



Board of Directors

Policies and Procedures Manual

Reviewed & Updated 1/21/2021

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APPOINTMENT OF COMMITTEES

Effective Date: 9/2/2015

It is recommended that the Committees consist of nominations of the Board President. The board members for committees may need to be realigned annually.

GOVERNANCE COMMITTEE CHARTER

Purpose

The Governance Committee provides for the board's effectiveness and continuing development.

Key Responsibilities

This committee is responsible for the health and functioning of the board by:

- Recruiting new members
- Evaluating the performance of the board itself

PROGRAM COMMITTEE CHARTER

Purpose

The Program Committee is often comprised of board members who are most familiar with the approaches and operations of the organization's programs.

Key Responsibilities

This committee's most common responsibilities are:

- To oversee new program development, and to monitor and assess existing programs
- To initiate and guide program evaluations, and
- To facilitate discussions about program priorities

BRANDING COMMITTEE CHARTER

Purpose

The Branding Committee's role is to plan, coordinate, and implement strategies and communications to educate the community of SkillsUSA's mission and events.

Key Responsibilities

This committee's most common responsibilities are:

- Promoting SkillsUSA's image and mission to the public
- Building relationships and establishing partnerships
- Communicating the impact of SkillsUSA on students, schools, teachers, & industry

BOARD ATTENDANCE POLICY

Effective Date: 9/2/2015

Background

This board meeting attendance policy is to clearly indicate the expectations of participation in Board meetings and conference calls. It is understood that on occasion board members cannot attend a meeting due to travel restrictions imposed by their local district or organization or for some other unforeseen complication. It is believed that having a policy in place will not only clarify board member responsibilities, but could also be a useful tool for board members to indicate their responsibilities when requesting permission to travel to board meetings.

Policy

Regular attendance at SkillsUSA Nebraska board meetings is essential so that decisions made represent the opinions of the board as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. Because SkillsUSA Nebraska board members are elected to represent regions and/or to represent specific constituencies (such as businesses/associations/member groups), it is particularly important for board members to be in attendance so that those being represented have a consistent voice in association business.

SkillsUSA Nebraska board members are expected to attend the scheduled board meetings for the year as well as participate in conference calls when necessary.

If a board member misses two consecutive board meetings. The President will contact the member to discuss the situation. If consistent attendance is determined to be a problem then the executive committee will decide what actions to take regarding the board member's future membership on the board. If the executive committee decides to terminate the board member's membership on the board, the President will contact the board member in question and inform them of the decision. The executive committee will promptly initiate a process to begin recruiting a new board member consistent with the by-laws of SkillsUSA Nebraska.

Board Representative Nomination and Election Process

Effective Date: 2/11/2016

Composition of Board

The affairs of the Association shall be managed by its Board of Directors in accordance to the Bylaws. The Board of Directors shall be comprised of:

- a. Six high school advisors of local SkillsUSA chapters affiliated with the Association
- b. The State Officer Team High School SkillsUSA President.
- c. The State Officer Team College/Technical SkillsUSA Vice Presidents.
- d. The SkillsUSA State Advisor, who shall serve as a non-voting ex officio member of the Board.
- e. The State Officer Team Advisor who shall be a voting member of the Board.
- f. Up to two Educational Administrators to serve as voting members.
- g. An individual who has been designated as a "Corporate Member" by the National Organization, and who is appointed by the Board of Directors. The Corporate Member shall serve as a non-voting ex officio member of the Board, and shall serve until his or her successor is duly appointed and qualified.
- h. Up to six individuals representing business or industries operating within the State of Nebraska, who shall be appointed annually by the Board of Directors to serve as voting members.
- i. Two college/technical advisors of local SkillsUSA chapters affiliated with the Association, who shall be elected by a majority vote of advisors of local college/technical SkillsUSA chapters present at a meeting of such advisors held during the Association's Annual State Leadership and Skills Conference in accordance with policies and procedures established by the Board of Directors.
- j. The State Leadership Conference Coordinator who shall be appointed annually by the Board of Directors, and who shall serve as a non-voting ex officio member of the Board.
- k. The Nebraska Skills Championships Coordinator who shall be appointed annually by the Board of Directors, and who shall serve as a non-voting ex officio member of the Board.

The number of Directors may be increased or decreased from time to time by amendment to the Bylaws. No decrease in the number of Directors shall have the effect of shortening the term of any incumbent

Director.

New terms shall commence immediately at the close of the annual State Leadership Conference.

Responsibilities

The responsibilities of the Board of Directors shall include, but shall not be limited to, the following:

1. Maintaining general direction and control over the affairs of the Association, and ensuring that established policies are enforced;
2. Establishing and developing policies for the sound management and operation of the Association;
3. Providing advice and direction to the SkillsUSA State Advisor and State SkillsUSA Professional Assistant to carry out the policies, curricular programs and goals of the Association and to ensure the financial viability of the Association; and
4. Consulting with the SkillsUSA State Advisor, State SkillsUSA Professional Assistant and State SkillsUSA Officers to plan and coordinate competitions, conferences and other activities of the Association.

