



**Board of Governor's Meeting  
November 17-18, 2017**

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**Friday, November 17, 2017 at 12:00 p.m.**

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|--|-----------------------------------|
| <input type="checkbox"/> Call to Order               | Stanley Drewery, President        |
| <input type="checkbox"/> Pledge of Allegiance        |                                   |
| <input type="checkbox"/> Invocation                  |                                   |
| <input type="checkbox"/> Roll Call                   | Betty Gautier, Secretary          |
| <input type="checkbox"/> Approval of Minutes         | Stanley Drewery, President        |
| <input type="checkbox"/> Treasurer's Report          | Chevella Thomas, Treasurer        |
| <input type="checkbox"/> Guest Speaker               | Tracy Kohut, American Red Cross   |
| <input type="checkbox"/> President's Report          | Stanley Drewery, President        |
| <input type="checkbox"/> Executive Director's Report | Mitch Leonard, Executive Director |
| <input type="checkbox"/> Executive Director Search   | Martha Fowler, Chairwoman         |



**Board of Governor's Meeting  
November 17-18, 2017**

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**Saturday, November 18, 2017 at 9:00 a.m.**

- ☐ **Call to Order** Stanley Drewery, President
- ☐ **Pledge of Allegiance**
- ☐ **Invocation**
- ☐ **Roll Call** Betty Gautier, Secretary
- ☐ **Committee Reports**
- ☐ **New Business**
- ☐ **Adjourn**



**DRAFT**

**SEANC Board of Governors Meeting Minutes  
Koury Convention Center  
September 6, 2017  
Greensboro, NC**

President Stanley Drewery called the BOG meeting to order at 1:30 pm.

Linda Rouse Sutton gave the Invocation.

Betty Gautier, Secretary, conducted the roll call.

Attendees: Stanley Drewery, President; Darius McLaurin, First Vice President; Jimmy Davis, Second Vice President; Chevella Thomas, Treasurer; Ross Hailey, Past President; Janice Smith, Insurance Board Chair; Benny Brigman, Retiree Council Chair; Kim Martin, Parliamentarian; Ray Evans, Parliamentarian; Betty Gautier, Secretary

(1) Jim Rowell for Mark Haskett (absent), (2) Cliff Johnson, (3) Pat Reighard, (4) Tim Southard, (5) Tony Smith, (6) Sonya Akbar, (7) Henry Belada, (8) Ron Hunt, (9) Jamie Robinson, (10) Dennis Hartley, (11) Kenny Brower, (12) Chenell Rose, (13) Linda Colbert, (16) Willie Bailey, (17) Kemrey Lamar, (18) Lisa Martin, (19) Marie Tate, (20) Jacque Chatman, (21) Janice Bass, (22) Deborah Harney, (23) Jeremy Register, (24) A.J. Albertson, (25) Kirk Montgomery, (26) Stanley Gales, (27) Gracie LeSane for Sam Rogers (absent), (28) Felicia McKinnie, (37) Furman Beckwith, (38) Margaret Reader, (39) George Thiessen, (40) Roszena Lowe for Vernice Whyms (absent), (41) Mike Gould, (42) Shirley Bell, (43) Debra Dunston, (44) Bruce Garner for Pat Holcomb (absent), (45) Joyce Yelverton, (46) Randy Bruton, (56) Grace Edwards, (57) Daisy Stancill, (58) Pam Hailey, (59) Kathy Merritt, (60) Hiawatha Jones, (61) Cindy Hester, (62) Laura Overstreet, (63) Sherry Dodge, (64) Latina Shelley, (65) Alicia Simpson, (66) Francisco Duarte, (67) Patricia Moore, (68) Rita Woods, (69) Keith Renner, (70) Debra Tyson; Awards: Marie Tate; Bylaws Advisory: Cliff Brown; EMPAC: Tony Smith; Member Discount: James Hartley; Membership: Ron Fields; Planning: Darius McLaurin; Training: Steve Lawson (absent); Policy Platform: Jim Pressley; Scholarship: Mike Bell; Emerging Leaders: Emily Jones; Audit Committee: Keith Renner; Executive Director Search Committee: Martha Fowler; Standards Review Committee: Tara Minter; Personnel Manual Review Committee: Doris Greer; Public Relations Committee: Hiawatha Jones; Fight for \$15: Wendell Powell; Connections: Linda Rouse Sutton; Benevolence Committee: Deborah Fleming; Mitch Leonard, Executive Director; Chuck Stone, Director of Operations

Mike Gould made a motion to approve the minutes from July 21-22, 2017. Shirley Bell seconded. Motion passed.

President Stanley Drewery thanked the Board of Governors for their support and service. He shared that his goal for the upcoming year is for SEANC to be more of a presence – to be seen more.

Chevella Thomas gave the Treasurer's Financial Report. Receipts are at 88% and disbursements are at 68%.

Executive Director Mitch Leonard shared that he would give a full report during the convention session.

Alicia Miller asked for feedback on the registration process regarding the issuance of the badges and tickets.

Points of Personal Privilege:

Kathy Merritt will run for Eastern Regional Representative  
Deborah Harney will run for South Central Regional Representative  
Alicia Simpson will run for Eastern Regional Representative

Executive Director Mitch Leonard gave a report on the IT study. There has been an initial assessment on the IT study. In order to move forward, desk audits are needed, and they are waiting on final estimates. The projected cost estimate is from \$21,000 to \$28,750 and can be paid out of the IT Reserve.

President Drewery presented a recommendation from the Executive Committee for a motion to use funds not to exceed \$28,750 for an IT study. No second required.

Kirk Montgomery shared that this is to validate all processes going from an old, antiquated system. Money to fund this project is already appropriated in a line item.

Henry Belada asked how was the company chosen for the study.

The response was that the IT Committee evaluated bids. Bids received from other companies were significantly higher.

Motion passed.

President Stanley Drewery shared that SEIU gave SEANC approximately \$11,000 for the Hurricane Matthew Relief last year. With the floods in Texas caused by Hurricane Harvey, it has been suggested that we need to reach out and help our locals in Texas.

President Drewery presented a recommendation from the Executive Committee for a motion to use funds of \$2,500 out of the general fund for the Harvey Relief Fund to be sent to locals in Texas. No second required.

Motion passed.

Executive Director Mitch Leonard stated that as part of going forward to the new IT Project, we need to clean up old financial files. This will be to bring the member files up to date from October 1, 2016.

President Stanley Drewery presented a recommendation from the Executive Committee for a motion effective October 1, 2016, that old delinquent dues will not be carried forward to the new IT Financial System. No second required.

Motion passed.

President Stanley Drewery shared that DPS had asked SEANC to be a sponsor at their golf tournament. The options were \$1,000, \$2,000 or \$3,500.

President Drewery presented a recommendation from the Executive Committee for a motion to support the annual DPS golf tournament by providing sponsorship of \$1,000. No second required.

Motion passed. One "no" vote.

New Business:

Mike Bell gave a brief Scholarship Committee Report. He asked for cash, tickets stubs, and unsold tickets to be turned in by Friday. He also mentioned that the Western Region did not have a candidate for the Scholarship Board.

Cliff Brown of the Bylaws Advisory Committee urged the District Chairs to discuss the proposed changes in bylaws before Friday so that the delegates would be informed, prepared to discuss, and ready to vote on amendments.

Linda Rouse Sutton shared the accomplishments of the Connections Committee. She also shared that initially, it was planned to set up a Fallen Members Benevolence Fund; however, to also address members who have suffered catastrophic losses through natural disasters, such as hurricanes, etc., the focus was changed to be the Benevolence Fund. It was suggested that each district set aside at least \$200 in their budget for this effort.

President Stanley Drewery stated that this is going to give us an opportunity to help our members show our care and concern. The intent is to establish this fund to give everyone the same amount.

Jimmy Davis commented that in the past, the SEANC President received a stipend (originally called discretionary fund). A few years ago, this was eliminated from the budget. It has been suggested to reinstate the stipend for use by the President.

Benny Brigman stated that Bond Bebee did an audit. They recommended that we not do a discretionary fund. If we chose to continue the discretionary fund, the individual receiving the money should be given a 1099.

Chevella Thomas stated that a 1099 would have to be given for receiving a stipend.

Tony Smith (Past President) spoke for giving the stipend.

Shirley Bell (Past President) said that we do need to bring back the stipend.

Cliff Brown (Past President) stated that it costs about \$5,000/year to serve as a President of SEANC. He recommended to give back the stipend this year. It is very costly to serve this organization.

Daisy Stancill inquired as to how justify that one officer is eligible instead of all officers.

Linda Rouse Sutton (Past President) stated that the President attends a lot more functions in the state than the other officers.

Chevella Thomas made a motion that the President receive a \$5,000 stipend to be disbursed quarterly (\$1,250 per quarter) and a 1099 tax form will be issued at the end of the calendar year to become effective October 1, 2017. Linda Colbert seconded.

The stipend will be disbursed quarterly after the end of each quarter.

Motion passed.

Emily Jones thanked everyone for their support of the Emerging Leaders. A luncheon will be held during convention for emerging leaders.

The President distributed appreciation gifts to the BOG members.

An appreciation gift was presented to the President by Executive Director Mitch Leonard.

#### Summary of Motions:

Passed:        Approved minutes from the BOG Meeting of July 21 – 22, 2017.

Passed:        To use funds not to exceed \$28,750 for an IT study.

- Passed: To use funds of \$2,500 out of the general fund for the Harvey Relief Fund to be sent to locals in Texas.
- Passed: Effective October 1, 2016, old delinquent dues will not be carried forward to the new IT Financial System.
- Passed: To support the annual DPS golf tournament by providing sponsorship of \$1,000.
- Passed: The President is to receive a \$5,000 stipend to be disbursed quarterly (\$1,250 per quarter) and a 1099 tax form will be issued at the end of the calendar year to become effective October 1, 2017. (Stipend will be disbursed quarterly after the end of each quarter.)

Without objection, the meeting was adjourned at 2:50 pm.

Respectfully submitted,

*Betty Gantier*  
*Secretary*



**DRAFT**

**SEANC Board of Governors Meeting Minutes  
Koury Convention Center  
September 9 2017  
Greensboro, NC**

President Stanley Drewery called the BOG meeting to order at 3:22 pm.

Laura Overstreet gave the Invocation.

Betty Gautier, Secretary, conducted the roll call.

Attendees: Stanley Drewery, President; Darius McLaurin, First Vice President; Jimmy Davis, Second Vice President; Chevella Thomas, Treasurer; Ross Hailey, Past President; Martha Fowler, Insurance Board Chair; Benny Brigman, Retiree Council Chair; Kim Martin, Parliamentarian; Ray Evans, Parliamentarian; Betty Gautier, Secretary

(1) Jim Pressley for Mark Haskett (absent), (2) Cliff Johnson, (3) Wayne Holliday, (4) Jerry Bridges, (5) Tony Smith, (6) Sonya Akbar, (7) Henry Belada, (8) Ron Hunt (absent), (9) Jamie Robinson, (10) Dennis Hartley, (11) Kenny Brower, (12) Chenell Rose, (13) Mary Clark, (16) Steve Lawson, (17) Kemrey Lamarr, (18) Pam Locklear, (19) Marie Tate, (20) Jacque Chatman, (21) Virginia Lindsey, (22) Deborah Harney, (23) Jeremy Register (absent), (24) Angela Mickey, (25) Kirk Montgomery, (26) Stanley Gales, (27) Sam Rogers, (28) Felicia McKinnie, (37) Furman Beckwith, (38) Margaret Reader, (39) George Thiessen, (40) Roszena Lowe for Vernice Whymys (absent), (41) Mike Gould, (42) Shirley Bell, (43) Duane Smith, (44) Geneva Langston, (45) Darcell Carter, (46) Dewey Hamilton, (56) Raymond Vaughan, (57) Tom Sheen, (58) Pam Hailey, (59) Kathy Merritt, (60) Anita King, (61) Cindy Hester, (62) Laura Overstreet, (63) Sherry Dodge, (64) Latina Shelley, (65) Alicia Simpson, (66) Edward Golden, (67) Patricia Moore, (68) Rita Woods, (69) Keith Renner, (70) Debra Tyson; EMPAC: Tony Smith; Mitch Leonard, Executive Director; Chuck Stone, Director of Operations

Note that this roll call on September 9, 2017, does not include the Committee Chairs as the assignments for the new year had not been announced at the time of this meeting.

