



# Policy Manual

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# Gender Guidelines Policy

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SMP 140

## **SkillsUSA Maine Inclusion and Diversity Statement**

In keeping with a tradition of respect for the individuality of our members and our role in workforce development, SkillsUSA Maine strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities. In SkillsUSA Maine, diversity encompasses differences in ethnicity, gender, gender expression and identity, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience and education. We strive to make all members, partners and employees feel welcomed and valued in the SkillsUSA Maine family. SkillsUSA Maine believes in treating all people with respect and dignity. We want SkillsUSA Maine to be regarded as a “membership organization of choice” that encourages all individuals to be involved.

## **Official Attire and Competition Uniforms**

Our *Leadership Handbook* outlines SkillsUSA official attire that is worn for official ceremonies, competitions, presentations and special activities. This includes the red SkillsUSA blazer or windbreaker or black SkillsUSA jacket; along with a white blouse or dress shirt, black dress pants or skirt and black shoes. Attire is listed in the handbook for both women and men. Students may select the attire that best fits the gender with which they identify. This is a personal choice as long as the SkillsUSA guidelines are followed. This also applies to the uniform guidelines for SkillsUSA competition. Gender expansive and transgender students shall be allowed to dress in clothing of choice as long as it meets the guidelines in the policies referenced above.

## **Conference Housing**

Regarding conference housing of transgender students, SkillsUSA Maine will respect the decisions of local school divisions with regard to recognition of a student’s gender identification and how students are housed at state or national SkillsUSA events. The organization will abide by the guidelines or policies of SkillsUSA Maine state association, state departments of education and local school districts. Our main priority is that all SkillsUSA Maine members feel informed, safe, respected and comfortable.

## **Conference Restrooms**

Regarding the use of restrooms at SkillsUSA Maine events, attendees should follow the laws of the state in which the national event is held.

Approved: 1/11/19

## **Gender Definitions**

*Gender refers to the state of being male or female (typically used with reference to social and cultural differences rather than biological ones).*

**“Gender assigned at birth”** refers to the gender designation listed on one’s original birth certificate.

**“Gender expansive”** describes someone whose gender expression, gender characteristics, or gender identity does not conform to stereotypes of their gender assigned at birth.

**“Gender expression”** refers to how one conveys or expresses gender through attire, names, pronouns, etc.

**“Gender identity”** refers to one’s internal sense of gender, which may be different from the gender assigned at birth. This is true if one’s gender identity is consistently and uniformly asserted, and there is evidence that the gender identity is sincerely held as part of the student’s core identity.

**“Legal Name”** refers to the student’s official name as entered into the student record, following the procedure set forth in the current version of school enrollment regulations.

**“Preferred Name”** refers to a name requested by a student and the student’s parents/guardians by which the student would like to be known, which may be different from a student’s legal name in the student record. Name and pronoun usage should reflect how the student would like to be called.

**“Transgender”** describes an individual whose gender identity is different from the gender assigned at birth. An individual can express or assert a transgender identity in a variety of ways such as mannerisms, clothing, and name and pronoun usage. Medical treatments or procedures are not considered a prerequisite for identifying students as transgender. A transgender student is a student who consistently and uniformly asserts a gender identity different from the gender assigned at birth, or for which there is documented legal or medical evidence that the gender identity is sincerely held as part of the student’s core identity.

**“Transition”** refers to the experience by which a transgender person goes from living and identifying as the gender assigned at birth to living and identifying as the gender consistent with one’s gender identity. A gender transition often includes a “social transition,” during which an individual begins to live and identify as the gender consistent with the individual’s gender identity, with or without certain medical treatments or procedures.

Approved: 1/11/19

# State Staff Recruitment Policy

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SMP 210

The purpose of this policy is to create a consistency in regards to all staff searches and hiring for SkillsUSA Maine.

Positions should be identified as far in advance as possible and notification of the open position sent to the Board of Directors for informational purpose.

- Positions can be anticipated in one of two ways:
  - A current state staff member giving notice of termination.
  - The creation of a new position approved by the Board of Directors.
- All advertised vacancies will include a board approved job description, including title and tasks to be performed.
- The candidate search is conducted by the State Director and may be a committee or just done by the State Director.
- After reviewing resumes and applications, the State Director will schedule interviews. The interviews can be done in person or in a video conference format.
- After the most qualified applicant is selected and approved by the State Director, the chosen applicant will be notified.
- Upon acceptance by the chosen applicant, all other applicants will be notified.
- The new staff member will then be brought to the Board of Directors for introduction.

