

The State Employees Association of North Carolina, District 19

District Bylaws

Purpose

These articles are hereby established to provide guidance, direction, and areas of responsibility in conducting the business of District 19 in accordance with the primary objective of SEANC, Inc.

Article I: Organization

SECTION 1.0 The District Officers and their method of selection shall be as follows:

1.1 District Chairperson (elected)

1.2 District Vice-Chairpersons (elected)

1.3 District Immediate Past-Chairperson (succeeds Chairmanship)

1.4 District Secretary (appointed by Chairperson)

1.5 District Treasurer (appointed by Chairperson)

1.6 Parliamentarian (appointed by Chairperson)

SECTION 2.0 The District Standing Committee Chairpersons and their method of selection shall be as follows:

2.1 Bylaws (elected)

2.2 Policy Platform (elected)

2.3 Auditing (elected)

2.4 EMPAC (elected)

2.5 Membership (appointed by Chairperson)

2.6 Nominating (elected)

2.7 One delegate shall be elected at the District Annual Meeting to represent the number of members as specified in the SEANC, Inc. Bylaws at the time of the Annual Meeting.

2.8 The Chairperson shall appoint additional delegates required for representation at the Annual State Convention in concurrence with the Executive Committee.

SECTION 3.0 The District's membership will be open to the following persons or organizations.

3.1 Active and retired state employees are eligible for membership by paying the required dues per category per year. All persons applying for membership must be a member of, or eligible for membership in, the Teachers and State Employees' Retirement System of North Carolina, Consolidated Judicial Retirement System of North Carolina, or Legislative Retirement System.

3.2 Associate membership shall be available to employees of the State Employees Credit Union or SEANC staff.

3.3 Affiliate membership shall be available to those persons or organizations who support the purposes of SEANC and meet the state guidelines for affiliate membership.

3.4 Members shall belong to one District of their choosing.

3.5 Activation of membership shall become effective immediately following notification of payment of dues by an authorized SEANC staff member.

SECTION 4.0 There shall be a District Executive Committee, which shall consist of the District officers, chairpersons of the District Standing Committees and delegates. Each member of the District Executive Committee will represent the number of members as set forth in the SEANC, Inc. Bylaws in the District as of the date of the Annual Convention; however, this representation shall include the District officers. Due to possible fluctuations in the membership during the year, delegates to represent the District at the Annual Convention shall be chosen in descending order as elected by ballot and as needed.

SECTION 5.0 The District shall meet annually, no later than July 15.

5.1 Districts must have any proposed amendments to the Association's Bylaws to the State Bylaws Committee within 10 business days after approval by vote at the district's annual meeting and no later than July 15.

SECTION 6.0 The fiscal year for District 19, SEANC, Inc., shall be from October 1 through September 30.

Article II: Elections and Vacancies

SECTION 1.0 The District Chairperson, District Vice-Chairpersons, Bylaws Committee Chairperson, Policy Platform Committee Chairperson, Auditing Committee Chairperson, EMPAC Chairperson, Nominating Committee Chairperson and delegates-at-large as set forth in Article I shall be elected from nominees as submitted by the District Nominating Committee or from additional nominations from the floor at the Annual Meeting. Nominees must be present at the Annual Meeting or be excused by the Chairperson in order to remain on the ballot. A quorum for District meetings shall be 10 delegates.

1.1 The District Chairperson, District Vice-Chairpersons, Bylaws Committee Chairperson, Policy Platform Committee Chairperson, Auditing Committee Chairperson, EMPAC Chairperson, and Nominating Committee Chairperson shall be elected by the District members attending the District Annual Meeting or during a recess of the Annual District Meeting to give an opportunity for the election to be conducted under the supervision of the District Auditing Committee. The adjournment of the District Annual Meeting shall be postponed by the District Chairperson until the announcement of the election results by the District Auditing Committee.

1.2 A majority shall be required for the election of the District Chairperson, District Vice Chairpersons, Bylaws Committee Chairperson, Policy Platform Committee Chairperson, Auditing Committee Chairperson, EMPAC Chairperson, Nominating Committee Chairperson and delegates-at-large. In the event there are three or more candidates for any office, the candidates receiving the highest number of votes may, after the results have been made public, make a verbal request to the District Chairperson for a run-off election to be held at the same meeting.