President Stanley Drewery welcomed the new 2017 -2018 BOG members. He mentioned that if a district chair could not attend a BOG meeting, please be sure to send someone in their place in order to be able to take back information to the districts.



President Stanley Drewery shared the proposed meeting dates for the BOG for 2017- 2018:

November 17 – 18, 2017

February 23 – 24, 2018

May 18 – 19, 2018

July 20 – 21, 2018

Dennis Hartley made a motion to approve the 2017 – 2018 meeting dates, as presented by the President, for the BOG. George Thiessen seconded. Motion passed. One abstained.

President Stanley Drewery instructed the BOG members to be sure to discuss and debate when motions come forward during meetings. Don't leave the room and go out spreading negativity when you have had a chance to speak on the motion. Leave the room to agree to disagree, but support SEANC as one. You can request to postpone a vote on a motion. Be sure to say postpone instead of using the word "table." Don't go out of the meeting room and just agree to a motion. Talk it out while there, but don't go out and talk negative when you have voted for a motion. Be sure to take information back to your districts.

George Thiessen added, "together we stand – divided we fall." Work together to resolve issues.

Felicia McKinnie inquired if all that BOG members can receive for leave from work are the three days designated for attendance at convention. BOG members give a lot of their personal leave time to attend BOG meetings and/or other SEANC functions.

The response was that the information we have at this time is for convention only. Executive Director Mitch Leonard stated to give him the names of supervisors or superintendents when there are issues on leave to attend SEANC BOG meetings. He will work with State Human Resources on these issues.

Margaret Reader expressed her concern about still having questions for clarity after a question has been called.

Parliamentarian Ray Evans stated that the Chair has the discretion to ignore a call for question. Speak to the motion and address to the Chair.

President Stanley Drewery issued a challenge to the District Chairs. Every district should hold some type of recruitment or appreciation event at least once per month. He shared his goal for this upcoming year is for SEANC to be recognized as a presence and to be seen. As a reminder, retention is also just as important as recruitment.

The district chairs split up into regional groups and held elections for their regional representatives for the upcoming year. The following were voted in as the new Regional Representatives:

West Alternate	Cliff Johnson Sonya Akbar
Piedmont Alternate	Steve Lawson Kirk Montgomery
North Central Alternate	Mike Gould Duane Smith
South Central Alternate	Deborah Harney Laura Overstreet
East Alternate	Alicia Simpson Kathy Merritt

Parliamentarian Kim Martin swore in the new Regional Representatives (Cliff Johnson, Steve Lawson, Mike Gould, Deborah Harney, and Alicia Simpson) to serve on the Executive Committee for the upcoming 2017 -2018 year.

If issues arise in the districts, consult first with your Regional Representative, who will consult with the 2<sup>nd</sup> Vice President if the issue cannot be resolved. The issue will go up in the chain of command from the 2<sup>nd</sup> Vice President to the 1<sup>st</sup> Vice President and then to the President for final resolution, if it cannot be handled at any of the other levels.

Chevella Thomas, Treasurer, shared the new reimbursement rates for the 2017 – 2018 year:

The SEANC mileage reimbursement rate for SEANC Fiscal Year October 1, 2017 – September 30, 2018 will be:

1. IRS rate per mile for SEANC Officers, including the Parliamentarian(s) and the SEANC Secretary. (Officers include SEANC President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Treasurer, and Immediate Past President per SEANC Bylaws.)  
IRS rate for 2017 is \$.535/mile and is adjusted in January of each year.  
The 2018 rate is yet to be determined.
2. \$.50 cents per mile for Board of Governors, committee members and SEANC Staff.
3. Ride - Sharing is encouraged, and those sharing travel miles will be reimbursed at the IRS mileage rate.

The SEANC reimbursement rate for meals and lodging will be those established for the state.

Rates as of October 1, 2017 are provided for information purposes only.

Breakfast	\$ 8.40
Lunch	\$11.00
Dinner	\$18.90 In-State \$21.60 Out-of-State
Lodging	\$71.20 + Tax In-State \$84.10 + Tax Out-of-State

These rates will be adjusted based on charges for conferences and conventions.

Tony Smith made a motion to approve the proposed rates for mileage and travel reimbursement for 2017 – 2018. Duane Smith seconded. Motion passed.

Shirley Bell asked if the reimbursements could be made as direct deposits instead of issuing checks.

Chevella Thomas stated that she would look into the matter. Chevella reminded the BOG members to bring a MapQuest sheet with you each time that you attend a SEANC meeting for which you expect to claim mileage reimbursement. Chevella stated that you only need to bring an informational sheet on one-way travel. You do not have to provide a MapQuest for round trip mileage.

Debra Tyson asked if other committees could send out information prior to their meetings so that committee members could come prepared for the meetings.

Felicia McKinnie asked if the raffles portion of the convention could be scheduled for the very last item so that more people will stay for the end of the convention. Today, quite a few left the convention floor after the raffle winners were announced, which showed disrespect to the officers and staff who were still conducting convention business.

Executive Director Mitch Leonard introduced the SEANC Staff to the new BOG.

Chuck Stone spoke briefly on the bonding issue. Information on district bonding has to be turned in to the SEANC Office for the master policy within 9 – 10 days. Information should have been sent out to the new district chairs.

Shirley Bell asked when are we going to change our mission statement and possibly make a name change.

Executive Director Mitch Leonard responded that will have to be worked on in the near future.

Jim Pressley reminded the district chairs to send in the names of their new district policy platform chairs to the SEANC Office. He plans to start working on Policy Platform initiatives.

Summary of Motions:

Passed: Approved the proposed meeting dates for the BOG for 2017 – 2018:

November 17 – 18, 2017

February 23 – 24, 2018

May 18 – 19, 2018

July 20 – 21, 2018

Passed: Approved proposed rates for mileage and travel reimbursement for 2017 – 2018.

Without objection, the BOG meeting was adjourned at 5 pm.

Respectfully submitted,

*Betty Gantier*  
*Secretary*



**Audit Committee Report  
Board of Governors Meeting  
November 17-18, 2017**

- Met on October 5, 2017 at Holiday Inn North Highwoods
- Elected 2017-2018 Officers  
  
Keith Renner (Chair)  
  
Bill Danielson (Vice Chair)
- Will be reviewing Audit Committee Procedures Manual for updating - Bill Danielson
- Scheduled SEANC Travel Audit for November 8 and 9 - Wayne Holliday and Lewis Sasser
- Report from Jay Sharpe of Rives and Associates, LLP regarding the future SEANC Audit - late November
- Reviewed recommended accounting principles recommended for Board approval to be in the SEANC Operations Manual in Fiscal Operations
- Set up a sub-committee to review and recommend Fiscal Internal Control Policies - Chaired by Erica McKenzie with members, Linda Sutton, Anne Marie Bellamy, Keith Renner, and Betty Gautier.
- Discussed disciplinary actions for fiscal misappropriations and District alcohol use that will be recommended to the Executive Committee - Ross Hailey, Chevella Thomas, and Keith Renner
- Will be conducting random District audits based on District size - 1 designated large, 1 designated medium, 1 designated small
- Will schedule future internal SEANC Audits- 1 per quarter each year

- Scheduled next Audit Committee meeting for Wednesday, December 6, 2017 at the Holiday Inn North Highwoods

## State Employees Association of North Carolina

### Revenue Recognition

#### **Interest**

The State Employees Association of North Carolina (SEANC) receives interest income (sometimes referred to as dividends) from its various cash accounts on a monthly basis. Generally, the interest is posted to the account the last day of the month.

**SEANC's policy shall be to recognize interest income as revenue during the month the income is deposited into the cash account.**

## State Employees Association of North Carolina

### Revenue Recognition

#### **Membership Dues**

The State Employees Association of North Carolina (SEANC) receives revenue in the form of membership dues from its active and retired members. Active membership dues are \$168 per year effective April 1, 2017. Membership dues for retired members are \$120 per year effective April 1, 2017.

Dues can be paid in a single payment or withheld from a state paycheck or state retirement payment on a monthly basis. From time to time SEANC also accepts payments on a quarterly or semi-annual basis. In all cases dues are paid in advance and SEANC has a consistent “no refund” policy.

**SEANC’s policy shall be to recognize all membership dues payments as revenue when they are received.** Any amounts transferred by state agencies into SEANC cash accounts prior to year-end but not processed and posted to member accounts by SEANC staff will be accrued via an adjusting journal entry, with appropriate backup, prior to closing the books for the year.



## State Employees Association of North Carolina

### Revenue Recognition

#### **Supplemental Insurance**

The State Employees Association of North Carolina (SEANC) offers members the opportunity to purchase a variety of supplemental insurance products. The payments for the products are collected by SEANC via payroll/retirement payment deduction as well as the other payment options SEANC offers. Funds for Insurance are segregated into separate accounts at the State Employees Credit Union and are booked into the SEANC Insurance Fund on the General Ledger as Liabilities. None of these funds are revenue to SEANC. SEANC merely acts in an agency capacity for the insurance carriers. Funds are remitted monthly to the various carriers. SEANC then receives a payment for commission based on the volume of plans purchased by members and other performance indicators with the exception of the Boston Mutual Term Life product which is paid to the carrier net of commissions.

**SEANC's policy shall be to recognize Insurance product commissions as revenue in the period the payments are collected from members.** If the commission amount cannot be definitively determined, SEANC will accrue an estimate based on both past performance and recent payment trends.

## State Employees Association of North Carolina

### Revenue Recognition

#### **Purchasing Power**

The State Employees Association of North Carolina (SEANC) offers members the opportunity to participate in the Purchasing Power program. Purchasing Power allows for the purchase of consumer goods with payments deducted from the member's paycheck or retirement system payment over time. SEANC receives funds from the various state agencies and remits them on to Purchasing Power at two different times during the month. None of these funds are revenue to SEANC. SEANC merely acts as a pass through between the member and Purchasing Power.

SEANC does receive three forms of payment related to Purchasing Power:

1. An annual administrative fee of \$100,000 subject to meeting certain benchmarks during the year; generally received in February of each year.
2. A monthly payment from \$4,000 from the broker who acts as the intermediary between SEANC and Purchasing Power.
3. A monthly commission based on sales volume and other performance indicators.

**SEANC's policy shall be to recognize the revenue in #1 above in the month the funds were received by SEANC. SEANC's policy shall be to recognize the revenues in #2 and #3 above in the month the funds were received from the members and transferred to Purchasing Power.** If the commission amount cannot be definitively determined, SEANC will accrue an estimate based on both past performance and recent payment trends. This revenue is subject to Unrelated Business Income Tax, and North Carolina Income Tax.

## State Employees Association of North Carolina

### Revenue Recognition

#### **Hyatt Legal**

The State Employees Association of North Carolina (SEANC) offers members the opportunity to participate in a prepaid legal service through Hyatt Legal Plans. The payments for the plan are collected by SEANC via payroll/retirement payment deduction as well as the other payment options SEANC offers. Funds are remitted monthly in response to an invoice from Hyatt Legal. SEANC then receives a payment for commission based on the volume of plans purchased by members and other performance indicators.

**SEANC's policy shall be to recognize Hyatt Legal commissions as revenue in the period the payments are collected from members.** If the commission amount cannot be definitively determined, SEANC will accrue an estimate based on both past performance and recent payment trends.