Officers of the Board

Chairperson

The Board of Directors shall annually elect a Chairperson and a Vice-Chairperson. The Chairperson and Vice-Chairperson shall each serve a one-year term. Only members of the Board who are advisors of local SkillsUSA chapters affiliated with the Association shall be eligible to serve as Chairperson and Vice-Chairperson.

Executive Committee

The Executive Committee shall consist of the Board Chairperson, Board Vice-Chairperson, State President, and State Officer Team Advisor. This committee shall address issues that arise within the Board.

Vacancies

Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining Directors. A Director appointed to fill a vacancy shall serve for the un-expired term of his or her predecessor in office.

CODE OF ETHICS

Effective Date: 9/2/2015

Preamble

SkillsUSA Nebraska is a not-for-profit, tax-exempt nonprofit association formed to develop, promote, organize, sponsor and support activities, conferences, competitions and educational programs which assist local chapter members in the growth and development of SkillsUSA. The business of the association is managed under the direction of the SkillsUSA Nebraska board of directors. The board's code of ethics serves as a code of conduct for association volunteers in their capacity as board members. It is intended to supplement but not replace any local or state codes of ethics applicable to members of the board.

The principles and requirements that comprise the code and procedures are based on and are designed to ensure full compliance by SkillsUSA Nebraska and its officers, directors, and employees with the fiduciary duties imposed on such individuals by state corporate law, the federal tax code's prohibition on private inurement and private benefit, and other requirements of federal tax exemption, common law due process requirements, federal and state antitrust and unfair competition law, state tort law, and other legal precepts and prohibitions.

The checks and balances built into the code and procedures are designed to strike the proper balance between ensuring full compliance with the legal obligations described here and ensuring the integrity and efficacy of the code as well as the protection of board members, through the use of reasonable due process procedures, against patently false, accusations that could result in significant industry or personal harm if not properly handled.

Members of the board affirm their endorsement of the code and acknowledge their commitment to uphold its principles and obligations by accepting and retaining membership on the board.

Board of Directors Code of Ethics

Members of the board (including ex officio members of the board) shall at all times abide by and conform to the following code of conduct in their capacity as board members:

1. Each member of the board of directors will abide in all respects by the *SkillsUSA Nebraska Code of Ethics* and all other rules and regulations of the association (including but not limited to the association's articles of incorporation and bylaws) and will ensure that their membership in the association remains in good standing at all times. Furthermore, each member of the board of directors will obey all applicable federal, state and local laws and regulations related to the execution of their duties.

2. Members of the board of directors will conduct the business affairs of the association in good faith and with honesty, integrity, due diligence, and competence.
3. Except as the board of directors may otherwise require or as otherwise required by law, no board member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the association and each member of the board will uphold the strict confidentiality of all meetings and other deliberations and communications of the board of directors. Clarification of what constitutes a confidential matter will be determined in the board materials prior to a board meeting or by the board chair during the course of a meeting if warranted.
4. Members of the board of directors will exercise proper authority and good judgment in their dealings with association staff, suppliers, and the general public and will respond to the needs of the association's members in a responsible, respectful, and professional manner.
5. No member of the board of directors will use any information provided by the association or acquired as a consequence of the board member's service to the association in any manner other than in furtherance of his or her board duties. Further, no member of the board of directors will misuse association property or resources and will at all times keep the association's property secure and not allow any person not authorized by the board of directors to have or use such property.
6. Each member of the board of directors will use his or her best efforts to regularly participate in professional development activities directly related to association activities and will perform his or her assigned duties in a professional and timely manner pursuant to the board's direction and oversight.
7. Upon termination of service, a retiring board member will promptly return to the association documents, electronic and hard files, reference materials, and other property entrusted to the board member for the purpose of fulfilling his or her job responsibilities if requested by the Board at which time the board will specify the parameters of the request. Such return will not abrogate the retiring board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the board of directors.
8. The board of directors dedicates itself to leading by example in serving the needs of the association and its members and also in representing the interests and ideals of the association and its entities at large.

9. No member of the board of directors shall persuade or attempt to persuade any employee of the association to leave the employ of the association or to become employed by any person or entity other than the association. Furthermore, no member of the board of directors shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the association to terminate, curtail, or not enter into its relationship to or with the association, or to in any way reduce the monetary or other benefits to the association of such relationship.

10. As consistent with the SkillsUSA Nebraska Conflict of Interest Policy, the board of directors must act at all times in the best interests of the association and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will immediately identify the conflict and, as required, recuse themselves from all discussion and voting on the matter. Specifically, board members shall follow these guidelines:

- Do not accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the association.