1.3 A plurality of votes cast shall be sufficient to elect the delegates-at-large.

1.4 The term of office of the District officers, Standing Committee Chairpersons, and delegates-at-large shall begin October 1 following the adjournment of the Annual State Convention and shall continue until successors are appointed or elected and duly installed.

1.5 No elected officer shall hold the same office for more than three consecutive terms.

1.6 Current and retired members shall have the right to vote, serve as a District Officer, delegate, or committee member.

SECTION 2.0 When vacancies occur in the District Executive Committee, other than the Chairpersonship, the District Chairperson, with the consent of a majority of the District Executive Committee, shall have the authority to fill such vacancies. When a vacancy occurs in the Chairpersonship, the District First Vice-Chairperson shall succeed to the Chairpersonship, the District Second Vice-Chairperson shall become the First Vice-Chairperson. The District Executive Committee from within its membership shall then appoint a new District Second Vice-Chairperson.

SECTION 3.0 In the event an elected delegate is unable to attend or is ineligible to attend the Annual Convention, the District Chairperson shall appoint a delegate from the duly elected District Alternates. If such an alternate is not available, a delegate may be appointed from the District membership at large. Such appointment shall be approved by the District Executive Committee and the name of such delegate submitted to the State General Treasurer prior to the convening of a session at which such appointee is to serve.

SECTION 4.0 The District Executive Committee shall have the authority to remove from office for just cause any member of the District Executive Committee. Removal may only occur after charges and specifications are made in writing and the person charged has been given an opportunity to explain or defend the action questioned. Removal will require a two-thirds vote of the District Executive Committee members present and voting.

Article III: District Officers and Committees

SECTION 1.0 District Chairperson - The District Chairperson shall preside at all District Annual, Called, and District Executive Committee Meetings and shall

serve on the SEANC, Inc. Board of Governors. A presiding officer pro tempore may be arranged at the District Chairperson's discretion.

1.1 The District Chairperson shall appoint, in addition to those shown in Article I, the following Special Committee Chairpersons as needed:

(a) District Scholarship Chairperson

(b) District Member Discount Chairperson

(c) District Communications Chairperson

(d) District Finance Chairperson

(e) District Volunteer Action Chairperson

(f) A District Insurance Chairperson

(g) Approve the appointment of at least five committee members to each Standing and Special Committee, such appointments to be made by the Chairpersons of the respective committees.

(h) Appoint a chairperson for any other special projects as the need arises.

1.2 The District Chairperson shall:

(a) Perform such duties as may be delegated by the District Executive Committee and such others as are usually incumbent upon the office of District Chairperson.

(b) Prior to the date of the Annual Convention, present in writing to the President of SEANC, Inc. such matters as were approved and/or adopted by the District Annual Meeting.

SECTION 2.0 District Vice Chairpersons - The District First and Second Vice-Chairpersons shall:

2.1 Exercise the functions of the District Chairperson in the case of absence or disability of the District Chairperson.

2.2 Perform such other duties as assigned by the District Chairperson or the District Executive Committee.

SECTION 3.0 District Treasurer - In addition to the regular duties usually incumbent to such office, the District Treasurer shall:

3.1 Receive and disburse all District monies in accordance with the Annual Budget approved by the District Executive Committee. Budget revisions and disbursement of funds for unbudgeted transactions are subject to the approval of the District Executive Committee.

3.2 Defray the actual necessary expense of all duly elected officers and delegates attending an Annual or called meeting of the Convention of SEANC. Inc. provided that all such expenses authorized to be paid under the subsection shall be computed on the basis of the state's current per diem plus mileage at the rate allowed members of the Board of Governors on official business. **A Map Quest printout must be submitted to the District 19 treasurer in order to be reimbursed for mileage.**

3.3 Prepare and submit a financial report at each District Executive Committee Meeting and at the District Annual Meeting.

3.4 Submit a complete financial report to the State General Treasurer immediately following the Annual District Meeting.

3.5 Compensation for the District Treasurer shall be at the discretion of the Executive Committee.

SECTION 4.0 District Secretary - The District Secretary shall:

4.1 Act as recording secretary at all District Executive Committee Meetings and Annual District Meetings.

4.2 Maintain District records, including minutes of all meetings, attendance reports, and all pertinent historical data. All such data should be compiled and passed to successive Secretaries, or historians.