State Employees Association of North Carolina

Revenue Recognition

**SEIU Stipend**

The State Employees Association of North Carolina (SEANC) receives a payment each month from SEIU for the service of the Executive Director and the President on the SEIU International Executive Board.

**SEANC's policy shall be to recognize SEIU stipend payment as revenue monthly as the payments are received.**

## State Employees Association of North Carolina

### Revenue Recognition

#### **Theme Park**

The State Employees Association of North Carolina (SEANC) offers a seasonal program selling discounted theme park tickets in conjunction with the State Employees Credit Union (SECU). Any member of SECU can purchase these tickets at a discount from the regularly advertised park price at any of the many SECU offices throughout North Carolina. Additionally, any SEANC member can purchase tickets directly from the SEANC office, though sales via this method are extremely low. Tickets are not purchased in advance by SEANC. Rather they are held on a form of consignment with no payment due to the theme park unless and until the tickets are actually sold.

Each day during the season SECU deposits cash receipts from credit union ticket sales into a designated SEANC account held at SECU. These deposits are made one day following the actual sale of the tickets. Consequently, at the end of each month there are sales for which SEANC owes the theme park that have not yet been deposited into the designated account. This amount is booked as a deposit in transit with an adjusting journal entry by SEANC staff.

At the end of the month a report of ticket sales is sent to SEANC and verified by a member of the Member Services department. Finance also verifies against the deposits made during the month. Member service prepares a series of wire transfer requests to pay the individual theme parks. These are approved by the Director of Operations, the Chief Financial Officer and the General Treasurer prior to payment.

**SEANC's policy shall be to recognize the difference between the sales price and purchase price of theme park tickets as revenue in the month the tickets are sold.** This revenue is subject to Unrelated Business Income Tax, North Carolina Income Tax and (in some cases) State Sales Tax.



**Connections Committee Report  
Board of Governors Meeting  
November 17-18, 2017**

The Connections Committee met on Wednesday, Nov. 8, 2017 with the following members present: Linda Rouse Sutton (Chairwoman - D70); Angela Lyght (D19 - Piedmont Region); Roz Lowe (D40 - South Central); Sharon Blount (D41 - North Central). Excused absences due to work commitments were Bonita Henderson (D64 - East) and Julie Jenkins (D8 - West). Beth Dew Connections Committee Staff Liaison (Communications Department) was also present.

The committee was made aware that there is approximately \$15,000.00 in the Benevolence Fund. The following guidelines were approved.

The SEANC Benevolence Fund is established to provide assistance for members who have experienced loss of life while on duty or from injuries incurred while working, or who have suffered great losses from natural disasters like fires, floods, tornadoes and hurricanes.

- 1) The Benevolence Fund will be administered by the Connections Committee which is comprised of a chairperson, officer liaison, staff liaison and one representative from each region.
- 2) The committee chairperson is appointed annually by the SEANC President making a committee membership of six members.
- 3) The past president will serve as the officer liaison.
- 4) The staff liaison will be appointed by the SEANC Communications Department Director.
- 5) It is suggested that each district include \$200.00 in their annual budget to be given to this fund.
- 6) Donation checks should be made out to SEANC Benevolence Fund.
- 7) The committee will develop guidelines at its October meeting based on the amount of money in its fund.
- 8) Funds, if any, not used at the end of each fiscal year will rollover to the next fiscal year.
- 9) In order to be eligible for funds, the afflicted member must have been a SEANC member in good standing for a minimum of the previous six months.
- 10) **These funds will be available for members who:**

a) **Die while serving on duty or from injuries incurred while working (Fallen Member Form)**

- i) If the fallen member does not have a spouse, the name(s) and phone number(s) of any legal children or parents should be provided.
- ii) The Fallen Member Benevolence Form must be completed in its entirety by the district chairperson of the deceased member.
- iii) The amount distributed to the fallen member's survivor(s) will be \$250.00.
- iv) The form must be signed by the SEANC President and forwarded to the Connections Committee Chairperson.

b) **Have suffered great losses from natural disasters like fires, floods, tornadoes and hurricanes, etc. (Natural Disaster Form)**

- i) The proper documentation requested and if possible, photographs depicting the damage from the disaster must be included with the Natural Disaster Form or it will be returned to the district chairperson.
- ii) The Natural Disaster Benevolence Request Form must be completed by the afflicted SEANC member.
- iii) The natural disaster financial assistance will be based on need and have the following amounts: \$100.00, \$250.00 or \$500.00.
- iv) The form must be signed by the SEANC President and forwarded to the Connections Committee Chairperson.

11) The Connections Committee will review each application and upon consensus award the applicable financial amount to approved recipients.

12) The proper forms will be completed and forwarded to the SEANC Treasurer who will issue the checks.

**These guidelines may be changed in any way upon presentation at the November 2017 BOG meeting.**



# NATURAL DISASTER

## Benevolence Fund Request Form

This form must be completed by the afflicted SEANC member.

The SEANC (Natural Disaster) Benevolence Fund is established to provide assistance for members who have suffered great losses from natural disasters like fires, floods, tornadoes and hurricanes during the time frame of Oct. 1, 2017—Sept. 30, 2018. In order to qualify for funds, **the afflicted member must have been a SEANC member in good standing for a minimum of the previous six months from the time of the disaster.**

Members requesting assistance should complete this form in its entirety along with photographs, if possible, depicting the damage from the disaster and mail them to: **SEANC Benevolence Fund, ATTN: Beth Dew, 1621 Midtown Place, Raleigh, NC 27609** or scan and email the form to: [bdew@seanc.org](mailto:bdew@seanc.org). If you need assistance completing this form, please contact Beth Dew at [bdew@seanc.org](mailto:bdew@seanc.org) or 800-222-2758.

Name (print): \_\_\_\_\_ Active ☐ Retired ☐

SEANC Member ID No: \_\_\_\_\_ District No: \_\_\_\_\_ Region: \_\_\_\_\_

Present Phone # (include area code): (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Please list your present work site or where you retired from: \_\_\_\_\_

Supervisor's name and telephone number (if active employee): (\_\_\_\_\_) \_\_\_\_\_

Are you still living in your home? Yes ☐ No ☐ If not, where are you staying (at a motel, with family, or with friends, etc.)? Please explain: \_\_\_\_\_

Mailing address — immediately prior to the disaster: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current mailing address — if different from above: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Have you received benefits from FEMA and/or your insurance? Please explain. (Additional comments may be written on back). \_\_\_\_\_

What are your most important needs at the present time? (Additional comments may be written on back). \_\_\_\_\_

Other than money, what other kinds of needed resources can we help you connect with? (Additional comments may be written on back). \_\_\_\_\_

Date Request Form Received by SEANC: \_\_\_\_\_ Date Request Form Reviewed by Connections Committee: \_\_\_\_\_

Connection Committee Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SEANC President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# FALLEN MEMBER

## Benevolence Fund Request Form

This form must be completed by the fallen member's District Chairperson.

The SEANC (Fallen Member) Benevolence Fund is established to provide assistance for members who have experienced loss of life while on duty or from injuries incurred while working during the time frame of Oct. 1, 2017—Sept. 30, 2018. In order to qualify for funds, **the fallen member must have been a SEANC member in good standing for a minimum of the previous six months.**

District chairpersons who know of a fallen SEANC member should complete this form in its entirety and mail it to: **SEANC Benevolence Fund, ATTN: Beth Dew, 1621 Midtown Place, Raleigh, NC 27609** or scan and email the form to: [bdew@seanc.org](mailto:bdew@seanc.org). If you need assistance completing this form, please contact Beth Dew at [bdew@seanc.org](mailto:bdew@seanc.org) or 800-222-2758.

**Fallen Member's Full Legal Name (print):** \_\_\_\_\_

**SEANC District Number:** \_\_\_\_\_ **SEANC Region:** \_\_\_\_\_ **SEANC Member ID Number:** \_\_\_\_\_

**Full Name of Fallen Member's Legal Spouse:\*** \_\_\_\_\_

**Telephone Number Where Fallen Member's Family Can Be Reached Including Area Code: ( )** \_\_\_\_\_

**\*NOTE:** If there is not a spouse, please include the name(s) and phone number(s) of survivor(s) of the deceased.

**Fallen Member's Agency and Worksite:** \_\_\_\_\_

**Fallen Member's Supervisor's Name and Title:** \_\_\_\_\_

**Supervisor's Phone Number Including Area Code: ( )** \_\_\_\_\_

**Date Fallen Member Died (month, day and year):** \_\_\_\_\_

**How did the Fallen Member die?** \_\_\_\_\_

**District Chairperson's Name:** \_\_\_\_\_

**District Chairperson's Cell and/or Home Number:** Cell No. ( ) \_\_\_\_\_ Home No. ( ) \_\_\_\_\_

**District Chairperson's Work Number (include extension if applicable): ( )** \_\_\_\_\_

**District Chairperson's Email Address:** \_\_\_\_\_

**Date Chairperson Sent Form to SEANC** \_\_\_\_\_

**Date Request Form Received by SEANC:** \_\_\_\_\_

**Date Request Form Reviewed by Connections Committee:** \_\_\_\_\_

**Connection Committee Chairperson's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SEANC President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Policy Platform Committee Report  
Board of Governors Meeting  
November 17-18, 2017**

**Policy Platform Advisory Committee Members**

<b>Name</b>	<b>Region</b>	<b>District</b>
Jim Pressley	Chairman	1
Betsey Lee Hodges	East	64
Chicquita Lucas	East	57
Lesia Manos	West	2
Teresa Johnson	West	3
Chenell Rose	Piedmont	12
Dewey Brower	Piedmont	18
Rashia Norman	South Central	22
Karen Rose	South Central	38
Danny Rose	North Central	47
Lynn Stephenson	North Central	28
Darius McLaurin	Officer Liaison	40
Suzanne Beasley	Staff Liaison	

**PPC Activities for 2018**

- Provide List of Expired / Deleted Objectives
- Educate Districts on new Policy Platform Objective Modification Rules
  - Districts that have not provided names and contact info for District Policy Platform Chairs – 1, 4, 12, 25, 27, 28, 37, 39, 40, 63, 67
- Prepare Policy Platform for Convention

**Attachments ...**

Copy of 2017/2018 Policy Platform

Copy of Policy Platform Modification Form

Copy of Policy Platform Operations Manual Pages (PPC & PPAC)

List of Expired / Deleted Objectives

# SEANC POLICY PLATFORM

## FOUNDATION STATEMENTS

### Compensation

- I. Consider salary increases prior to other appropriations.
- II. Provide equal pay increases for all classifications of state employees.
- III. Seek compliance with and enforcement of laws, policies, and regulations governing equitable pay.
- IV. Seek standard policies for reimbursement for state employees who use personal vehicles on the job.

### Health Care

- I. Expand the drug formulary for preferred prescription drugs.
- II. Re-establish a premium free healthcare benefit equivalent to the 2017-2021 80/20 PPO.
- III. Link hospital reimbursement rates to Medicare rates.
- IV. Reimburse members for bank fees arising from State Health Plan errors.
- V. Provide a Medicare Supplement Policy or PPO 80/20 option for Medicare retirees.
- VI. Limit PPO options out-of-pocket maximums to \$5000 annually per covered member.
- VII. Reduce generic co-pays to a maximum of \$10 per script.

### Job Security

- I. Oppose legislation that removes state employees from the protections of the State Human Resources Act.
- II. Oppose privatization and downsizing of state government services.
- III. Limit the distribution and/or publication of state employees' personal information.
- IV. Support legislation that enables public employee collective bargaining.
- V. Protect dues deduction rights from state payroll and pension systems.