Because board members may have pre-existing relationships of a professional and/or personal nature with entities or individuals that have business with the association, an exception is provided to allow for the acceptance of gifts from these individuals or entities that are not substantial in nature and/or when it is clear from the circumstances that the motivation for the action is a personal relationship. The meaning of substantial in nature will be consistent with the applicable state laws or industry standards under which the board member operates.

If a gift is substantial in nature the board member must disclose this gift to the board and may unilaterally recuse themselves from discussion or votes related to that entity or individual.

If after a full review the board determines that a gift of a substantial nature has been received by a board member that presents a conflict of interest and the board member in question chooses not to unilaterally recuse themselves from discussion related to that entity or individual the board may: ask the member to provide a public explanation of the circumstances of the relationship; ask the board member with the conflict of interest to recuse themselves from the related discussion and/or vote; ask the member to sever ties with the entity or individual in question.

- Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the association; while the receipt of incidental personal or third-party benefit may necessarily flow from certain association activities, such benefit must be merely incidental to the primary benefit to the association and its purposes;
- Do not abuse board membership by improperly using board membership or the association's staff, services, equipment, resources, or property for personal or third-party gain or pleasure; board members shall not represent to third parties that their authority as a board member extends any further than that which it actually extends;

- Do not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect the association;
- Do not engage in or facilitate any discriminatory or harassing behavior directed toward association staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the association;
- Under no circumstances shall a board member solicit gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the association.
- Provide goods or services to the association as a paid vendor to the association only after full disclosure to, and advance approval by, the board, and pursuant to any related procedures adopted by the board.

Board members will refrain from trying to influence the board to engage in a business enterprise with an entity in which they have a financial interest. The board may consider a relationship with a business in this situation, but the board member with the relationship to the business must disclose the business relationship to the board and recuse themselves from consideration and debate on that matter

CONFLICT OF INTEREST POLICY

Effective Date: 9/2/2015

Purpose

The purpose of the conflict of interest policy is to protect the corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or employee of the corporation. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Statement of Belief

The Board of Directors shall make decisions in the best interests of the corporation only and without regard to the personal, family, financial, or professional interests of any individual Director.

Definitions

1. Interested Person

Any director, officer, member of a committee with board delegated powers or employee who has a direct or indirect financial interest, as defined below, is an interested person. If a person is an interested person with respect to any entity in the group of affiliated organizations of which the corporation is a part, he or she is an interested person with respect to all entities in the group.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, professional, investment, or family –

an ownership or investment interest in any entity with which the corporation has a transaction or arrangement, or

a compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or

a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature (e.g. generally more than \$50).

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of his or her financial interest to the Board of Directors, on a timely basis, for consideration of the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest, the interested person shall leave the Board of Directors meeting while the financial interest is discussed and a vote takes place. The Board of Directors shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- The President/Chair of the Board of Directors shall, if appropriate, appoint a disinterested committee of Board members to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the Board of Directors shall determine whether the corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the corporation's best interest or for its own benefit and whether the transaction is fair and reasonable to the corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflicts of Interest Policy

- If the Board of Directors has reasonable cause to believe that a member or employee has failed to disclose actual or possible conflicts of interest, it shall inform the member or employee of the basis for such belief and afford the member or employee an opportunity to explain the alleged failure to disclose.

- If, after hearing the response of the member or employee and making such further investigation as may be warranted in the circumstances, the Board of Directors determines that the member or employee has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and correction action.

Record of Proceedings

The minutes of the Board of Directors contain—

1. The names of the person who disclosed or otherwise were found to have a conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors' decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Annual Statements

Each director, officer, member of a committee with board delegated powers or employee shall annually sign a statement that affirms that such person—

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands that the corporation is a charitable organization and that, to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Consent Agenda

Effective Date: 9/2/2015

A consent agenda is a practice by which the mundane and non-controversial Board action items are organized apart from the rest of the agenda and approved as a group. This includes all of the business items that require formal Board approval and yet, because they are not controversial, there is no need for Board discussion before taking a vote. Items may be on a consent agenda only if all Board Members agree; if even one member considers a specific item to need discussion, it must be removed and placed on the regular agenda for the Board meeting.

At the time in the regular agenda when there is to be action on the consent agenda, the Chairperson will first inquire whether there are any items that need to be removed from the consent agenda. If any member wishes an item to be removed, it must be removed and placed on the regular agenda. Immediately following the opportunity to remove any items for separate discussion, the consent agenda is moved and approved as a set.

FINANCE COMMITTEE CHARTER

Effective Date: 9/2/2015

It is recommended that the Committee consists of nominations of the Board President.