Approved 04/07/2023

# State Staff Termination Policy

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SMP 220

Sometimes, a performance or disciplinary problem may be the result of error, ignorance, inexperience or other circumstances that are correctable either at once or in stages. In such cases, SkillsUSA Maine may elect to follow a "progressive improvement procedure," which may include any, some or all of the steps described below. SkillsUSA Maine is not obliged to follow these steps in any individual case. Rather, this is a guideline only. These cases are meant to be illustrative only and do not imply that an employee may be dismissed for these or other "just cause" reasons only. Items under this policy are the responsibility of the State Director to enforce.

- When a performance or disciplinary problem first becomes apparent, the responsible supervisor should discuss the problem with the employee. A written summary of the situation shall be kept on file.
- If the performance or disciplinary problem has not improved, a written warning should be issued to the employee and a copy kept on file. A written warning should include the following:
  - Description of the behavior that is not meeting performance/discipline standards
  - Specification of the steps the employee must take to correct the problem
  - Identification of the next time the employee's behavior will be reviewed
  - A space for the employee's signature to indicate the warning has been discussed with the employee and a space for comment from the employee.
- Termination can occur either at any time during the progressive improvement procedure or after one or more steps of the procedure has been implemented, if the employee fails to comply with specified corrective actions.
- The final decision for termination is the responsibility of the State Director and the Executive Committee of the board.

Approved 04/08/2016

# Regional Appointment Policy

SMP 242

SkillsUSA Maine will be divided into six regions; North, South, East, West, Central and, College/PS. One chapter advisor will be elected yearly to represent the region on the Board of Directors. When a new chapter charter is approved the Board of Directors will assign the new chapter to one of the below regions.

Chapters in each region are:

**Central:**

Capital Area Technical Center  
Mid-Maine Technical Center  
Somerset Career and Technical Center  
Tri-County Technical Center

Region 3, Northern Penobscot Technical Center  
Region 4, United Technologies Center

**Eastern:**

Coastal Washington County Institute of Technology  
Hancock County Technical Center  
Hancock County Grammer School

Saint Croix Regional Technical Center  
Region 7, Waldo County Technical Center  
Region 8, Mid-Coast School of Technology  
Lamoine Consolidated School

**Northern:**

Caribou Technology Center  
Presque Isle Regional Career and Technical Center

Saint John Valley Technology Center  
Van Buren/M.S.A.D. #24  
Region 2, Southern Aroostook County

**Southern:**

Bath Regional Career and Technical Center  
Biddeford Regional Center of Technology  
Portland Arts & Technology High School

Sanford Regional Technical Center  
Westbrook Regional Vocational Center  
Region 10 Technical High School

**Western:**

Foster Technology Center  
Lake Region Vocational Center  
Lewiston Regional Technical Center

Region 9, School of Applied Technology  
Region 11, Oxford Hills Technical High School

**Post-Secondary:**

Central Maine Community College  
Eastern Maine Community College  
Kennebeck Valley Community College  
Northern Maine Community College

Penobscot Job Corps  
Southern Maine Community College  
Washington County Community College  
York County Community College

Approved 04/08/2016 Amended 11/1/19



# State Director Policy

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SMP 245

The SkillsUSA Board of Directors is responsible to appoint the State Director. This person will be appointed until either they resign or the Board of Directors appoints a replacement. The term always begins on September 1<sup>st</sup> and ends on August 31<sup>st</sup>.

The mission of the office of the State Director is to:

1. Administer board policies, create, receive approval for, and carry out a full slate of activities and programs for the membership of the SkillsUSA Maine.
2. Manage the state association, including oversight of all committees.
3. Manage the state office.
4. Be the direct supervisor for the State Office Advisor(s), Alumni Representative, Courtesy Corps Advisor, and any other state staff or volunteers.
5. Finance a full program of state activities.
6. Assist local school district personnel and students in SkillsUSA organization and operation.
7. Stimulate meaningful use of all SkillsUSA programs in local chapters.
8. Provide for training of key personnel.
9. Gain the involvement of key persons from labor, management and government in SkillsUSA activities at all levels.
10. Implement public relations efforts for trade, industrial, technical and health occupations education students.
11. Manage an annual state fall leadership conference, which should result in better SkillsUSA chapters across the state.
12. Oversee the development and management of the annual state championships.
13. Oversee the management of the state delegation to the national conference.

Approved 04/08/2016

# Finance Committee Policy

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SMP 250

The Finance Committee is made up of individual advisors and business partners to oversee all areas concerning the finances of the SkillsUSA Maine organization.