### Retirement

- I. Support the continuation of a defined benefit retirement plan for current and future state retirees.
- II. Support continuation of the employer's contribution to the retirement system that at least matches the employees' contribution.
- III. Extend Bailey Act state income tax exemption to all state employees.
- IV. Oppose the transfer of any unfunded liability for retiree health insurance to the retirement system.

- V. Provide Social Security Disability Compensation as existed before the Faulkenbury decision.
- VI. Seek an increase in the accrual rate to 2.0 for all members of The Teachers and State Employees Retirement System.
- VII. Seek annual cost of living adjustment (COLA) for retired state employees.
- VIII. Apply return to work laws equitably to all members of The Teachers and State Employees Retirement System.

## FRAMEWORK OBJECTIVES

- I. Provide annual publication and notice to State Health Plan members of ratings on health insurance products offered by the State Health Plan (2014)
- II. Reward State Health Plan members for reporting billing errors and overcharges. (2014)
- III. Seek policy change for SHRA exempt employees (not covered by the State Human Resources Act) who earn compensatory time and are unable to take that time due to demanding work schedules. The time is inevitably lost. If the employee is unable to take the time before the end of the 12 month period, then overtime pay should be included in the employee's next pay check. (2017)
- IV. Seek change in worker's compensation law to ensure all non-law enforcement state employees injured by an act of violence in the performance of their duties will receive salary continuation in accordance with North Carolina G.S. §115C-33.8 (2017)
- V. Support allowing Adult Community Supervision employees to reside outside of 30 miles of the county of employment. (2014)
- VI. Seek legislation or the reprogramming of the BEACON pay system to provide Holiday Pay equivalent to normally scheduled hours when an employee's regular schedule is in excess of 8 hours per day. (2014)
- VII. All NCDPS certified staff/law enforcement should be identified as the same pay grade and given the same retirement benefits. (2015)
- VIII. Seek standardization of Voluntary Shared Leave Policy (2016)
- IX. Change the NCDPS disciplinary action time frame from 18 months to 12 months from the date of incident (2017)
- X. Seek to allow state employees to appeal a disciplinary written warning. (2017)

## CAPSTONE OBJECTIVES

- I. When a career state employee, covered by the State Human Resources Act (SHRA), is notified of his/her separation by reduction-in-force (RIF) would have priority and an

available position is vacant at the same or lower level, this employee, if qualified, must be offered the vacant position over employing anyone who is not a current career state employee. (2017)

- II. SEANC will seek to modify G.S. 126-34.1(a.1) to include reduction-in-force (RIF) as a ground for appealing grievances to The Office of Administrative Hearings. (2007)
- III. Seek permanent status for temporary employees defined as those who are employed on a recurring basis, yet are terminated for 30, 31 or 32 days each year. (2009)
- IV. Seek to extend the period for RIF priority re-employment rights from 12 months to 24 months for state employees with 5 or more years of service. (2017)
- V. The SEANC Government Relations staff shall work with members of the General Assembly to introduce and pass legislation that will ensure no state employee can be discriminated against due to their actual or perceived sexual orientation or gender identity. (2011)

PLEASE TYPE  
OR PRINT IN INK

SEE BACK FOR  
INSTRUCTIONS

## SEANC POLICY PLATFORM MODIFICATION FORM

District: \_\_\_\_\_  
Issue or concern:

Language for amendment or proposed objective:

Need for proposed change:

<b>ACTION:</b>	<u>Favorable</u>	<u>Unfavorable</u>	
District Policy Platform Committee	_____	_____	_____
District meeting	_____	_____	(originator/date)
State Policy Platform Committee	_____	_____	
Annual Convention	_____	_____	
Comments: _____			(District Policy Platform Chair/date)
_____			
_____			
_____			(District Chair/date)

-----SEANC USE ONLY-----	
Foundation Statement____ Objective ____/ Category _____ Amend ____ Delete ____ Add ____	
Estimated cost: _____	Source of estimate: _____
Source of funding: _____	Number of employees affected: _____
Agency responsible for implementation: _____	

IMPORTANT: One (1) completed copy must be mailed or brought to the SEANC Central Office within five (5) working days following the district's adoption. Mail to: SEANC Policy Platform, P.O. Drawer 27727, Raleigh NC 27611-7727. Contact SEANC for more information at 919-833-6436 locally or 1-800-222-2758.

Revised 2000

## Instructions for SEANC POLICY PLATFORM FORM

### DISTRICT

**District #:** Fill in district number.

**Issue or concern:** Use short descriptive title of the subject being addressed.

**Language for proposed objective:** State the policy or objective as you would have it written in the Policy Platform.

**Need for proposed change:** Describe the present situation and why change is needed.

**Originator:** The name is helpful for future reference. This is not required.

**Signatures:** Signatures of both the District Chair and the District Policy Platform Chairs are required.

**Action:** Indicate the action taken at the district meeting(s).

**Mail:** Mail or bring one copy to the SEANC central office within 5 days after the action.

### SEANC

**Foundation statement, objective:** Indicate by checking whether the proposed change deals with a foundation statement or objective.

**Category:** Use one of the categories listed below; refer to the Policy Platform.

**Amend, Delete or Add:** Indicate by checking whether the proposed change will amend or delete an existing statement or objective, or will add a new statement or objective.

**Estimated cost:** Efforts should be made to estimate the cost, if any, of the requested action.

**Source of estimate:** Indicate where estimate was obtained.

**Source of funding:** Indicate where the funds should come from; for example, agency receipts, appropriation, employee.

**Number of employees affected:** Estimate the number of employees involved.

**Agency responsible for implementation:** Indicate who has the authority to effect proposed change.

### POLICY PLATFORM CATEGORIES

**Salary:** Across-the- board increases, merit, longevity, disability salary continuation

**Personnel:** Classifications, employee relations, promotional policies, staff levels, leave policies

**Retirement:** Formula, equality of benefits, death benefit, survivors' alternate benefit

**Health Care:** Coverage, dental insurance, quality of service

**External/Other:** Travel expenses, physical facilities

**Internal issues:** Operating policies and procedures, SEANC studies, membership benefits.

# Policy Platform

**Policy** The State Policy Platform Committee is responsible for receiving, considering or initiating changes to the Policy Platform.

**Procedure** The Policy Platform consists of Foundation Statements, and Framework and Capstone Objectives

- Foundation Statements address four fundamental categories
- Compensation, Health Care, Retirement, and Job Security
  - Foundation Statements will be reviewed annually by the Policy Platform Advisory Committee and may be amended by the Policy Platform Advisory Committee
  - Districts may submit amendments to Foundation Statements
    - All amendments to Foundation Statements require approval by Convention
    - Foundation Statements do not expire, but must be reviewed annually by the Policy Platform Advisory Committee and must be adopted by Convention
    - Framework Objectives address benefits, working conditions, and issues specific to Department, Agency, Unit or Job (ex. - reimbursement for employee purchased supplies and/or uniforms, etc.)
- Framework Objectives expire after three years
- Framework Objectives may be recommended for one-time renewal for two additional years by a District or the Policy Platform Advisory Committee
  - Framework Objectives reaching five years old will be deleted. Any deleted objective may be resubmitted by a District the following year
  - Adoption or renewal of a framework objective requires approval by Policy Platform Advisory Committee and adoption by Convention
    - Capstone Objectives are landmark goals that establish, restore, or expand Employee / Retiree rights (ex. - Repeal G.S. 95-98)
- Capstone Objectives expire after ten years
- Capstone Objectives may be amended by districts or Policy Platform Advisory Committee.
  - Amendments to Capstone Objectives require approval of Policy Platform Advisory Committee, State Policy Platform Committee, and Convention



- Individuals may submit amendments to Foundation or Capstone Objectives and may submit new Framework Objectives.
- Objectives or amendments submitted by individuals will be referred to home district of that individual for adoption prior to Policy Platform Advisory Committee review. If such an amendment or objective fails to pass the respective district, the Policy Platform Advisory Committee will not consider that item.

A list of objectives scheduled for deletion from the platform should be delivered to the District Chair and District Policy Platform Chair no later than January 1st each year. Districts should review these documents, recommend suggested changes or new objectives to the District's Annual Meeting. Changes and new objectives adopted at an Annual Meeting should be submitted to the State Policy Platform Chairperson within five (5) days following the District Annual Meeting.

The State Policy Platform Committee reviews recommendations submitted by the districts and prepares these recommendations for consideration by the SEANC Annual Convention.

The Government Relations Department may prepare position papers on each platform objective, which are shared with the membership. Prior to each Annual Convention, the Government Relations Department shall prepare progress reports documenting successful completion or progress made for all components within the Policy Platform. The Policy Platform Committee Chair will present these reports to the Annual Convention.

\*Please use the form that follows to submit an objective. One issue per form. (To be developed by Policy Platform Advisory Committee no later than July 21, 2017)

# Policy Platform Advisory Committee

**Policy** The Policy Platform Advisory Committee (PPAC) serves as a subcommittee of the State Policy Platform Committee and is chaired by the State Policy Platform Committee Chairperson who is appointed by the President. The PPAC is comprised of one District Policy Platform Chairperson from each of the five SEANC regions and at least five regional members at-large including at least one member from the Board of Governors. The immediate past Policy Platform Chairperson serves as an advisor to the PPAC.

**Procedure** The PPAC will review all objectives submitted by constituent bodies or members of SEANC and serve as a referral body for all Policy Platform objectives. Objectives submitted to the PPAC directly by SEANC members will be reviewed and referred back to the District Policy Platform Committees for consideration. The advisory committee will also review the Policy Platform documents and recommend changes and issues for further study.

The PPAC will review objectives on a regular basis. The committee will also publicize objectives, conduct research, develop background papers, combine duplicate issues and recommend issues to the Executive Committee for action.

# **Policy Platform Committee**

## **Objectives That Will Expire or Be Deleted Oct. 1, 2018**

Per the SEANC Operations Manual, Foundation Objectives expire after three years. An expired objective may be renewed once for an additional two years. Foundation Objectives will be deleted five years after initial adoption. A deleted objective may be resubmitted for adoption the following year.

There are four Framework objectives that will expire this year if no action is taken by a District or the Policy Platform Advisory Committee to renew. Those four objectives are items I, II, V, and VI.

There are no Framework Objectives marked for deletion this year.

Per the SEANC Operations Manual, Capstone Objectives expire after ten years. An expired objective may be renewed.

Capstone Objective II will expire this year.



**Scholarship Foundation Board Report  
Board of Governors Meeting  
November 17-18, 2017**

The first meeting of the Scholarship Foundation Board of Directors was held on October 19, 2017. Officers for FY 2017-2018 will be Michael Bell (District 61), Chair and Sherry McFeaters (District 39), Vice Chair. In the absence of a nominee for Treasurer, the Chair appointed Nicole Hunter (District 43) as the interim Treasurer and appointed Cindy Crawford (District 2) as Secretary to the Board.

In other business, the Board approved a \$56,082 budget which included \$40,500 in scholarship awards for 2018, as follows: 32 \$1000 awards in Four year college categories; 8 \$500 awards in the Two year college categories; and 9 \$500 awards in the Member Only category. The annual judging session will be held on May 22-24, 2018. The Board voted to continue the cash raffle fundraiser, participation in the State Employees Combined Campaign, and the annual bowling tournament/silent auction fundraiser to be held immediately following the July Board of Governors meeting in Raleigh.

Based on a continuing, increasing problem with lost/missing/unaccounted for cash raffle tickets, the Scholarship Board approved a by-laws change to Article V, Section 5, as follows: "The Board will assess a fine for only those districts who did not return all of their unsold tickets. The District will be responsible for paying for these missing tickets. Tickets in quantities up to 1000 missing tickets, will be assessed the total dollar amount for the tickets not returned and tickets in quantities over 1000 will be assessed \$1000 plus 50% of the total dollar amount over 1000." This change is needed to improve accountability and responsibility of the districts to track tickets distribution and collection, in that lost/missing/unaccounted tickets negatively affects our annual audit report. Since this proposed by-law change is subject to the approval of the SEANC Board of Governors, the Scholarship Foundation Board of Directors requests your approval.