Purpose

The Finance Committee (Committee) will assist the Board of Directors in its oversight responsibilities relating to fiscal management. In furtherance thereof, the Committee will:

- Review and recommend approval of an annual operating budget
- Regularly review financial results

In addition, in order to assist SkillsUSA State Advisor and SkillsUSA Professional Assistant in the proper and prudent management of its financial resources, the Committee will ensure that management employs personnel and systems capable of providing timely and accurate financial information to key decision-makers.

Key Responsibilities

Annually, the Committee will review the proposed annual operating budget for the ensuing fiscal year as presented by management. After review and amendment, if necessary, the Committee will review a final operating budget to the full Board of Directors for approval.

Quarterly, members of the Committee will receive and review financial statements consisting of the then current year-to-date:

1. Statement of financial position,
2. Income statement,
3. Operating statement; and
4. Key financial performance benchmarks that the Committee deems relevant from time- to-time. These financial statements will be accompanied by a narrative from management highlighting any financial issues and, where necessary, management actions related thereto.

From time-to-time, the Committee will direct management to undertake longer term financial planning to evaluate future financial needs.

FINANCIAL/DUES POLICY

Effective Date: 9/2/2015

State Membership Dues

States are billed by SkillsUSA for the fiscal year's/membership year's dues. Upon receipt of dues, SkillsUSA will send a letter/electronic communication acknowledging receipt to SkillsUSA Nebraska along with state portion of funds.

Individual/Associate Membership Dues:

Individual/associate members are invited to continue or apply for membership and will be billed by SkillsUSA of each year. Dues receipt will be acknowledged to the individual upon receipt.

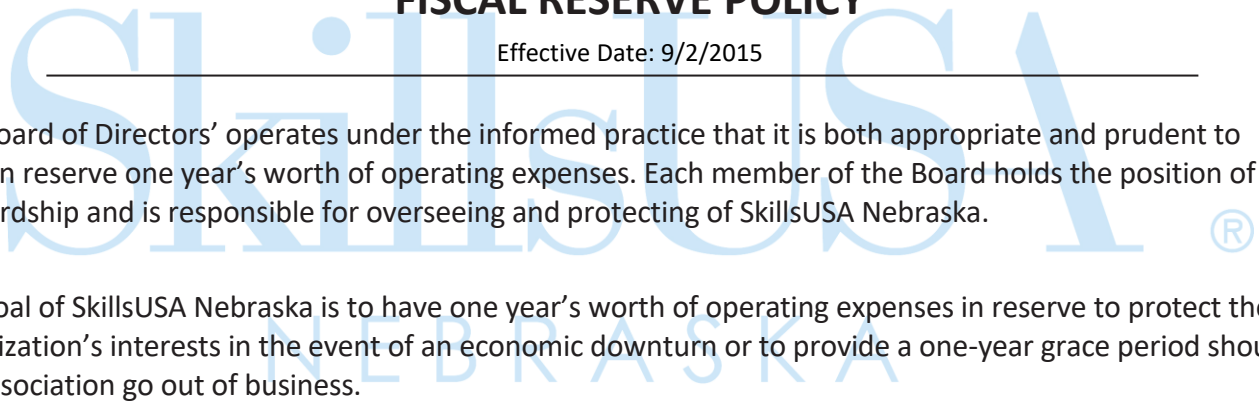
Membership Dues: Effective Date: January 21, 2021

State dues are reviewed by the Board of Directors on an annual basis.

- Membership dues for the 2020 - 2021 school year were \$16.00 (\$8.00 for state; \$8.00 for Nationals.)
- Membership dues for the 2021 -2022 school year are \$16.00 (\$8.00 for state; \$8.00 for Nationals.)

FISCAL RESERVE POLICY

Effective Date: 9/2/2015

The Board of Directors' operates under the informed practice that it is both appropriate and prudent to have in reserve one year's worth of operating expenses. Each member of the Board holds the position of stewardship and is responsible for overseeing and protecting of SkillsUSA Nebraska. 

The goal of SkillsUSA Nebraska is to have one year's worth of operating expenses in reserve to protect the organization's interests in the event of an economic downturn or to provide a one-year grace period should the association go out of business.

INVESTMENT POLICY STATEMENT

Effective Date: 9/2/2015

SkillsUSA Nebraska, as a Board, turns over its investments to the Nebraska Community Foundation.

It is the intention of the Board that the investment objectives are:

- Preservation of Principal
- Seek to conserve and enhance the capital value within guidelines
- Achieve returns which are measured against appropriate benchmarks

Record Retention Policy

Effective: 9/2/2015

The Association creates a wide variety of records for both internal office use and external uses, such as Board, Committee, and task force meetings and communications with members. This policy identifies key records and describes the retention periods for hard copy and electronic forms of these records. This policy will help ensure that the Association maintains essential records for tax, audit and historical purposes, while providing for the systematic destruction of documents based on government recordkeeping requirements and business needs. Retention of records that are not otherwise necessary to conduct business is both expensive and inefficient, and could expose the Association to legal challenges based on outdated or irrelevant materials.