The mission of the Sponsoring Committee is:

- a. Propose a yearly budget.
- b. Oversee and recommend policy.
- c. Make sure of compliance of the SkillsUSA minimum fiscal standards.
- d. Give direction to all sub committees of this committee.

Approved 04/08/2016 Amended 11/1/19

# Sponsorship Committee Policy

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SMP 251

The Sponsorship Committee is made up of individual advisors and business partners to help locate individuals, businesses and foundations to provide either in-kind or financial support to the SkillsUSA Maine organization.

The mission of the Sponsoring Committee is:

- e. Identify potential donors and contributions.
- f. Interest, educate and involve other industry representatives.
- g. Recommend to the State Director leads to follow up with.

The Sponsorship Committee is viewed as the major financial resource for the organization and will elect among its group a chairperson who will serve as a non-voting member on the Board of Directors.

Approved 04/08/2016

# Audit Committee Policy

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SMP 252

The audit Committee consists of a member of the Board of Directors and two advisors who serves as a SkillsUSA Maine Chapter Advisor and has paid his/her professional dues.

At the beginning of each fiscal year the committee will do at least a minimal audit of the financial records from the previous year.

Approved 01/09/2017

# State Officers NLSC Policy

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SMP 255

It is highly encouraged that the State Officers attend the National Leadership and Skills Conference (NLSC). A budget line in the yearly budget will help to support the officers attending the NLSC.

Officers going out solely as part of the State Officer team:

- Responsibility is to the team and the state.
- Will represent the State of Maine at all state and national functions,
- Will serve as the state's delegates.
- Will travel as part of the state delegation.
- Will room with the state delegation.

Officers going out as competitors:

- Responsibility is to themselves and their competitions.
- Can represent the State of Maine at state functions.
- Can serve as state delegates.
- Will travel as part of their school's delegation.
- Will room as part of their school's delegation.

The budgeted amount for this will be split between all officers attending solely as part of the State Officer Team with the balance of the total cost the responsibility of the state officer.

At a minimum the state officer will be responsible for their own food and 10% of:

- The airfare.
- The shared hotel costs.
- Conference Registration

Approved: 1/11/19

# Alumni Association Policy

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SMP 260

The Alumni Association consists of any individual who was an active member in a school SkillsUSA Chapter.

The mission of the Alumni Association is:

1. Demonstrate leadership through community projects.
2. Participate in SkillsUSA Maine conferences.
3. Aid in fund raising activities.

The Alumni Association shall elect their own representative who will serve at the Association meetings as a voting member. The representative shall be selected from the current Alumni membership.

Approved 04/08/2016 Amended 11/1/19

# Student Officer Policy

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SMP 270

The student officers of the Association shall consist of a maximum team of eleven officers

1. The team shall consist of four at large positions (President, Vice President, Secretary and Treasurer), five regional Vice Presidents and one post-secondary Vice President.
2. A student can only run for a regional Vice President position that their school is part of.
3. Only a post-secondary student can run for the post-secondary Vice President position.
4. Only a middle school student can run for the middle school liaison position.

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Approved 12/9/2016 Amended 11/1/19

# Minimum Standards for Student Officer Policy

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SMP 271

Each officer candidate must:

1. Be a member in good standing of a SkillsUSA Maine Chapter.
2. Have at least one full year remaining in their program of study.
3. A high school officer must be a high school student for their full term; a college/post-secondary officer must be a college/post-secondary student for the second part of their term. High school seniors continuing to a Maine college Post-secondary institution **MUST** run as a college candidate.
4. Complete and submit a state officer application.
5. Follow guidelines and procedures established by the Board of Directors and approved by the Executive Committee for the election of state officers.
6. Failure of a state SkillsUSA officer to meet the grade of a “C” average or GPA of 2.0 in each class, academic or trade will result in the following action being taken:
7. A grade of “D” in any class, academic or trade, during a marking period, will place the officer in a probationary status with the state SkillsUSA association, during which time, the state officer will be required to develop a remediation plan, along with their instructor, designed to bring the grade in line with the required standard by the next marking period. The officer will be responsible for submitting a summary of the plan to the state SkillsUSA office for review and file.
8. If the officer is successful in meeting the required standard at the next marking period, the probationary status will be lifted.
9. If the state SkillsUSA officer is unsuccessful in meeting the required standard at the next marking period, the probationary status will continue and strengthen to include a suspension of all outside responsibilities and travel for the state SkillsUSA association. However, the officer will still be required to fulfill the responsibilities for reporting and written assignments required by the state SkillsUSA association.