4.3 Compensation for the District Secretary shall be at the discretion of the Executive Committee.

SECTION 5.0 District Standing Committees Each District Standing committee shall consist of five or more members to serve with the elected or appointed chairperson. These members shall be chosen to serve by the Standing Committee Chairperson, subject to approval of the District Chairperson.

5.1 District Bylaws Committee: It is the exclusive responsibility of the District Bylaws Committee to receive and consider all proper proposals affecting any changes whatsoever in the Bylaws of SEANC, Inc., and the Bylaws of District 19 whether such changes involve matters of form or of substance. The State Bylaws place this responsibility in the hands of this committee and prescribe the only method of presenting amendments to the Bylaws for consideration at the Annual Convention. It shall also be the duty of the District Bylaws Chairperson to represent District 19 in conducting elections for state officers at the Annual Convention when needed.

5.2 District Policy Platform Committee: It is the duty of the District Policy Platform Committee to receive, consider or initiate proposed objectives on matters affecting the welfare of state employees and submit such objectives that do not affect changes in the Bylaws to the Annual District Meeting. Those objectives passed by the members at the District Annual Meeting shall be immediately presented to the State Policy Platform Committee for its consideration and inclusion in those objectives to be proposed to the membership at the Annual Convention.

5.3 District Auditing Committee: It is the duty of the District Auditing Committee to examine the various financial records maintained by the District Treasurer. The Committee shall make a report of its examination, along with any suggestions for the improvement in the methods of conducting the financial affairs of the District, to the Annual District Meeting. The District Auditing Committee shall assume such additional duties as may be assigned by the District Chairperson or Executive Committee, including assistance in conducting District elections.

5.4 District EMPAC Committee: It is the duty and direct responsibility of the District EMPAC Committee to become informed on all matters of pending legislation directly concerning and affecting state employees and to inform the District membership of the status of these matters. It shall also be the duty of this

Committee to plan and coordinate legislative dinners or other functions involving District legislators, to issue invitations to the proper legislators, and to perform any other duties to insure that such functions are successful and well attended.

5.5 District Membership Committee: It is the duty and responsibility of this Committee to promote and coordinate an on-going membership drive within the District so as to make membership available to all eligible employees and retirees. This Committee shall be constructed to geographically represent all agencies within the District. It shall be the duty of the Membership Committee to sponsor an incentive activity to promote new memberships and early renewals of existing memberships. This Committee shall coordinate activities with other Committees within the District so as to gain maximum benefit in recruiting new members.

5.6 District Nominating Committee: It is the duty and direct responsibility of this Committee to interview prospective candidates who are members in good standing and nominate two or more persons as District candidates for Chairperson, Vice-Chairperson; and Chairperson of the Bylaws, Auditing, EMPAC, Nominating, and Policy Platform Committees. This committee shall also nominate a sufficient number of members as candidates for delegates-at-large and alternates to fill the District quota. This Committee shall circulate to the District Membership the proposed slate of candidates at least fifteen days prior to the District Annual Meeting, if feasible.

5.7 Delegates-At-Large: It shall be the duty of elected delegates-at-large and alternates to attend District Executive Committee Meetings and to otherwise keep themselves informed of the business conducted by the District during the fiscal year of their term so as to be in a position to properly represent the members of District 19 at the Annual Convention. These delegates-at-large and alternates may also be called upon by the District Chairperson to serve in any capacity that is considered necessary during the terms of their election.

5.8 Members must have an attendance record of 50 percent at regular meetings of District 19 or the Retirees Chapter of District 19 to be elected as delegates or alternates to the Annual State SEANC Convention.

SECTION 6.0 District Special Committees - The District Chairperson may appoint such special committees as may be necessary to transact the business of the District. These committees are usually appointed to coordinate and carry out the functions of special projects as they arise and are discontinued upon completion of

these projects. Chairpersons of special committees are expected to attend all Executive Committee Meetings. Chairpersons of special committees shall be selected from the elected delegates-at-large or alternates.