Generally, documents should be retained only so long as they are (1) necessary to the current conduct of the Association business; (2) required to be kept by statute or government regulation; (3) relevant to pending or foreseeable investigations or litigation. Generally, drafts of documents should be destroyed after the document is in final form.

Courts make no distinction between electronic (e.g., email) and paper documents when ordering the production of discovery. Therefore, this Policy applies to all documents and records, in whatever form, unless otherwise specified. Association records include documents or publications created by Association employees, members, officers, the Board of Directors, and third parties employed by the Association for the purpose of communicating with members or managing the affairs of the Association.

As a reminder, all records should be written with the expectation that they may be read by persons other than the intended recipient. Thus, all documents should be drafted in a courteous and professional manner. Although it may sound arcane, some sensitive communications should only occur orally.

This Policy also provides that confidential or privileged documents remain protected from disclosure. Confidential records should be distributed on a "need to know" or "as needed" basis. Documents with sensitive information should be secured and access or distribution limited. Communications containing legal advice should be marked "Confidential and Privileged" and clearly identify the authors or recipients as lawyers. Employees, officers or Directors should not redistribute documents containing privileged attorney-client information without specific authorization from the attorney.

Documents should not be retained past the designated times set forth in this Policy. In addition, all paper and electronic files should undergo periodic review by staff, at least annually, to ensure compliance with the Policy.

Should the Association be engaged in litigation or receive a subpoena for documents, the Record Retention Policy may be suspended on advice of legal counsel. The destruction of any documents in such circumstances may be inappropriate.

Document Type	Retention Period
Organization Documents	
Accounts Payroll & Accounts Receivable	5 years
Address & Telephone Files	After superseded
Agreements & Contracts	Accepted 5 years after completion Rejected 5 years
Air Transportation Acknowledgement	2 years
Annual meeting minutes and agendas	Permanent
Articles of Incorporation and Amendments	Permanent
Audit reports	5 years
Accident reports/claims	
Active	Permanent
Settled	7 years after settled
Bank records	5 years
Budgets	5 years
Business permits	Permanent
Bylaws	Permanent
Important payments (taxes, property, etc.)	Permanent
Calendars	2 years
Claims and litigation	Permanent
Communications	
Event Driven	5 years after end of event
Long-Term (relating to mission of the agency)	8 years
Mid-Term (does not have long-term significance)	2 years
Short-Term (no documentary or evidentiary value)	6 months
Correspondence	
General, routine (if State Advisor, Administrative Assistant, or Board of Directors is originator)	6 months
If forwarded to State Advisor, Administrative Assistant, or Board of Directors for information	No longer than necessary or until disposition of related file
Important/Legal	Permanent
Credit Card Records	Superseded or use is terminated
Grants	
Awarded	5 years after final expenditure
Non-Awarded	When no longer of reference value
Insurance policies and records	
Expired	10 years
Active	Permanent
Itinerary Information	1 year
Job descriptions	Until suspended
Lists of members and committees	Permanent
Master Mailing File	Superseded or obsolete
Photographs	Permanent
Press Releases	1 year
Surveys	When no longer reference value
Tax returns and worksheets	Permanent

Training manuals	Superseded or position terminated
Trademark registrations and copyrights	Permanent
Document Type	Retention Period
Conference Documents	
Advisor Directory	Obsolete
Applications (recognition and scholarships)	5 years
Bid Information	6 years
Contest Coordinator/Judges forms	3 years
Contest Results/Placement	3 years
Chapter Information	5 years
Chapter Permission Form	5 years
Design Submissions (pin & t-shirt)	3 years
Fall Leadership Conference information	3 years
Medical Release Forms	5 years
Membership Information	5 years
Mid-America Conference information	3 years
Middle School Conference information	3 years
Programs/Booklets	Permanent (a few copies of each)
Other conferences or meeting information	3 years
Responsibility Release Form	5 years
Scorecards	3 years
Written tests	3 years

REIMBURSEMENT POLICY

Effective Date: 9/2/2015

Member involvement is a priority for SkillsUSA Nebraska, and thus the association encourages its members to serve as the association's representatives on taskforces, at meetings, etc. When SkillsUSA Nebraska members are traveling to activities, meetings, events, etc. as a representative of the association, SkillsUSA Nebraska is able to reimburse for expenses incurred only when the local district/organization is unable to do so.

In order for a member of SkillsUSA Nebraska to represent the association at an activity, meeting, event, etc., the SkillsUSA State Advisor may approve reimbursement for the member's representation and travel with the board's approval.