Approved 04/08/2016



# Candidate for National Office Policy

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SMP 275

Active members of local SkillsUSA Maine chapters affiliated with the Association, who meet all eligibility requirements established by the Association and the National Organization, may apply for and hold office in the National Organization.

Approved 04/08/2016

# Chapter Standing Policy

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SMP 310

Chapters will be considered in good standing with the Association when they have met all the requirements for a chapter in good standing as set by the Board of Directors.

A local High School or College/Post-Secondary SkillsUSA Maine chapter will be considered in good standing with the Association when all of the following conditions are satisfied:

1. The chapter provides full payment of all State and National dues to the National Organization by the applicable due date.
2. Has paid the annual charter fee as billed.
3. Member schools must have representation on one of the standing committees and must be involved with the planning and/or oversight of three championship area(s) or championship tasks for the State Skills Championships.
4. All reports, rosters, organizational documents and materials requested by the Board of Directors are received and approved by the Board of Directors.
5. The local SkillsUSA Maine chapter's Bylaws do not conflict with the SkillsUSA Maine Bylaws or the Constitution, or Bylaws of the National Organization.

A local Middle School SkillsUSA Maine chapter will be considered in good standing with the Association when all of the following conditions are satisfied:

1. The chapter provides full payment of all State and National dues to the National Organization by the applicable due date.
2. All reports, rosters, organizational documents and materials requested by the Board of Directors are received and approved by the Board of Directors.
3. The local SkillsUSA Maine chapter's Bylaws do not conflict with the SkillsUSA Maine Bylaws or the Constitution, or Bylaws of the National Organization.

If a chapter does not meet the requirements set forth then they will be considered a chapter in bad standing and will be restricted from Association activities as set by the Board of Directors.

If a local SkillsUSA Maine chapter is not in good standing, the chapter:

1. Will not be eligible to receive chapter or individual awards during the applicable school year.
2. Will forfeit all delegate seats for all delegate assemblies when held.
3. May not be represented by any team or individual in any competitive event program sponsored or organized by the Association (whether at the State or National level)
4. May not allow any member to serve as an officer of the Association or the National Organization.

The Board of Directors shall provide notice to local SkillsUSA Maine chapters as to whether said chapters are in good or bad standing. The Board of Directors may reinstate a local SkillsUSA Maine chapter's good standing upon receipt of delinquent materials or dues from the chapter and/or upon the completion of any other remedial action.

Approved 04/08/2016, Amended 1/11/19

# New Chapter Policy

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SMP 320

New chapters will be considered and either approved or disapproved by the State Director as follows:

Approved:

1. A chapter charter request has been submitted through the national office.
2. The chapter membership meets the requirements for active membership as set forth in our Bylaws.
3. The chapter has at least one advisor listed as the main advisor.

Disapproved

1. If any of the above listed for approval is not met.
2. The school applying for charter is not an approved Maine DOE middle school, CTE high school or accredited college.

If a new high school or college chapter is approved, then the state charter fee will be waived for the first year.

All approved chapters will be required to follow our Bylaws and Policies as set by the Board of Directors.

Approved 1/11/19

# Financial Guidelines Policy

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SMP 400

1. The Board of Directors of the Corporation shall maintain complete and accurate financial records of all fiscal transactions executed by the Treasurer.
2. The Treasurer shall oversee a bookkeeper who will keep a complete set of books, showing every detail of the corporation business, including assets and liabilities.
3. The fiscal year of the corporation shall be from September 1<sup>st</sup> to August 31<sup>st</sup>.
4. At the first Board of Directors meeting of each fiscal year, the State Director and Treasurer shall present a prepared budget for the ensuing year to the finance committee. This budget shall also reflect the previous year budget and income and expenditures.
5. At each subsequent meeting, the Board of Directors shall receive a current statement of accounts listing income, expenditures, current receivables, and payables.
6. All checks, drafts, vouchers and other withdrawals of money from the corporation shall be signed by a person(s) designated by the Board of Directors.
7. At the October meeting, the Board of Directors will approve for submission the State Association Annual Reporting form for the Internal Revenue Service (Form 990, Group Return) to National SkillsUSA. The Board shall also make all other reports required by law. A copy of the results of the annual report shall be available for the inspection by interested persons at the principle office of the corporation and at such other suitable place as the Board may designate from time to time.
8. Expenditures incurred by any Board members other than the State Director will require approval prior to reimbursement.
9. Any anticipated expenditures to be made by the State Director, not included in the approved budget, that will exceed five hundred dollars must be approved by the president and/or the vice-president.

