finest qualities of a person representing SkillsUSA, Inc. & SkillsUSA Illinois, Inc.
8. Travel Permission Form
 - a. I understand that the SkillsUSA officer candidate listed above may travel without the supervision of a national staff person or other authorized person until he or she reaches the destination. Upon arrival at the destination, she or he will be supervised until the departure home. If parents/guardians, school administrators, school advisors or other care takers are not comfortable with this requirement, they are responsible for making travel arrangements for a chaperone at their own expense.
 9. Local Chapter Advisor Certification Form
 10. Submit two additional letters of recommendation
 - a. School Administrator Support
 - b. Candidate's Chapter Advisor Support
 11. Applications received after the deadline or incomplete applications will result in disqualification as a candidate.
 - a. In an instance where a candidate "runs off the floor" and is "elected," the candidate will have until the second Friday (10 business days) after their election to submit their completed packet. Failure to submit this packet will result in candidate ineligibility; the candidate will not be appointed to office.

State Leadership and Skills Conference Host Site Agreement

Title: STATE LEADERSHIP AND SKILLS
CONFERENCE HOST CITY AGREEMENT
Effective: NOVEMBER 8TH, 2019

POLICY

1. The role of the conference coordinator will focus on:
 - a. Conference organization
 - b. Raising in-kind support
2. SkillsUSA Illinois will assume completely these expenses:
 - a. Conference center rental and expenses
 - b. Conference transportation
 - c. Materials and equipment not supplied in-kind by:
 - Local coordinator
 - State committees
 - State Staff
 - d. Decorating, sound, light and all other expenses related to State Leadership and Skills Conference
3. As part of this agreement, the Host city will provide, at least:
 - a. Connection with local Visitors Bureau who will work with State staff to secure competition sites and hotels.
 - b. Hotel sites must agree not to contract directly with any schools, under any circumstances. Failure to follow this policy will result in a termination of the host site agreement
 - c. Provide Staff for the week of the conference to assist with conference tasks. SkillsUSA Illinois will coordinative with local visitor's bureau in advance of each year's conference.
4. Convention center site coordinator must be supplied either through the Visitor's bureau or the convention center directly.

Hotel Accommodations

Title: HOTEL ACCOMEDATIONS
Effective: NOVEMBER 8TH, 2019

POLICY

SkillsUSA Illinois will secure housing for all overnight conference events. Under no circumstances are schools authorized to stay at any hotels, that are not provided by SkillsUSA Illinois, without the express consent of SkillsUSA Illinois.

Any school to be found in violation of this policy with be asset the following penalties per conference:

L.E.A.D. Conference - \$25.00 per student per night charge

State Leadership and Skills Conference - \$10.00 per student

National Leadership and Skills Conference – Student will not be allowed to compete if they do not stay at the assigned hotel.

State Voting Delegates

Title: STATE VOTING DELEGATES
Effective: NOVEMBER 8TH, 2019

POLICY

High School

Each affiliated Chapter with an enrollment of nine (9) or less is eligible to have one (1) voting delegate and one (1) additional alternate delegate prorated on the following basis:

Total Membership	Total Number of Voting Delegates
9 or less	1
10 – 19	2
20 – 29	3
30 – 39	4
40 – 49	5
50 – 99	6
100 – 199	7
200 or more	8

The total number not to exceed eight (8) voting delegates shall be used at all region and state meetings. The number of alternates cannot exceed the number of voting delegates.

College

The House of Delegates shall consist of two voting delegates from each active chartered chapter plus an additional delegate for each fifty active members or major fraction thereof up to a maximum of eight. Each delegate shall have one vote and must be present to vote.