Thank you for your continuing support and participation in our Scholarship program, which results in over \$100,000 in annual scholarship awards to our members and their dependents.

Respectfully submitted:

Michael T.W. Bell, Chair

Scholarship Foundation Board of Directors



**Standards Review Committee Report  
Board of Governors Meeting  
November 17-18, 2017**

**Standards Review Committee Members:** Tara Minter (Chair/D42), Ray Evans (Vice-Chair/D27), Dewey Hamilton (D46), Liz Linney (D69), Pat Reighard (D3), Lewis Sasser (D62).

Article 4 Section 4 of the SEANC Bylaws requires the State Executive Committee to review and update the operations manual with the advice/consent of the Board of Governors. The Standards Review Committee revised the 2016 operations manual draft submitted to the Board of Governors. The revisions include SEANC staff suggestions and recommendations from Maria M. Lynch (Lynch & Eatman, L.L.P.) a local attorney. Her firm specializes in advising non-profit organizations on operations and taxation matters. Ms. Lynch reviewed the 2016 operations manual draft to make sure it didn't conflict with the SEANC Bylaws. Her review included the recommendations from the Bond Beebe audit.

Below are the changes made:

**Section 1 – Roles/Responsibilities**

- The 1<sup>st</sup> & 2<sup>nd</sup> Vice President duties were revised to reflect their duties listed in the 2016 SEANC Bylaws.
- The two-year term for all officers adopted at the 2017 Convention is reflected in the Manual.
- A Bylaws Advisory Committee section was created. The immediate Bylaws Advisory Committee Chair may serve as an advisor. The Committee reviews amendments and helps with the SEANC election process.
- An outline of the Bylaws amendment process was inserted.
- The Manual includes the State Policy Platform Committee & State Policy Platform Advisory Committee descriptions adopted by the Board of Governors in May 2017.
- The EMPAC Committee procedure refers readers to the EMPAC Bylaws. Ms. Lynch recommended this change for all subsidiary groups that are governed by its own bylaws.
- The Financial Advisory Council and Personnel Benefits Committee sections were removed due to the bylaws amendments adopted at the 2017 Convention.

- The Executive Director and Chief Financial Officer job descriptions were removed.

## **Section 2 – Policies/Procedures**

- The Disciplinary trial section allows charges to be made against members and officers who violate certain norms that impact SEANC.

## **Section 3 – Financial Management**

- The amount of a loan a district can receive from SEANC is now at \$2,000 (maximum).
- Memorial Contributions – The section outlines that SEANC can honor selected people, at their passing, with a contribution to the Scholarship Foundation. This includes current/former officers, current staff and retired staff with 10 years of service.
- Operating Reserves – The Planning Committee must contribute to the reserves in its annual budget proposal.
- Staff Travel Reimbursement – The manual will use the phrase “established SEANC mileage rate” instead of a dollar amount for the rate.
- Treasurer’s Guidelines – Budget-Current Year – The Treasurer isn’t responsible for keeping line items in balance since unexpected expenses occur.

## **Section 4 – Member Services**

- Membership List Distribution – The President’s designee can approve a district’s request for a membership list.
- Advertising, General – SEANC has the right to deny an organization’s request to include an ad in its publications if it isn’t in SEANC’s best interest.

## **Section 5 – Communications**

- The communication workshop section was removed.
- The Legislative Update - The description was amended to reflect that it is an online video.
- SEANC Spotlight – A description of the publication was included.
- Communications Method-Other- The SEANC You Tube channel was inserted so the section has a complete list of all SEANC social media accounts.

## **Section 6 – Awards**

- The section was removed at Ms. Lynch’s recommendation. It seemed to her outside the manual’s scope.

## **Section 7 - Convention**

- Pre-convention activities – The section was revised to include the EMPAC & Board of Insurance Trustees meetings.
- Security Detail - The section was removed since SEANC no longer recruits security volunteers.

- Guests – The section includes the SEIU President or designee as a guest allowed to speak to the Convention to reflect current practice.
- Convention – Organization & Management – Removed the Convention volunteer support since the Convention Planning Committee no longer exists.
- Convention Registration – The section includes a \$250 penalty for districts that don't submit requested convention information by the deadline.
- Balloting Process – The section was revised to reflect current SEANC practice.
- Election Results Report – In case of a dispute, convention delegates are final arbiters by their votes. The Bylaws Committee chooses the voting method since it conducts the election process.
- Impermissible Activities at Official SEANC Activities – The section was revised to include cooking as a prohibited activity inside the Convention hotel.

### **Section 9 – Use Policies**

- Facility Use – The security procedure and alarm system sections were removed.
- Vehicle Use – The Three Strikes program section was removed.
- Disaster Plan – The section

### **Section 10 – Scholarship**

- The section refers users to the Scholarship Foundation's Bylaws/Policies & Procedures manual at Ms. Lynch's recommendation. The rest of the section was removed.





# **Operations Manual**

**Amended 2017**

## **Introduction**

This Operations Manual was developed by and for the State Employees Association of North Carolina/Service Employees International Union Local 2008 (hereinafter referred to as SEANC) to establish the guidelines necessary to accomplish the work of the organization. All policies and procedures are in support of and supplement the SEANC Bylaws. The Manual is intended to provide guidance to members and staff as they become involved in SEANC activities: the convention, committee meetings, financial management, and so forth. The Board of Governors must approve all changes to the Manual as specified by the SEANC Bylaws. If you have suggestions for content of the Manual, please contact:

SEANC Headquarters

1-800-222-2758

919-833-6436

Fax Numbers:

919-829-5829

1-800-296-4999

Address:

1621 Midtown Place

Raleigh, NC 27609-7553

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## RESOURCE MATERIALS

SEANC Bylaws  
SEIU Code of Ethics adopted by SEANC  
Personnel Manual

## **Section I**

### **ROLES/RESPONSIBILITIES**

## **President's Duties**

**Policy:** The President shall serve as the elected Chief Officer of SEANC, protect the rights of the membership, uphold the decisions made at Convention and Board of Governors meetings, and advocate for members' benefits through working with North Carolina Legislators and the Governor's office. The President shall preside over the Board of Governors. The President is elected for a two-year term by the delegates at the annual SEANC Convention.

**Minimum Qualifications:** Must be a member in good standing.

### **Duties and Responsibilities:**

- Preside over meetings of the Board of Governors and the Executive Committee.
- Attend all Board meetings and activities, including special events and board retreats.
- Work with Executive Director to ensure all directives and resolutions of the Convention and Board are implemented.
- Call special meetings as the need arises.
- Pursuant to the authority authorized by the Bylaws, appoint all committee Chairs, Secretary, and Parliamentarian, unless otherwise specified in the Bylaws.
- Serve as an ex-officio member of all SEANC Committees.
- Prepare the agenda for Board of Governor and Executive Committee meetings.
- Oversees the search for a new Executive Director when the need arises.
- Sign all official documents for the Association as required by position.
- Oversees SEANC activities and protects the rights of the membership.
- Promote the welfare of all SEANC members.
- Be available to the membership.
- Represent SEANC to members, the public and other organizations in a positive manner.
- Attend District functions. Make periodic visits to districts in all regions to promote SEANC.
- Serve as a lobbyist for SEANC when issues arise requiring this service.
- Confers with Legislators, the Governor and other official members of government to represent the interest of the SEANC.
- Uphold the provisions of the SEANC Bylaws.
- Attend Council meetings to represent SEANC.
- Initiate action to fill Board vacancies when they occur in accordance with the SEANC Bylaws.
- Initiate and participate in the Executive Director's performance evaluation.
- Attend SEIU International Executive Board Meetings as scheduled.
- Uphold the continued work of the SEANC Collective Bargaining Committee to ensure collective bargaining is actively pursued as directed by convention.
- Perform all other duties as required by the office of the President.

### **First Vice President's Duties**

**Policy:** The First Vice-President shall serve as an elected officer, protect the rights of the membership, and maintain leadership continuity by performing the duties of the President in the President's absence. The First Vice President is elected for a two-year term by the delegates at the annual SEANC Convention.

**Minimum Qualifications:** Must be a member in good standing.

### **Duties and Responsibilities:**

- Attend all Board of Governors and Executive Committee meetings and activities, including special membership meetings, special events and board retreats.
- Know the organization and the President's duties.
- Be prepared to perform the President's duties when called to do so.
- Chair the Planning Committee and act as liaison between the President and the committee(s) as assigned.
- Develop rapport and a positive working relationship with the President, the Board of Governors, and office staff.
- Perform special assignments as directed.
- Fill vacancy of President, if vacated.
- Ensure all directives and resolutions of the Convention and Board are implemented. Work with Executive Director to ensure all directives and resolutions of the Board are carried out.
- Protect the rights and promote the welfare of the membership.
- Be available to the membership.
- Represent SEANC to members, the public and other organizations in a positive manner.
- Confer with Legislators and others when required to represent the interests of SEANC.
- Uphold the provisions of the SEANC Bylaws.
- Participate in the Executive Director's performance evaluation.
- Perform all other functions required by the office of the First Vice President.



### **Second Vice President's Duties**

**Policy:** The Second Vice-President shall serve as an elected officer, protect the rights of the membership, and maintain leadership continuity by performing the duties of the First Vice President in the First Vice President's absence. The Second Vice President is elected for a two-year term by the delegates at the annual SEANC Convention.

**Minimum Qualifications:** Must be a member in good standing.

#### **Duties and Responsibilities:**

- Attend all Board of Governors and Executive Committee meetings and activities, including special membership meetings, special events and board retreats.
- Know the organization and the First Vice President's duties.
- Be prepared to perform the First Vice President's duties when called to do so.
- Serve as a member of the Planning Committee and act as liaison between the President and the committee(s) as assigned.
- Develop rapport and a positive working relationship with the President, the Board of Governors, and office staff.
- Perform special assignments as directed.
- Fill vacancy of First Vice President, if vacated.
- Ensure all directives and resolutions of the Convention and Board are implemented. Work with Executive Director to ensure all directives and resolutions of the Board are carried out.
- Protect the rights and promote the welfare of the membership.
- Be available to the membership.
- Represent members to the public and other organizations in a positive manner.
- Confer with Legislators and others when required to represent the interests of SEANC.
- Uphold the provisions of the SEANC Bylaws.
- Participate in the Executive Director's performance evaluation.
- Perform all other functions required by the office of the Second Vice President.

## **Treasurer's Duties**

**Policy:** The Treasurer of SEANC shall ensure the fiscal integrity, operations and viability of SEANC. The Treasurer is elected for a two-year term by the delegates at the annual SEANC Convention.

**Minimum Qualifications:** Must be a member in good standing.

### **Duties and Responsibilities:**

- Attend all Board of Governors meetings and activities, including general membership meetings, special membership meetings, special events and board retreats.
- Submit complete and accurate financial report to the Board.
- Presents the annual audit to the Board.
- Ensure the Board's financial policies are being followed.
- Reports on the financial status of SEANC.
- Assist in preparing SEANC's annual budget.
- Countersign all checks of SEANC.
- Oversee maintenance of all financial correspondence and records of SEANC.
- When necessary, obtain information from records and minutes to help Board members in the decision-making process.
- Develop rapport and a close working relationship with the President, the Board and office staff.
- Assist with the search for a new Executive Director when the need arises.
- Participate in the Executive Director's performance evaluation.
- Promote the welfare of all SEANC members.
- Be available to the membership.
- Represent employees when the need requires.
- Uphold the provisions of the SEANC Bylaws.
- Perform all other functions required by the office of the Treasurer.
- Represent SEANC to members, the public and other organizations in a positive manner.