Approved 04/08/2016, Amended 12/24/18

# Accountant/Bookkeeper Policy

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SMP 410

The Accountant/Bookkeeper's duties shall be:

1. To receive all dues from local chapters of the State Association through the National Office.
2. To receive all contributions from donating individuals, business organizations, or foundations.
3. To see the payment of all bills incurred by the State Association.
4. To keep the financial records of the State Association.
5. To submit a financial report of the condition of the State Association at regular intervals to the Board of Directors, to include account reconciliation.
6. To have a recognized bookkeeping system set up and have the accounts kept in order, and once a year, an audit shall be made by the Audit Committee appointed by the Board of Directors.
7. To see that all monies of the State Association shall be deposited in a bank under an account known as SkillsUSA Maine.

Approved 04/08/2016. Amended 12/24/18

# Debit/Credit Card Policy

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SMP 420

## Debit/Credit Card Policy

SkillsUSA Maine will utilize a debit card linked to the SkillsUSA Maine checking account for the purpose of conducting business as needed. Debit card usage shall utilize the following guidelines:

1. The debit/credit card shall only be used for SkillsUSA Maine purposes within the budget guidelines approved by the Board of Directors. Any exceptions must be board approved.
2. All receipts must be submitted to the Bookkeeper within 14 days either by paper or electronic. All paper receipts must be submitted with 14 days of the close of the month.
3. The card must stay in the possession of the authorized holder.
4. The following positions will be card holders:
  - a. State Director
  - b. Bookkeeper
  - c. State Officer Advisor
5. Any online purchases must only be used on secure and reputable sites.
6. Any unauthorized or accidental expenses must be reimbursed within 7 days of learning of the error.
7. The board treasurer will review the usage of the cards on a monthly basis.

Approved 1/11/19

# State Championships Policy

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SMP 510

A State Championships shall be held annually for student members of the Association within the State of Maine, at a time and place recommended and approved by the Board of Directors.

1. The purpose of the Annual State Championships shall be to:
  - a. Elect student officers of the Association,
  - b. To conduct certain business of the Association,
  - c. Provide leadership and career development training to participating members and
  - d. Conduct statewide competitions.
  
2. Voting Delegates representing local SkillsUSA Maine chapters affiliated with the Association may transact official business of the Association only during the Annual State Championships.
  - a. Each local SkillsUSA Maine chapter in good standing with the Association shall be entitled to be represented by two voting delegates.
  
3. A Championships committee will be responsible for the overall growth and development of the state championships (SLSC). The SkillsUSA Maine Conference Coordinator, shall oversee this committee and:
  - a. Use the Championships Management Guide for the overall organization of the conference.
  - b. Meet with section chairs monthly from May to December to review progress and needs.
  - c. Meet with section chairs bi-weekly from January to March to review progress and needs.
  - d. Meet with section chairs within one month following the conference to review the conference and plan for the following year.
  - e. Update the Championships Management Guide as needed.

Approved 04/08/2016, Amended 12/24/18; 04/07/2023





# State Championships Awards Policy

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SMP 510.1

Awards for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place (Gold, Silver, Bronze) will be offered in all contests of the SkillsUSA Maine Championships. The placement of these awards is the responsibility of the Contest Chair/Head Judge for each contest.

In the case of a disqualification for any reason:

1. If before a contest is finalized the Contest Chair/Head Judge will be informed so they can remove that student from award placement if necessary. If the student has already competed, their scores will be submitted.
2. If after the contest is finalized, the final decision on awards given will be by the Executive Committee of the Board of Directors.

All Contest Chair's and Judges will do all they can to remove any conflict of interest from their contests.

Approved 1/10/2020

# Financial Award Policy

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SMP 520

## **Financial Awards**

1. Scholarships must relate to furthering student's occupational education.
2. Tools, equipment and/or uniforms must relate to the occupational training area of the student winner for the contest in which he/she is interested.
3. Books and manuals must relate to the student's occupational training objectives.
4. Travel scholarships can be available for national conferences.
5. Awards shall be presented as part of the Awards Ceremony of the SkillsUSA Maine Championships, or at a time and place previously arranged by the Board of Directors.
6. Organizations other than those represented on the SkillsUSA Maine Contest Committees shall have their awards presented with the approval of the Board of Directors.
7. Organizations wishing to provide gifts, materials, or awards must notify the State Director and provide a complete description of the award.