Qualifying for State Leadership and Skills Conference

Qualifying for State Leadership and Skills Conference

CHAMPIONSHIPS	Title:	QUALIFYING FOR SKILLSUSA ILLINOIS
	Effective:	NOVEMBER 8TH, 2019

Policy

1. All competitors must be paid members of SkillsUSA. This includes both national and state dues.
2. Based on the specific competitions, SkillsUSA Illinois recognizes both the State Qualifying Conferences (regional competitive events) and State Qualifying Exams as State Qualifying Events (potential SkillsUSA Illinois Championships qualifiers).
*Refer to the SkillsUSA Illinois Championships Operating Policy for specifics on qualifying for contests.
3. State Qualifying Conferences (regional competitive events) will advance a specific number of students, per competitive event, based on the qualifying event formula. This formula will may be found under the State Qualifying Conference Policy, in the Championship Policy Manual.
4. State Qualifying Exams will establish a state-wide ranking in our qualifying competitive events. SkillsUSA Illinois will use this list to satisfy all open positions in our State Leadership Conference once the Regional qualifiers are placed.
5. Students will not be required to participate in State Qualifying Events, to be eligible for the State Leadership and Skills Conference.

Host Site Agreements

Title: HOST SITE AGREEMENTS
Effective: NOVEMBER 8TH, 2019

Policy

SkillsUSA Illinois will work with local community colleges and businesses to establish a regional competitive event. We hope that community colleges will see this event as a positive impact on their local school and recruitment efforts. It will be an expectation, that all participants will participate in a guided tour of the facilities. SkillsUSA Illinois will rely on our local point of contact, at each location, to help identify and work with local business and instructors to ensure that all competitions have adequate materials and judges.

SkillsUSA Illinois will establish an agreement with each of our hosts sites that will outline the expectations and anticipated events that will be held at each regional event.

Due to the great recruiting opportunity for our local colleges, it is expected that SkillsUSA Illinois will not pay any facility rentals for use of the site. In addition to the use of facilities, host sites should supply all equipment, judges, and consumables for each regional contest.

In the event that the host school does not offer classes in one of the competitive events or due to cost are not able to supply consumables, they must agree to working with SkillsUSA Illinois to establish business partners that can assist in these events.

SkillsUSA Illinois will rely on the host site to provide local business contacts to assist with the competitions. Regional events will require judges, in-kind donations, and financial support.

Timeline for selection of host site:

January (year prior to regional event)- Identify potential locations

February (year prior to regional event) – Begin site visits and review potential locations

April (year prior to regional event) – Secure contracts and dates for the next year’s conference.

SkillsUSA Illinois will provide host sites with a list of contest specific needs.

Regional Competition

Title: STATE QUALIFYING CONFERENCES
Effective: NOVEMBER 8TH, 2019

Policy

SkillsUSA Illinois will host, at a minimum, two State Qualifying Conferences (regional events or regional qualifying event) each year. These regional events will be hosted at local community colleges in Illinois.

Each regional event will take place between the last full week in January and the First full week in March. Dates will be established, and sites identified, by the National Leadership and Skills Conference, the year before the regional event.

Students will not be required to participate in regional competitive event be eligible to compete at the State Leadership and Skills Conference.

Regional Site Qualifications:

- To be considered a regional qualifying event, there must be, at a minimum, five competitors from three separate schools.
- Any contest with ten or less competitors, the top three places will advance to the State Leadership and Skills Conference.
- Any contest with between eleven and twenty competitors the top four recipients will advance onto the State Leadership and Skills Conference.
- Any contest with more than twenty competitors the top six recipients will advance onto the State Leadership and Skills Conference.

Schools will compete at the regional event to which they are assigned. All assignments will be made based on geographic locations. Schools' regional event assignments will be released no later than the start of the SkillsUSA Calendar year.

If a contest is not offered at the assigned regional event and the school wishes to participate in that event, the school may request either the re-assignment of their entire school or special consideration to allow an individual training program to participate in a separate regional event. Schools will not be allowed to participate in the same competitive event in separate regions.

In the event that a school has a conflict with the date of their regional event, they may request a special consideration to have their regional event assignment changed. This assignment will apply to the school's entire chapter.

All special requests must be received to the SkillsUSA Illinois State Office no later than December 1st.