### **Presidential Secretary's Duties**

**Policy:** The Secretary shall maintain all Board records, official documents and other correspondence and ensure their accuracy and security. The Secretary will serve a one year term as appointed by the SEANC President.

**Minimum Qualifications:** Must be a member in good standing

### **Duties and Responsibilities:**

- Attend all Board meetings, Executive Committee meetings and activities, including board retreats.
- Maintain a book of minutes of all Board of Governors meetings and Executive Committee meetings.
- Provides draft Executive Committee and Board of Governors meeting minutes to the SEANC Executive Assistant/Meeting & Convention Planner for distribution prior to the next Executive Committee and Board meeting.
- Provides approved Executive Committee and Board of Governors minutes to the SEANC Executive Assistant/Meeting & Convention Planner for inclusion in the official books of minutes kept in the Fire King safe and to the Communications Department for posting on the SEANC website.
- Oversee maintenance of all correspondence and records of SEANC.
- Provide Board meeting minutes within 15 days following the meeting.
- When necessary, obtain information from records and minutes to help Board members in the decision-making process.
- Develop rapport and a positive working relationship with the President, the Board, and office staff.
- Perform special assignments as designated by the President.
- Promote the welfare of all SEANC members.
- Uphold the provisions of the SEANC Bylaws.
- Perform all other duties required by the office of the Secretary.
- Represent SEANC to members, the public and other organizations in a positive manner.

## **Board of Governors**

**Policy:** The Board of Governors is composed of the SEANC officers, the District Chairs, the Chair of the Insurance Board of Trustees and the Chair of the Retiree Council. The Board of Governors is responsible for the interpretation and implementation of the Bylaws, policy platform and procedures consistent with priorities established by the most recent annual convention.

The Board of Governors is responsible for the resolution of any matter that may arise between conventions. The Board of Governors and the Executive Director have the authority to negotiate with the legislature to achieve the objectives adopted by the convention.

**Procedure:** The Board of Governors meets at least quarterly. The President, the Executive Committee or any officer upon petition of 20 percent of the Board of Governors membership may call additional meetings.

The Board of Governors may adopt rules governing Board business that do not conflict with SEANC Bylaws.

The Board of Governors, with a recommendation from the Executive Committee, shall employ an Executive Director.

The Board at its first meeting immediately following Convention shall present board of Governors meeting dates for the next fiscal year for approval.

All Board of Governors meetings, with the exception of those meetings held at the annual convention, will be held at SEANC headquarters at 1621 Midtown Place, Raleigh, NC 27612, unless, at the request of the President, special circumstances and/or additional guests require a larger meeting space offsite.

Members of the Board of Governors, SEANC Staff, and Statewide Committee Chairs will be allowed to place materials on the tables at the meetings. No other materials shall be placed on the tables at the Board of Governors' meeting except by approval of the President or designee.

## **Committees**

**Policy:** SEANC Committees are established to achieve SEANC's mission by representing SEANC's membership. Each committee shall consist of a Chair, an officer liaison, a staff liaison and members. The President shall appoint committee members before the first of October of each year. Committees shall stay within the budget adopted by the Board of Governors for that SEANC year. Committee chairs will receive monthly financial statements. Any expenditure exceeding the budget must have prior approval by the President before expenditures are made.

**Standing Committees:** Shall consist of one (1) person from each district who chairs the District Standing Committee and other persons who are ex-officio or are appointed per the SEANC Bylaws.

- State Policy Platform Committee
- State Bylaws Committee
- State Audit Committee

### **Subsidiary Bodies:**

- SEANC Scholarship Grant Foundation
- SEANC Insurance Board of Trustees
- Employees Political Action Committee (EMPAC)

### **Advisory Committees:**

- Planning Committee
- Retiree Council
- State Membership Committee
- Emerging Leaders
- Policy Platform Advisory Committee
- Bylaws Advisory Committee

**Special Committees:** May be appointed by the President as needed or as directed by the Board of Governors.

Examples of Special Committees include: Communications Committee, Operations Manual Rewrite Committee, Personnel Review Committee, Growth and Expansion Committee, Member Strength Committee, Member Discount and Bank Draft Committee.

All SEANC subsidiary bodies, standing and advisory committees shall be reimbursed for expenses in the manner determined by the Board of Governors except for EMPAC expenses which shall be reimbursed in a manner specified by the EMPAC fiscal policy.

### **State Bylaws Committee**

**Policy:** The State Bylaws Committee shall have the exclusive responsibility to receive and consider all proposals affecting any change whatsoever in the Bylaws of SEANC.

### **Procedure:**

- Article XIII of these Bylaws places this responsibility in the hands of this Committee alone and prescribes the only method of presenting amendments to the Bylaws at the annual convention.
- The State Bylaws Committee shall assume such additional duties as may be assigned in connection with the conduct of SEANC elections at the annual convention.

### **Bylaws Advisory Committee**

**Policy:** The Bylaws Advisory Committee serves as a subcommittee of the State Bylaws Committee and is chaired by the State Bylaws Committee Chairperson who is appointed by the President. The Committee is comprised of a Vice-Chair and one District Bylaws Chairperson from each of the five SEANC regions. Each Regional Representative will recommend to the President members from her or his region to serve on the Advisory Committee. The immediate past Bylaws Chairperson serves as an advisor to the Committee.

**Procedure:** The Committee is responsible for:

- Reviewing all bylaw amendments submitted by districts or SEANC state committee. Recommending technical changes to the State Bylaws Committee for review along with original proposed amendments
- Reviewing the SEANC Bylaws and recommending changes for further study
- Assisting with election process prior to and during convention

### **SEANC Bylaws Amendment Process**

**Policy:** The SEANC Bylaws may be amended at any Convention by an appropriate vote (as defined by the Bylaws) of the delegates present so long as the amendment has been submitted in writing by at least one of the SEANC Districts to the State Bylaws Committee for its consideration.

**Procedure:** The District proposing a change must complete the Bylaws Amendment Form and submit it to the State Bylaws Committee no later than ten (10) working days following the district annual meeting but no later than July 15<sup>th</sup>.

The State Bylaws Committee will consider the proposed amendment.

If the State Bylaws Committee gives approval, the proposed amendment will be presented to delegates at the Convention.

All proposed Bylaws amendment changes must be submitted on the standardized amendment form or they will not be accepted. All required signatures, along with the date approved by the District annual meeting, must be on the form when submitted or it will not be accepted. The standardized amendment form can be found on the following page and on the website.

The State Bylaws Chair will revise and distribute updated bylaws no later than October 1<sup>st</sup>. Updated bylaws will be published on the SEANC website no later than October 1<sup>st</sup>.

All Districts must operate under District Bylaws that are in compliance with SEANC Bylaws.

Following Convention, District Chairs must submit a copy of their current District Bylaws to SEANC headquarters. If no changes have occurred in the current District Bylaws on file at SEANC, a letter to that effect may be sent. The letter or updated Bylaws must be on file at SEANC headquarters no later than December 1.



**SEANC**  
**BYLAWS AMENDMENT FORM**

Complete this form to propose an amendment to the SEANC Bylaws. Amendments must be adopted by a District prior to submission to the Bylaws Committee.

Proposed Change to Article: \_\_\_\_\_

Article Title: \_\_\_\_\_

Section: \_\_\_\_\_

Present Wording:

Wording as Amended:

Rationale:

Submitted by District # \_\_\_\_\_ District Chair \_\_\_\_\_  
(Print Name)

<b>ACTION:</b>	<u>Favorable</u>	<u>Unfavorable</u>	
District Bylaws Committee:	_____	_____	_____
District Meeting:	_____	_____	(Originator/Date)
State Bylaws Committee:	_____	_____	_____
Annual Convention:	_____	_____	_____
Comments:			(District Bylaws Chair/Date)
_____			_____
_____			_____
_____			(District Chair/Date)

**IMPORTANT: Mail or deliver one (1) completed copy to the SEANC Headquarters within ten (10) working days following the district annual meeting (no later than July 15<sup>th</sup>). Mail to: SEANC Director of Operations, 1621 Midtown Place, Raleigh, NC 27609-7553 (919-833-6436 locally or 800-222-2758). Revised 07/10/16.**

### **State Policy Platform Committee**

**Policy:** The State Policy Platform Committee is responsible for receiving, considering or initiating changes to the Policy Platform.

**Procedure:** The Policy Platform consists of Foundation Statements, and Framework and Capstone Objectives Foundation Statements address three (four) fundamental categories

- Compensation, Health Care, Retirement (possibly add “Job Security”)
  - Foundation Statements will be reviewed annually by the Policy Platform Advisory Committee and may be amended by the Policy Platform Advisory Committee
  - Districts may submit amendments to Foundation Statements
    - All amendments to Foundation Statements require approval by Convention
    - Foundation Statements do not expire, but must be reviewed annually by the Policy Platform Advisory Committee and must be adopted by Convention
    - Framework Objectives address benefits, working conditions, and issues specific to Department, Agency, Unit or Job (ex. - reimbursement for employee purchased supplies and/or uniforms, etc.)
- Framework Objectives expire after three years
- Framework Objectives may be recommended for one-time renewal for two additional years by a District or the Policy Platform Advisory Committee
  - Framework Objectives reaching five years old will be deleted. Any deleted objective may be resubmitted by a District the following year
  - Adoption or renewal of a framework objective requires approval by Policy Platform Advisory Committee and adoption by Convention
    - Capstone Objectives are landmark goals that establish, restore, or expand Employee / Retiree rights (ex. - Repeal G.S. 95-98)
- Capstone Objectives expire after ten years
- Capstone Objectives may be amended by districts or Policy Platform Advisory Committee.
  - Amendments to Capstone Objectives require approval of Policy Platform Advisory Committee, State Policy Platform Committee, and Convention
    - Individuals may submit amendments to Foundation or Capstone Objectives and may submit new Framework Objectives.
- Objectives or amendments submitted by individuals will be referred to home district of that individual for adoption prior to Policy Platform Advisory Committee review. If such an amendment or objective fails to pass the respective district, the Policy Platform Advisory Committee will not consider that item.

A list of objectives scheduled for deletion from the platform should be delivered to the District Chair and District Policy Platform Chair no later than January 1st each year. Districts should review these

documents recommend suggested changes or new objectives to the District's Annual Meeting. Changes and new objectives adopted at an Annual Meeting should be submitted to the State Policy Platform Chairperson within five (5) days following the District Annual Meeting.

The State Policy Platform Committee reviews recommendations submitted by the districts and prepares these recommendations for consideration by the SEANC Annual Convention.

The Government Relations Department may prepare position papers on each platform objective, which are shared with the membership. Prior to each Annual Convention, the Government Relations Department shall prepare progress reports documenting successful completion or progress made for all components within the Policy Platform. The Policy Platform Committee Chair will present these reports to the Annual Convention.

Please Type Or Print in Ink

See Back For Instruction

SEANC  
POLICY PLATFORM MODIFICATION FORM

**District:** \_\_\_\_

**Issue or concern:**

**Language for amendment or proposed objective:**

**Need for proposed change:**

<b>ACTION:</b>	<u>Favorable</u>	<u>Unfavorable</u>	
District Policy Platform Committee	_____	_____	_____
District meeting	_____	_____	(originator/date)
State Policy Platform Committee	_____	_____	
Annual Convention	_____	_____	_____
Comments: _____			(District Policy Platform Chair/date)
_____			
_____			_____
_____			(District Chair/date)

-----SEANC USE ONLY-----		<i>Foundation</i>
<i>Statement</i> _____	<i>Objective</i> _____ / <i>Category</i> _____	<i>Amend</i> _____ <i>Delete</i> _____ <i>Add</i> _____
Estimated cost: _____	Source of estimate: _____	
Source of funding: _____	Number of employees affected: _____	
Agency responsible for implementation: _____		

IMPORTANT: One (1) completed copy must be mailed or brought to the SEANC Central Office within five (5) working days following the district's adoption. Mail to: SEANC Policy Platform, P.O. Drawer 27727, Raleigh NC 27611-7727. Contact SEANC for more information at 919-833-6436 locally or 1-800-222-2758.