WHISTLEBLOWER POLICY

Effective Date: 9/2/2015

Should any person have knowledge of any illegal or unethical conduct in connection with the finances or other aspect of SkillsUSA Nebraska operations, that person should inform the SkillsUSA State Advisor. If the alleged wrongdoing concerns the SkillsUSA State Advisor, then the SkillsUSA Nebraska President or other Executive Committee member of SkillsUSA Nebraska should be notified instead.

Should the SkillsUSA State Advisor, President, or other Officer receive information regarding alleged illegal or unethical conduct in connection with the finances or other aspect of SkillsUSA Nebraska operations, that person shall inform the Executive Committee.

The Executive Committee shall investigate all credible allegations. At all times respecting the privacy and reputation of individuals involved to the extent possible, the Executive Committee shall inform the Board of Directors if any material allegation is confirmed, or if the Committee otherwise believes that the Board of Directors should be made aware of the situation. Should any member of the Executive Committee be the subject of an allegation of wrongdoing, that member shall recuse themselves from any investigation, deliberation, and decision-making.

There will be no punishment or other retaliation for the good faith reporting of conduct pursuant to this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation or resolution.

CONFERENCES

All Conferences

Enforcement of Deadlines: Effective Date: September 10, 2008

All conference forms, etc., must be received in the State Office by the deadline stated.

Interpreter Request for Special Needs Students – All Conferences: Effective September 10, 2008

Hiring and paying an interpreter, if needed, shall be the sole responsibility of the school.

Refunds: Effective date: September 10, 2008

Fall Leadership Refund Policy:

Once registered, no refunds will be granted because of the short turn-around time; meals and any promotion items are ordered in advance of the conference date.

Mid-America Refund Policy:

Once registered, no refunds will be granted because of the short turn-around time; meals, t-shirts, and programs are ordered in advance of the conference date.

State Conference Refund Policy:

The on-line registration deadline is set each year approximately six weeks prior to the state conference. If a student drops out of the contest before the drop deadline (drop deadline is set approximately seven days, counting Saturday and Sunday, following the registration deadline) only ½ (one-half) of the registration will be returned. The state office must receive notification by e-mail or phone. After this date no refunds will be given.

State Conference Refund Exceptions:

An amendment of the refund policy granted the SkillsUSA State Advisor the authority to review situations on an individual basis regarding the possibility of total refund reimbursements.

Fall Leadership Conference

Duration: Effective Date: April 23, 2003

The Fall Leadership Conference will be a one-day conference. The Fall Leadership Conference may be held in one or more locations.

State Leadership and Skills Conference

Action Team: Effective Date: April 23, 2003

Lodging:

The cost of lodging the SkillsUSA volunteer team (Action Team) is included in the registration fee with the cost to be established by the SkillsUSA State Advisor.

Builders Award: Effective Date: September 16, 1996

Builders Awards will be presented to the high school and career/technical chapters, which have the greatest percentage and/or number of increase in membership per year.

Final Results: Effective Date: February 11, 2016

Judging/Final Results:

Results of contest winners through fifth place will be declared final upon certification by the SkillsUSA State Advisor and Contest Coordinator prior to the awards ceremony. Final results of all contests will be verified and posted within seven days of the conclusion of the conference.

Judging/Instructors:

No instructors may be assigned as judges to a contest in which their students are involved with the exception where single school contests are conducted.

Modified Skills Contest Winners: Effective Date: January 29, 1997

If a competitor places first in any nationally recognized contest, that winner will be given the opportunity to compete at nationals.

Nebraska Delegation National T-Shirt: Effective Date: September 25, 2002

The Nebraska delegation's National t-shirt designs will be turned in during Registration at the state conference.

The winning design for the national t-shirt contest will be used for the current year's national t-shirt.

State Contest Designs: Effective Date: April 23, 2003

A SkillsUSA State Pin contest and SkillsUSA State Conference T-shirt contest were created with the winners to be awarded first, second, and third prize medals. Advisors and students will make the final judgment at the state conference. The winning design for the competition will be used for the following year's State pin design or the State Conference T-shirt design, respectively.

Designs will be turned in 2 weeks prior to the State Conference as determined by the SkillsUSA State Advisor.

Dress Code: Effective Date: September 10, 2008

STATE CONFERENCE DRESS (does not pertain to national conference)

Students preparing for careers need to be dressed for success. SkillsUSA has a dress code at all state and national functions. Students and advisors can wear the Official SkillsUSA attire or Professional Business Attire when directed or indicated in the Conference Program (i.e., Official SkillsUSA attire or Professional Business Attire is required to be worn to Opening Ceremonies and Awards Ceremonies). Contestants not dressed appropriately will not be allowed on stage to receive their medals.

Official Attire for Men:

- Official red SkillsUSA blazer or jacket
- Black trousers with white dress shirt
- Plain black tie with no pattern or official SkillsUSA black tie
- Black socks and Black dress shoes

Official Attire for Women:

- Official red SkillsUSA blazer or jacket
- Black skirt or slacks with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer
- Black sheer or skin-tone seamless hose and Black dress shoes.

