

BYLAWS
STATE EMPLOYEES ASSOCIATION OF NORTH CAROLINA
INSURANCE BOARD OF TRUSTEES

ARTICLE I. NAME

The name of the Governing Board of the SEANC Group Insurance Program shall be the Insurance Board of Trustees and be a subsidiary body of SEANC.

ARTICLE II. PURPOSE

It shall be the purpose of the Insurance Board of Trustees to recommend and promote the Insurance Programs of SEANC and to serve the Board of Governors in an advisory capacity of any matters relative to insurances and the administration thereof.

ARTICLE III. MEMBERSHIP

Section 1. The Insurance Board of Trustees shall be comprised of two (2) premium paying insured members from each region of SEANC, to be elected by the delegates, of each region, at the annual convention. The ballot shall be composed of no more than one candidate from each SEANC District. Each District candidate shall be selected by the District Executive Committee. The ballot shall be in regional grouping to reflect all geographical regions. In each of the geographical regions, the nominee receiving the highest number of votes will serve a two (2) year term. In succeeding annual elections, one trustee from each general geographical region shall be elected in like manner for a term of two (2) years.

Section 2. In addition to the elected trustees, there shall be one (1) Presidential appointee, a premium-paying member.

Section 3. The term of office for the Presidential appointee shall be one (1) year. Elected members terms shall be for two (2) years.

Section 4. All terms are to begin on October first (1) following the respective appointment or election.

Section 5. A vacancy on the Insurance Board of Trustees will be created when a Trustee for any reason leaves State service other than by retirement, resigns from the Insurance Board, terminates their insurance or is transferred. A transfer for the purpose of this article is when a person elected to represent a particular geographical region is transferred outside of that region. It is not intended to preclude transfer between Districts within a particular region.

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Section 5.1. The Insurance Board of Trustees shall have the authority to remove from office, any member of the Insurance Board of Trustees that is absent three consecutive board meetings. Removal may occur only after charges and specifications are made in writing and the person charged has been given an opportunity to explain or defend the action requested.

Section 6. In order to fill the vacancy of an elected Trustee, the following procedure will be used. The candidate who finished second in the balloting in which the departing Trustee was elected will fill the remainder of the unexpired term. In the event that the number two candidate is unavailable, the available candidate next receiving the most votes will fill the vacancy. In the event that no candidate on the original ballot is available, said position will be filled by a simple majority vote of the Insurance Board of Trustees.

Section 7. The President of SEANC will appoint a new Trustee to complete the unexpired term of the Presidential appointee.

Section 8. No single District will be allowed more than one (1) trustee, and this limitation will also apply to the Presidential appointee. If a District has a member of the Insurance Board of Trustees whose term is not expiring September 30 following, the District will not be allowed to place a nominee on the current year ballot. The District Executive Committee who is allowed a nominee may submit the name of a member of their District, along with a brief resume of the nominee, to the Insurance Board of Trustees' Chairperson no later than forty five (45) days prior to Convention. The Insurance Board Chairperson is to submit the names of all nominees to the State Bylaws Chair by August 1st. Voting members of the Insurance Board of Trustees are the elected trustees and the Presidential appointee.

Section 9. In the event that a natural disaster shall prevent the convening of the Annual Convention of SEANC, the Trustees shall serve until successors have been elected.

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ARTICLE IV. OFFICERS

Section 1. The officers of the Insurance Board of Trustees shall be the Chairperson and Vice Chairperson.

Section 2. Members of the Insurance Board of Trustees, from within their own membership, shall elect the Chairperson and Vice Chairperson of the Insurance Board of Trustees and no elected officer shall hold the same office for more than two (2) consecutive terms. Election shall take place at the first meeting of the new Insurance Board of Trustees. The current Chairperson shall be responsible for calling the first meeting of the succeeding year and shall continue to serve as Chairperson until a new Chairperson is elected. The term of office for both Chairperson and Vice Chairperson will be one (1) year. A person will be appointed by the Chairperson of the Insurance Board of Trustees to serve as secretary and will be a non-voting member.

Section 3.1. The Chairperson shall preside at all meetings of the Insurance Board of Trustees. The Vice Chairperson shall preside in the absence of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson, the Chairperson may, at his/her discretion, arrange for a presiding officer pro tempore. The Chairperson shall appoint all committees, unless otherwise provided, and shall perform such other duties as may be delegated by the President, the Annual Convention, Board of Governors and such other duties as are usually incumbent upon the office of Chairperson.

Section 3.2 The Chairperson of the Insurance Board of Trustees shall serve as a voting member of the SEANC State Executive Committee.

Section 3.3. The Chairperson of the Insurance Board of Trustees shall serve as a voting member of the SEANC Board of Governors.

Section 3.4. The Chairperson of the Insurance Board of Trustees shall serve as a voting member of the Financial Advisory Council.

Section 3.5. The Chairperson of the Insurance Board of Trustees shall serve as a voting member of the Planning Committee.

Section 4. The Vice Chairperson shall perform duties as assigned by the Chairperson and shall exercise the functions of the Chairperson in case of absence or incapacitation of the Chairperson.

Section 5. The secretary shall maintain minutes of all meetings of the Insurance Board of trustees and be responsible for the distribution of copies of the minutes to all members of the Insurance Board of Trustees and SEANC Officers. The Secretary will also assume such other duties as assigned by the Chairperson of the Insurance Board of Trustees.

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ARTICLE V. FUNDS

Section 1. Under the direction of the Board of Governors, the Executive Director shall be responsible for the collection of insurance premiums and issuance of all monies received and disbursed; and shall maintain an up-to-date record of the amount and location of all monies of deposit or held in trust and savings accounts.

Section 2. All Insurance funds shall be used for the administration of the Insurance Programs and the benefit of SEANC.

Section 3. An audit of all Insurance funds shall be made at least annually, the cost of this audit to be paid from Insurance funds. The audit shall be made by a North Carolina licensed Certified Public Accountant selected by the State Executive Committee.

Section 4. The Insurance Board of Trustees may request additional audit/(s) of specific Insurance funds by a Certified Public Accountant, selected by the Insurance Board of Trustees and cost will be paid from the Insurance funds subject to approval of the State Executive Committee.

ARTICLE VI. AMMENDMENT TO BY-LAWS

The Insurance Board of Trustees shall be governed by the Bylaws of the Insurance Board of Trustees, except that the Bylaws and amendments thereto shall be subject to the advice and consent of the Board of Governors.

Rev. Oct. 1, 1997
Rev. Oct. 1, 2002
Rev. Oct. 1, 2004
Rev. Jan. 25, 2007
Rev. Feb. 23, 2007
Rev. Jun. 21, 2007
Rev. Mar. 8, 2008
Rev. June 19, 2009
Rev. May 15, 2010
Rev. April 17, 2019