6.1 District Scholarship Committee: It is the duty of this Committee to distribute and receive scholarship applications from qualified applicants from within the District, to impartially screen those more qualified and forward the proper number of applications to the State Scholarship Committee for its consideration in choosing the state-wide recipients.

6.2 District Member Discount Committee: This Committee shall, in conjunction with local merchants present member discount projects to the District's membership, coordinating their efforts with the District Membership Committee. The Committee shall also coordinate its efforts with those of the State Member Discount Committee.

6.3 District Communications Committee: This Committee shall be responsible for informing the membership of activities of SEANC, Inc. on the district and state levels. These communications shall present items of general interest for the welfare of the members.

6.4 District Volunteer Action Committee: It is the duty of this Committee to coordinate activities within the District toward providing financial or material assistance to worthy organizations, groups of people or individuals. Projects shall be conducted from time to time on the District level. In addition, this committee shall coordinate the District's involvement with the State Volunteer Action Committee and statewide activities.

6.5 District Finance Committee: This Committee shall perform such duties as may be delegated by the District Chairperson and shall plan events each fiscal year as needed to provide the necessary funding needed for District activities.

SECTION 7.0 District Executive Committee - The District Executive Committee, subject to the action of the District Annual Meeting and in compliance with the Bylaws of SEANC, Inc., and the Bylaws of District 19, shall have general supervision and control over the affairs of the District.

7.1 There shall be a District Policy Manual, the provisions of which shall be adopted at the first District Executive Committee Meeting following the Annual

Convention each year. The District Policy Manual may be amended by a simple majority of the District Executive Committee.

7.2 Any elected or appointed Chairperson of a Committee who is absent from a district Executive Committee Meeting and fails to arrange for a Committee member to represent the Committee may be notified that their name has been removed from the Executive Committee unless such absence is duly excused for just cause by the District Chairperson. District officers and elected delegates who have no Committee members to represent them at District Executive Committee Meetings will be notified that they have been removed from the District Executive Committee if they are absent from more than two meetings, unless such absences are duly excused for just cause by the District Chairperson

Article IV: Retirees Chapter

SECTION 1.0 The Retirees Chapter shall act as a support to the regular Chapter of SEANC District 19 and shall participate in all District activities. Members who regularly attend either the Retirees Chapter meetings, or the regular District 19 meetings, or both, shall be labeled as active members. Members of the Retirees Chapter shall also be members of the Teachers and State Employees' Retirement System of North Carolina, Consolidated Judicial Retirement System of North Carolina, or Legislative Retirement System.

SECTION 2.0 The officers of the Retirees Chapter shall be Chairperson, Vice Chairperson, Secretary, Treasurer, and Program Chair who shall be elected by the active members of the Retirees Chapter in attendance at a designated meeting.

SECTION 3.0 Active members of the Retirees Chapter must pay the dues designated in the state SEANC Bylaws.

SECTION 4.0 The Chairperson of the Retirees Chapter, or his or her designee, shall be the official liaison between District 19 and the Retirees Chapter of District 19.

SECTION 5.0 The purpose of the Retirees Chapter is to work towards improving the economic, social, educational, health, financial, cultural, and political lives **and/or** needs of its members.

SECTION 6.0 Election of officers for the Retirees Chapter shall take place in the same month as the regular Chapter of District 19, and the officers will take office in October of the same year.

ARTICLE V: Parliamentary Procedure

SECTION 1.0 The proceedings of each meeting of District 19 shall be governed by the applicable provisions of the newly revised *Robert's Rules of Order*.

ARTICLE VI: Amendments

SECTION 1.0 Each proposed amendment to the Bylaws of District 19 shall be voted upon at the Annual District Meeting, provided such amendment has first been submitted in writing and signed by the proponent and reviewed by the District Bylaws Committee.

SECTION 2.0 Adoption of any such proposed amendment shall require a simple majority vote of District members present at the District Annual Meeting

SECTION 3.0 Notwithstanding the above sections, the Bylaws Chairperson shall review the District's Bylaws for compliance with any changes approved at the Annual Convention. Any required changes should be made as editorial changes only.

SECTION 4.0 A current copy of each District's Bylaws or a letter certifying that no changes have been made shall be filed with the SEANC Central Office after the Annual Convention, but no later than December 1.

Amended and adopted at District 19 Annual Meeting, June 16, 2015.