Revised 2000

Instructions for

## POLICY PLATFORM FORM

SEANC

**District #:**

Fill in district number.

**Issue or concern:**

Use short descriptive title of the subject being addressed.

**Language for  
proposed objective:  
Need for proposed**

State the policy or objective, as you would have it written in the Policy Platform.

**change:** Describe the present situation and why change is needed.  
**Originator:** The name is helpful for future reference. This is not required.  
**Signatures:** Signatures of both the District Chair and the District Policy Platform Chairs are required.  
**Action:** Indicate the action taken at the district meeting(s).  
**Mail:** Mail or bring one copy to the SEANC central office within 5 days after the action.

### SEANC

**Foundation statement,**

**objective:** Indicate by checking whether the proposed change deals with a foundation statement or objective.

**Category:** Use one of the categories listed below; refer to the Policy Platform.

**Amend, Delete or**

**Add:** Indicate by checking whether the proposed change will amend or delete an existing statement or objective, or will add a new statement or objective.

**Estimated cost:** Efforts should be made to estimate the cost, if any, of the requested action.

**Source of estimate:** Indicate where estimate was obtained.

**Source of funding:** Indicate where the funds should come from; for example, agency receipts, appropriation, employee.

**Number of employees**

**affected:** Estimate the number of employees involved.

**Agency responsible for**

**implementation:** Indicate who has the authority to effect proposed change.

### POLICY PLATFORM CATEGORIES

**Salary:** Across-the- board increases, merit, longevity, disability salary continuation

**Personnel:** Classifications, employee relations, promotional policies, staff levels, leave policies

**Retirement:** Formula, equality of benefits, death benefit, survivors' alternate benefit

**Health Care:** Coverage, dental insurance, quality of service

**External/Other:** Travel expenses, physical facilities

**Internal issues:** Operating policies and procedures, SEANC studies, membership benefits.

### Policy Platform Advisory Committee

**Policy:** The Policy Platform Advisory Committee (PPAC) serves as a subcommittee of the State Policy Platform Committee and is chaired by the State Policy Platform Committee Chairperson who is appointed by the President. The PPAC is comprised of one District Policy Platform Chairperson from each of the five SEANC regions and at least five regional members at-large including at least one member from the Board of Governors. The immediate past Policy Platform Chairperson serves as an advisor to the PPAC.

**Procedure:** The PPAC will review all objectives submitted by constituent bodies or members of SEANC and serve as a referral body for all Policy Platform objectives. Objectives submitted to the PPAC directly by SEANC members will be reviewed and referred back to the District Policy Platform Committees for consideration. The advisory committee will also review the Policy Platform documents and recommend changes and issues for further study.

The PPAC will review objectives on a regular basis. The committee will also publicize objectives, conduct research, develop background papers, combine duplicate issues and recommend issues to the Executive Committee for action.

### **Audit Committee**

**Policy:** The Audit Committee may assist the President as requested and shall assist the Treasurer and Chief Financial Officer (CFO) in the oversight of all SEANC financial matters at both the state and district levels. The Audit Committee's mission is to protect the fiscal and operational integrity and viability of SEANC.

The Audit Committee shall consist of twelve members elected by the annual convention. The President shall appoint a chairperson from the elected Audit Committee members. The chair or their designee will present a report to the Executive Committee at least quarterly.

**Experience:** Members of the Audit Committee shall have financial related experience including, but not limited to agency budgeting, auditing, fraud investigation, accounting principles, serving as treasurer of SEANC or other organizations, business operations/reimbursement, compliance officers or similar related experience. Candidates for the Audit Committee must submit a resume of relevant experience to be screened by the Audit Committee with a report made to the Board of Governors.

**Term of Office:** The Audit Committee term of office shall be staggered and based on votes received as follows: • 3-Year Terms: Four highest vote-getters • 2-Year Terms: Four second highest vote-getters • 1-Year Term: Four lowest vote-getters. Members may not serve more than two elected consecutive terms.

**Vacancies:** Should a vacancy occur among the at-large members, the Audit Committee shall appoint a person to fill the vacancy from approved candidates for the remainder of the unexpired term with the approval of the Board of Governors.

### **Procedure:**

1. After receiving an audit/review request or selecting a SEANC functional area to audit, the Audit Committee Chair will notify, in writing, the SEANC President, Treasurer, Chief Financial Officer, and Audit Committee members of the request.
2. The Audit Committee Chair or designee will notify the appropriate SEANC office staff in writing of the SEANC functional area selected for an audit, by certified mail and email, of the upcoming review. Written requests will outline the specific time frame and records that the SEANC office staff will need to submit to the Audit Committee for their review. The records may include but are not limited to SEANC accounting documents and finance manuals; and State bylaws, minutes of meetings, check register, supporting documents of all deposits and disbursements, and monthly financial reports.
3. The Audit Committee Chair or designee will notify the appropriate District Chair and District Treasurer, by certified mail and email, of the upcoming review. Written requests will outline the specific time frame and records that the District will need to submit to the Audit Committee for their review. The records may include but are not limited to District accounting documents and finance manuals; and District bylaws, minutes of meetings, check register, supporting documents of all deposits and disbursements, and monthly financial reports.
4. Once the SEANC records are available and/or District records have been forwarded to SEANC headquarters in Raleigh, North Carolina, the Audit Committee Chair will designate 1-2

members of the Audit Committee to begin the review. These designated members will notify the SEANC office of specific District documents needed from SEANC files and coordinate the specific time they will be available to view the records from all parties.

5. After the review has been completed, the Audit Committee members conducting the review will discuss the findings and recommendations for corrective action with the Auditee and obtain their response. A Draft Report will be prepared and reviewed by the full Audit Committee for information purposes, recommendations, and a corrective action plan, if necessary. A copy of the Draft Report will then be sent to the following Senior Management SEANC officers and staff: President, Executive Director, Treasurer, Chief Financial Officer, Ethics Officer and Legal Counsel for their information.

6. The Executive Committee may either:

- a. Concur with the Audit Committee recommendations
- b. Deny Concurrence

7. The Executive Committee will notify the Audit Committee in writing of its action. In the event the Executive Committee does not concur, it will notify the Audit Committee in writing of the specific reasons for non-concurrence and additional information or corrective action needed to provide concurrence.

8. Upon concurrence by the Executive Committee, the Audit Committee will mail the final audit report to the Auditee within 10 working days for implementation of corrective actions.

9. The SEANC Executive Committee will ensure the recommendations to the SEANC Office Staff are implemented in a timely manner. The District Chairperson and Treasurer will ensure recommendations made to the District are implemented in a timely manner.

10. The Audit Committee is responsible for follow-up with the Auditee to ensure corrective action is implemented.

11. Throughout the process it is imperative that the SEANC President, Executive Director, Treasurer and Chief Financial Officer be updated as to the progress of audit activities. This will be done through presentations at monthly and quarterly meetings, and through Draft Reports of completed audits.

### **Duties:**

- Meet no less than six times per year with the Treasurer to review disbursements including credit card charges and wire transfers.
- Review financial statements given to the Board of Governors.



- Select an independent North Carolina licensed, Certified Public Accountant experienced in servicing non-profit employee associations to prepare the annual audit and financial reports included therein, acting as liaison with the selected auditor during the engagement.
- Follow up on audit recommendations to ensure necessary improvements have been made by the Treasurer and SEANC staff.
- Issue a report of findings and corrective actions to the State Executive Committee, Board of Governors, the Planning Committee and the annual convention and publish these on the SEANC website with an executive summary published in the SEANC Reporter.
- Receive and investigate allegations or concerns involving financial operations, fraud or financial mismanagement at the state or district level and report findings to the Board of Governors.
- Review and recommend changes to the Financial Management section of the SEANC Operations Manual.
- Review and audit district financial reports and operations to ensure compliance with SEANC Bylaws, SEANC Operations and Procedures Manual, IRS regulations and other applicable state and federal laws and regulations.
- Approve fines against SEANC districts for failure to submit financial reports in compliance with the SEANC Operations Manual.
- Other financial related duties authorized by the SEANC Executive Committee and Board of Governors.

### **Insurance Board of Trustees**

**Policy:** The Insurance Board of Trustees serves as a committee to promote group insurance programs of SEANC and serve the Board of Governors in an advisory capacity for any matter relating to group insurance and the administration thereof. The Chair of the Insurance Board of Trustees serves as a voting member of the Executive Committee and the Board of Governors.

**Procedure:** 100% of net receipts after all operating and administrative cost are paid (net receipts) shall be remitted to the SEANC fund annually, provided that the Insurance Board of Trustees shall maintain an operational reserve in an amount equal to one half the annual operating and administrative cost of the Insurance Board of Trustees for the proceeding three (3) calendar years. The operational reserve shall be accrued over time, with the Insurance Board of Trustees authorized to retain up to 50% of net receipts per year until the operational reserve meets the level prescribed herein. The Insurance Board of Trustees shall operate with SEANC as its parent entity, but shall be governed by its Bylaws.

### **Employees Political Action Committee (EMPAC)**

**Policy:** The purposes of EMPAC shall be to influence the nomination and election of candidates for public office who demonstrate a commitment to responsible government and to the welfare of state employees and their families and to educate SEANC membership and the candidates for elective office regarding issues affecting state employees.

**Procedure:** The EMPAC shall operate with SEANC as its parent entity, but shall be governed by the State EMPAC Committee as authorized by the EMPAC Bylaws.

### **Membership Committee**

**Policy:** The State Membership Committee shall be comprised of a Chair and one member from each region to be appointed by the President. The purpose of the Membership Committee shall be to plan and pursue a vigorous program to recruit and retain membership in SEANC. The Membership Committee shall report to the President and the Board of Governors.

**Procedure:** To increase membership in districts, each district is encouraged to set aside at least five percent of their annual dues rebate for membership growth. These funds will be used to pay for recruitment activities including committee expenses, member appreciation events, incentives and other items that help improve member recruitment and retention.

Each district will appoint/elect a District Membership Chair and assemble a district membership committee of no less than five members. The District Membership Chair must attend the regional membership meeting and complete the necessary training, hold a training session for their committee and district recruiters, set a membership goal, and hold at least three membership drives during the year.

Each district will submit a monthly progress report to their Regional Membership Committee Chair and Regional Representative of the State Executive Committee on their progress and that report will become part of the Membership Committee regional report to the Board of Governors.

No district will be considered for District of the Year unless they meet the membership requirements as outlined above. Additional points will be awarded for each percent of growth the district attains.

### **Planning Committee**

**Policy:** The SEANC Planning Committee shall be chaired by the First Vice President and comprised of three representatives from each of the SEANC regions appointed by the President. Regional representatives will serve a three-year term with no person serving consecutive terms. Should a vacancy occur, the President shall appoint a person from the appropriate region to fill the unexpired term. The Treasurer, Second Vice President and Insurance Board of Trustees shall be voting members of the Planning Committee.

The purpose of the Planning Committee shall be to facilitate the process of long range planning for SEANC, specifically the initiation of development and subsequent maintenance of a five-year plan relative to SEANC operations.

**Procedure:** In cooperation with the President, Executive Director and Treasurer, the Committee shall prepare a balanced budget for presentation to the Board of Governors and shall have authority vested within to recommend cutbacks or revenue increases to ensure that SEANC operates within a balanced budget.

The Planning Committee shall report to the Executive Committee and the Board of Governors and, from time to time, accept specific charges, which facilitate the work of the Association.