Approved 04/08/2016

# Contest Quota Policy

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SMP 530

Contest quotas will be established at the September meeting of the Board of Directors and shall apply to the Championship contests of that school year. Any quota changes after that date will need to be approved by the Championships Committee and the Board of Directors.

No contest quota changes will be made after January of that school year.

Approved 04/08/2016, Amended 1/11/19

# Contest Offerings

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SMP 540

Contest offerings will be review each year by the September meeting preceding the Championships that the contest will be offered in.

Contests that have shown low interest in the past may be dropped at this time.

Approved 04/08/2016, Amended 12/24/18

# Fall Leadership Conference Policy

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SMP 550

The fall leadership conference is held to help students and advisors network, understand common strengths, and develop unity within local chapters, SkillsUSA Maine and national SkillsUSA and to support the mission of SkillsUSA Maine.

This conference will focus on:

- Student improvement of leadership skills
- Learn how to apply the SkillsUSA Framework
- Networking with other students and teachers

Approved 04/08/2016, Amended 12/24/18

# Student Discipline Policy

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SMP 700

Students who participate in SkillsUSA sponsored events are subject to rules and regulations established by the SkillsUSA Maine Board of Directors. Students associated with this organization are expected to act in a professional, respectful manner. It is a privilege to be a member of this organization, not a right. Students who violate the code of conduct will be dealt with in a serious manner. SkillsUSA members are role models for other students.

1. Any SkillsUSA Maine member who displays inappropriate behavior at an official SkillsUSA function is subject to disciplinary action by the Board of Directors in consultation with the Chapter Advisor. School Districts may also opt to enforce local disciplinary action in accordance with school policy.
2. Any suspicion of drug and/or alcohol use by a SkillsUSA member will automatically result in elimination from further participation.
  - a. It will be the responsibility of the advisor to contact the parent and his/her superintendent and remain with that student until parent or legal guardian can remove the students.
  - b. Drug violation will result in the involvement of local law enforcement officials.
  - c. If any infraction of the drug/alcohol policy takes place in a room, participants present within the room will be subject to disciplinary action.
3. Reasonable suspicion will be utilized in making determinations. All advisors are expected to fully cooperate with SkillsUSA Board members in the enforcement of this policy.
4. All SkillsUSA advisors will be responsible for security of their students at all events.
5. Participants should be reminded to be considerate of others in respect to the level of noise throughout the hotel and be courteous to those around them. There should be no musical instruments, and all portable music devices, radios and cell phone music players should be kept at a reasonable level.
6. If for any reason a student or students are left at the hotel, an advisor must remain with them to monitor their behavior.
7. Cell phones, pagers or other electronic devices are not to be turned on during any SkillsUSA event except by SkillsUSA conference staff. Disruptions caused by these devices will result in confiscation of the item until the close of the event.
8. Cheating while participating in a SkillsUSA Maine contest will not be tolerated and will result in disqualification.
9. All students are expected to abide by laws governing hazing and harassment. Violators will be dealt with in a serious manner.
10. Any violation of the Code of Conduct or the policies contained in this section will be immediately reported to the State Director.

Approved 04/08/2016, Amended 12/24/18

# Drug, Alcohol and Smoking Policy

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SMP 710

Drugs and alcoholic beverages are prohibited at official functions where students or advisors are invited to attend.

Smoking or use of e-cigarette products during a sponsored, official SkillsUSA Maine event is prohibited.

Approved 04/08/2016, Amended 12/24/18



# Student Supervision Policy

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SMP 730

Supervision of the State Officers will be the responsibility of the state once they have arrived and have been turned over to the State Officer Advisor. All State Officers must follow the State Officer Conduct Policy and the policies of their sending school.

Supervision of all other students is the responsibility of the school they are registered with and/or their sending school. All students will follow all SkillsUSA conduct policies and the policies of their sending school.

For the purpose of this policy there is no delineation between Middle School, High School, or College/Post-secondary.

Approved 04/08/2016, Amended 12/24/18\

# Deleted Policies

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Deleted 11/1/19

SMP 110 Purpose – This is not a policy, just a statement of purpose.

SMP 120 Policy Development – Move this to Bylaws

SMP 240 Board of Directors – Covered in Bylaws and superseded by Bylaws.

SMP 241 Appointment of BOD - Covered in Bylaws and superseded by Bylaws.

SMP 253 Fall Leadership – No longer a committee

SMP 254 Championships – No longer a committee