Professional Business Attire for Men:

Dress Trousers/Slacks, dress shirt (solid color) & tie, dress shoes with socks. No tennis shoes, jeans, cutoffs, or t-shirts.

Professional Business Attire for Women:

Dress slacks or business style skirt (knee length or below – no mini skirts), shirt or blouse (solid color - no spaghetti straps, halter tops, mid-drifts, and no low or plunging necklines), dress shoes. No tennis shoes, jeans, cutoffs, or t-shirts.

STATE Contest Dress:

In contests requiring Official SkillsUSA dress – Professional Attire may be substituted. In contests requiring Official SkillsUSA work clothing – jeans, State t-shirt, and appropriate shoes may be substituted. A dress code specific to each contest will be posted on the website and given to Contest Coordinators.

General STATE Conference Dress:

Dress code for conferences when students are not participating in contests or official ceremonies must be business casual or school appropriate.

Jake Duncan Outstanding Leadership Award: Effective Date: April 23, 2003

The recipient of the Jake Duncan Outstanding Leadership Award will receive a cash award equal to \$10 times the number of Chapters attending the State Leadership and Skills Conference that year.

Medical Release Forms: Effective Date: September 10, 2008

Medical Release forms will be mandatory for all students and advisors attending a SkillsUSA Nebraska conference. Copies of those Medical Release forms must be in the possession of the Advisor at all times. A copy of the SkillsUSA Nebraska Medical Release form may be found on the state website.

Program Advertising and Sponsorships: Effective Date: September 10, 2008

All program advertising and sponsorship rates to SkillsUSA Nebraska shall be determined by the SkillsUSA Nebraska Board of Directors. The SkillsUSA State Advisor retains content and editing rights.

Registration Fees: Effective Date: September 10, 2008

All contestants must pay a registration fee prior to the contest deadline. The Board of Directors shall set the registration fee to be reviewed annually by the SkillsUSA Nebraska Board of Directors. A portion of the registration fee will be allotted to the SkillsUSA Nebraska Foundation and Jake Duncan Scholarship fund.

ORGANIZATION/STRUCTURE

Adoption/Approval of Bylaws: Effective Date: March 29, 2004

Bylaws were adopted/approved by the Board of Directors on January 28, 2004 and the Secretary of the corporation was designated to sign the bylaws for insertion into the corporate record book.

Bylaws were adopted/approved by the student delegation on March 29, 2004 for insertion into the corporate record book.

Articles of Incorporation Filing: Effective Date: April 23, 2003

On April 23, 2003 the Board of Directors authorized Harding, Schultz & Downs to acquire all corporate books, books of account, and forms, which are necessary to appropriate for the corporation.

The Board approved all actions by the incorporators: Harding, Schultz & Downs, to file the corporation's Articles of Incorporation with the Nebraska Secretary of State on April 23, 2003, and to file a duplicate copy thereof with the Clerk of Lancaster County, Nebraska.

The Board ratified and approved all other actions of the incorporators performed on behalf of the corporation.

Bank/Accounting/Taxes: Effective Date: April 23, 2003

Bank

Designated Union Bank and Trust as the depository for the corporation.

Approved all resolutions required by the Bank for opening an account and drawing checks thereon.

Accounting

Authorized Grafton & Associates to make payment for all expenses incurred in connection with the formation of the corporation, and ratification and approval of all payments made in connection therewith.

Authorized Grafton & Associates to draw checks against an account of the corporation.

Taxes

Authorized the corporation to join the group tax exemption held by the National SkillsUSA organization.

Board of Director Term: Effective Date: February 11, 2016

The Board of Directors shall be elected to a three-year term. Education representatives are suggested to have at least a one-year break between terms.

Website for SkillsUSA Nebraska: Effective Date: August 16, 2008

The new website exclusively for SkillsUSA Nebraska is: www.skillsusanebraska.org

State Officer Team

National Officer Requirements: (These requirements are in addition to the National Office's Officer Requirements.)

Effective Date: February 12, 1999

High School National Officer

- Completed National application.
- Must have successfully completed 1 term as a Nebraska State Officer.
- Attendance of 75% or better at local chapter meetings and activities (on a yearly basis).
- A vote taken and recorded in minutes of the candidate's local chapter to support the student in their application for National office.
- GPA of 2.5 or better on a 4.0 scale.
- Will attend mandatory SkillsUSA meeting dates as listed on application unless released by the SkillsUSA State Advisor.
- Must have competed in a competition at the High school state level prior to running for National office.
- Must complete interview process thru a committee of Board of Directors members and SkillsUSA State Advisor. A maximum of 1 candidate may be approved by the Board of Directors.
- Will not compete in any competitions at SkillsUSA National Leadership and Skills Conference while running for National office.

College/Technical National Officer

- Completed National application.
- Must have successfully completed 1 term as a Nebraska State Officer.
- Attendance of 75% or better at local chapter meetings and activities (on a yearly basis).
- A vote taken and recorded in minutes of the candidate's local chapter to support the student in their application for National office.
- A student in good standing while a SkillsUSA member.
- Will attend mandatory SkillsUSA meeting dates as listed on application unless released by the SkillsUSA State Advisor.
- Must have competed in a competition at the College/Technical state level prior to running for National office.
- Must complete interview process thru a committee of Board of Directors members and SkillsUSA State Advisor. A maximum of 1 candidate may be approved by the Board of Directors.
- Will not compete in any competitions at SkillsUSA National Leadership and Skills Conference while running for National office.

SkillsUSA Nebraska will support candidacy for maximum allowed towards campaign materials.

State Officer Team Election/Position: Effective Date: April 23, 2003

The State Officer Team shall be elected by selecting the top seven vote winners in high school and the top three vote winners in career/technical schools. The State Officer Team will determine what office each officer will hold. Installation of officers will take place during the Fall Leadership Conference.

State Officer Team Advisor & Assistant State Officer Team Advisor: Effective Date: June 1, 2005

The positions of State Officer Team Advisor and Assistant State Officer Team Advisor are appointed by the SkillsUSA State Advisor on an annual basis.

State Officer Leave Request: Effective Date: February 7, 2006

Any SkillsUSA Nebraska State Officer attending required SkillsUSA related conferences, must be in attendance for the times set forth by the SkillsUSA State Advisor. In the case of an emergency or extenuating circumstances, a High School State Officer may leave assigned activities only by direct parental/guardian contact to the State Officer Team Advisor and/or SkillsUSA State Advisor, overseeing the officer team. College/Technical State Officers are expected to inform the State Officer Team Advisor of any contemplated leave. The SkillsUSA State Advisor will not provide the means of transportation for an officer leaving or returning to a conference.

State Officer Requirements: Effective Date: April 23, 2003

High School State Officer

- Completed application.
- Signature of the local advisor, administrator, and parent/guardian (if applicable) on the application form.
- Attendance of 75% or better at local chapter meetings and activities (on a yearly basis).
- A vote taken and recorded in minutes of the candidate's local chapter to support the student in their application for state office.
- GPA of 2.5 or better on a 4.0 scale while a SkillsUSA member.
- Will attend mandatory SkillsUSA meeting dates as listed on application unless released by the SkillsUSA State Advisor.
- Must have competed in a competition at the High school state level prior to running for State office.

College/Technical State Officer

- Completed application.
- Signature of the local advisor, administrator, and parent/guardian (if applicable) on the application form.
- Attendance of 75% or better at local chapter meetings and activities (on a yearly basis).
- A vote taken and recorded in minutes of the candidate's local chapter to support the student in their application for state office.
- A student in good standing while a SkillsUSA member.
- Will attend mandatory SkillsUSA meeting dates as listed on application unless released by the SkillsUSA State Advisor.
- Must have competed in a competition one year at the state level prior to running for State office.

Conflict of Interest Annual Statement (2015)

In accordance with SkillsUSA Nebraska conflict of interest policy, I hereby confirm that:

- I have received a copy of the conflict of interest policy;
- I have read and understand the policy;
- I have agreed to comply with the policy; and
- I understand that the corporation is a charitable organization and that, to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

After reviewing the Conflict of Interest policy, (select one)

- I confirm that I have no financial interest in an entity which has intentions of entering into a transaction or arrangement with SkillsUSA Nebraska or its affiliates.
- I confirm that I have a financial interest in an entity which has intentions of entering into a transaction or arrangement with SkillsUSA Nebraska or its affiliates. The entity or entities in which I have a financial interest are as follows:

In addition, I wish to disclose that I serve on the Board of Directors of the following organizations, which have or may have a financial arrangement, contractual or otherwise, with:

Board Member Acknowledgment Form (2015)

I have received and read this revision of the SkillsUSA Nebraska Board of Directors Policies and Procedures Manual and I understand that it is my responsibility to follow the policies contained in it, as well as any revisions made to it.

I hereby grant to the Nebraska Department of Education, its representatives, employees, agents and assigns, the irrevocable and unrestricted right to use, reproduce and publish photographs of me, including my image and likeness as depicted therein, hereto, for editorial, trade, advertising or any other purpose and in any manner and medium; to alter the same without restriction, and to copyright the same.

I hereby release the Nebraska Department of Education, its officers, employees, agents, legal representatives and assigns from any and all claims, actions and liability related to its use of said photographs.

Acknowledged and Accepted by:

Signature: _____

Print Name: _____ Date: _____