### **Retiree Council**

**Policy:** The Retiree Council shall be comprised of three retired members elected from each SEANC region by delegates at the annual convention. Members of the Council will be elected for a staggered three-year term with no person serving more than two consecutive terms. The Council will elect a Chair and Vice Chair from its membership. Should a vacancy occur in the membership of the Council, the Council shall nominate for appointment by the SEANC President a retired member from the appropriate region to fill the unexpired term.

The purpose of the Council is to recommend to the President and Board of Governors a course of action on retiree issues; to identify policy platform issues regarding retirees; and to assist in disseminating information to retirees.

**Procedure:** The Retiree Council shall report to the President of SEANC and the Board of Governors.

## **Emerging Leaders**

**Policy:** The Emerging Leaders shall be comprised of a Chairperson and three members from each SEANC region, all of who shall be active members, appointed by the SEANC President. The Chairperson shall serve a one-year term. Members of the Emerging Leaders will serve a staggered three-year term with no person serving consecutive terms. Should a vacancy occur, the SEANC President shall appoint a member from the appropriate region to fill the unexpired term.

The purpose of the Emerging Leaders is to recommend to the SEANC President and Board of Governors a course of action on policy platform issues and other issues relevant to active state employees; and to assist in increasing participation of and disseminating information to those employees.

**Procedure:** The Emerging Leaders shall report to the SEANC President and Board of Governors.

Priority consideration will be given to current members of the Youth Council who have unexpired terms as if September 30, 2016. The incumbent SEANC President for SEANC fiscal year October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018 shall ask those members with unexpired terms if they desire to finish their term on the new council. On October 1, 2019 this section (5.3 under Article X Section 5) will automatically be deleted without need of a new bylaws vote at convention since it will no longer be necessary or relevant at that time.

## **District Chair Duties and Responsibilities**

**Policy:** Each district is required to fulfill the operational responsibilities in an effective and efficient manner by communicating their activities to the Board of Governors. Communication responsibilities on key activities are outlined in the checklist that follows. This checklist should be completed and submitted to the President by the date specified.

### **Duties and Responsibilities:**

- \_\_\_\_\_ 1. District Chair, or designee, attends each Board of Governors meeting.
- \_\_\_\_\_ 2. Conduct a meeting of the District after each Board of Governors meeting.
- \_\_\_\_\_ 3. Appoint Committee Chairs that are not filled by election.
- \_\_\_\_\_ 4. Ensure accuracy and submission of monthly reports (see reports section).
- \_\_\_\_\_ 5. Schedule and conduct District Annual Meeting.
- \_\_\_\_\_ 6. Lead the District Delegation at the Annual Convention and appoints delegates if elected delegates are unable to attend.
- \_\_\_\_\_ 7. Attend scheduled Chair training and/or orientation workshops.
- \_\_\_\_\_ 8. Designate and approve individuals to attend scheduled training and orientation workshops and other meetings.
- \_\_\_\_\_ 9. Distribute Bylaws and Ethics Policy to district officers and delegates at the district's first meeting following convention.

### **Membership:**

- \_\_\_\_\_ 1. Appoint a Membership Committee to be headed by the District Membership Chair.
- \_\_\_\_\_ 2. Ensure that three (3) membership recruiting activities are conducted each year.
- \_\_\_\_\_ 3. Contact delinquent members to encourage their continued membership and participation.
- \_\_\_\_\_ 4. Assist Member Relations Representative in recruitment and retention activities.



**Communications:**

- \_\_\_\_\_ 1. Organize a Communications Committee to be headed by a District Communications Chair.
- \_\_\_\_\_ 2. Submit district news to The Reporter for publication. Indicate number of times articles were submitted. \_\_\_\_\_.
- \_\_\_\_\_ 3. Submit local media articles on state employees to headquarters (Attention: Communications Department).
- \_\_\_\_\_ 4. Publish district newsletter. Number of issues: \_\_\_\_\_.
- \_\_\_\_\_ 5. Sponsor a community action project. Nature of the project sponsored: \_\_\_\_\_  
\_\_\_\_\_.

**Policy Platform/Bylaws:**

- \_\_\_\_\_ 1. Review policy platform and recommend proposed changes through the policy platform process. Submit proposals to headquarters no later than five days following the annual district meeting or no later than July 15.
- \_\_\_\_\_ 2. District Policy Platform Chair, or designee, attends State level Policy Platform meeting.
- \_\_\_\_\_ 3. Review SEANC Bylaws. Submit changes recommended and approved at the district annual meeting to headquarters no later than five days following the district annual meeting or no later than July 15.
- \_\_\_\_\_ 4. District Bylaws Chair, or designee, attends State level Bylaws Committee meeting.

**Legislative:**

- \_\_\_\_\_ 1. Participate in legislative activities as authorized by SEANC.
- \_\_\_\_\_ 2. Sponsor a district level legislative social, forum or otherwise make contact with legislative representatives.

Nature of activity: \_\_\_\_\_.

- \_\_\_\_\_ 3. Support EMPAC with assistance on telephone networking, fundraising and other projects. Type of support: \_\_\_\_\_.

**Reports:**

\_\_\_\_\_1. Submit list of district officers, delegates and committee chairs (elected) to headquarters no later than ten (10) working days after the District annual meeting.

\_\_\_\_\_2. Submit district monthly financial statement to the Treasurer by the 30th of the following month, which includes a copy of the monthly bank statement. Failure to provide monthly financial reports can result in District accounts being frozen and rebates being held in escrow until the reports are received.

\_\_\_\_\_3. Submit Final District Audit Report for previous year to the Treasurer by October 15. Failure to provide the Audit Report in a timely manner can result in District accounts being frozen and rebates being held in escrow until the report are received.

\_\_\_\_\_4. Review district Bylaws for conformity with any changes adopted by Convention and/or changes adopted at district annual meetings. Submit revised Bylaws to headquarters by December 1.

\_\_\_\_\_5. Notify headquarters and Regional Representatives of District meeting dates no later than October 1<sup>st</sup>.

\_\_\_\_\_6. Notify headquarters of changes in district officers and delegates, including contact information within ten (10) working days of change.

\_\_\_\_\_7. Select district candidates for SEANC scholarships and submit to headquarters (Attention: Scholarships) by May 1<sup>st</sup> of each year.

\_\_\_\_\_8. Annual Meeting: Submit time, date and location of District Annual Business Meeting to headquarters by the February Board of Governors meeting. Notify all district members of the time, date and place of the District Annual Meeting no later than fifteen (15) working days prior to the meeting date.

\_\_\_\_\_9. State Level Awards: By the date established, submit district nominees to State Awards Chair for Member of the Year, Distinguished Service, Chair of the Year and District of the Year.

\_\_\_\_\_10. Submit District meeting minutes to the President, Regional Representatives and Member Relations Representative within three weeks of meeting.

Additional District Activities:

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### **District Chair Substitute**

**Policy:** Any person substituting for a District Chair and representing the district at a Board of Governors meeting must be a member of that District.

**Procedure:** Proxy voting will not be permitted. Districts are encouraged to notify President and SEANC Headquarters of any substitutions.

### **Regional Representatives to the Executive Committee**

**Policy** - A District Chair from each of SEANC's regions will be elected to serve a two (2) year term as a Regional Representative to the State Executive Committee. The Regional Representative will be elected at the conclusion of the Annual Convention, with the term beginning October 1.

#### **Procedure:**

#### **Duties:**

As defined in SEANC Bylaws, Article IV, Section 5:

The regional representatives shall represent their regions as members of the State Executive Committee and shall:

- 5.1. Communicate as needed with district chairs to keep them informed of SEANC issues that may arise between Board of Governors meetings;
- 5.2. Attend district meetings as needed to disseminate required information to and from SEANC headquarters;
- 5.3. Chair the respective regional breakout sessions, as needed, at the Board of Governors meetings and present the results of those meetings to the Board of Governors;
- 5.4. Convene meetings of the District Chairs, as needed.

#### **Responsibilities:**

1. Serve as a voting member of the Executive Committee.
2. Maintain familiarity with SEANC issues impacting membership, state employees, and retirees.
3. Attend or designate regional alternate to attend all Executive Committee meetings.
  - a. Inform SEANC President if regional alternate is to attend.
  - b. Brief the alternate on agenda and necessary background information.
4. Convene and conduct regional breakout sessions at each Board of Governors meeting, when appropriate.
5. Voice, free from personal opinion, regional issues, concerns, and questions to the Executive Committee.

6. Routinely solicit and consider the voice of the regional District Chairs on issues requiring action.
7. Foster trust and honesty with the regional chairs and membership while maintaining confidentiality and adhering to the SEANC Code of Ethics.
8. In a timely manner, report Executive Committee actions to the District Chairs in the respective region.
9. Serve as a mentor to regional district chairs.
10. Obtain and disseminate information in a timely manner to the Regional District Chairs.
11. Attend at least one meeting per district in the Region.
12. Maintain fiscal responsibility while conducting regional business to include:
  - a. Ensure that all expense reimbursements or credit card charges are in compliance with Operations Manual Guidelines.
  - b. Regional Representatives expenses include meals, mileage and/or fuel that are associated with attending district activities within the region.
  - c. Obtain prior approval from the SEANC President for reimbursements of other expenses not described above.

**Regional Representative Resources:**

1. A copy of the Operations Manual shall be provided to the Regional Representative upon being elected.
2. An association credit card will be provided for charging of regional expenses, with appropriate signature authority.
3. SEANC shall provide a supply of necessary forms including expense reimbursement forms, member applications, or other forms as associated with conducting regional business.
4. SEANC shall provide business cards, stationery and office supplies.
5. SEANC shall provide the Regional Representative an e-mail address with the capability to forward the official address to another e-mail account.

### **Election: Regional Representative to the Executive Committee**

**Policy:** A District Chair from each of SEANC's regions will be elected as a Regional Representative to the State Executive Committee. Candidates for Executive Committee Regional Representative must be a District Chair.

**Procedure:** One representative and an alternate from each region will be elected prior to the adjournment of the annual Convention. The meeting will be called to order and the incoming chairs will be instructed to meet regionally and hold their elections for regional representative and alternate. The meeting will be recessing into separate groups to hold their regional elections. Candidates for Regional Representative must be present to be eligible for election to office.

The President will designate election assistants for each Region.

The election of a Regional Representative to the Executive Committee will take a 50% plus one vote to win. The alternate will be elected by separate ballot and will attend Executive Committee meetings in the absence of the Regional Representative. In the event of a runoff election and if there is a tie after the second vote, the State officers will vote with the regions to break the tie.

## **Section II**

### **POLICY/PROCEDURES**

### **District Bylaws Process**

**Policy:** Districts shall have District Bylaws that are in compliance with SEANC Bylaws. These Bylaws must be available to District members, as well as, kept current on file at the SEANC HQ. District Bylaws may be amended at any District annual meeting by majority vote of those members in attendance.

**Procedures:** The District Bylaws Chair shall appoint a committee to review the District Bylaws. The District Bylaws Committee will review SEANC Bylaws as adopted by the most recent SEANC Convention and update District Bylaws accordingly.

District members may propose Bylaws amendments by submitting them in writing to the District Bylaws Chair. The District Bylaws Chair will ensure the proposal is presented at the annual meeting on the appropriate form. If amendments to the District Bylaws are adopted at the annual meeting, the updated Bylaws must be submitted to the State Bylaws Chair c/o SEANC HQ no later than ten (10) working days after the District annual meeting but no later than July 15<sup>th</sup>.

Following the annual convention, Districts will review their District Bylaws and ensure the approved changes from convention are reflected.



### **District Formation /Reorganization/Dissolution**

**Policy:** In accordance with the SEANC Bylaws, it shall be the policy of SEANC: 1) to support the formation or reorganization of new districts by providing support and assistance during the process and 2) to ensure that the appropriate procedures are followed.

**Procedure:** Individuals interested in forming or reorganizing a new district must notify the SEANC President in writing of their intentions.

Upon receipt of the letter, the President will notify any districts that ~~who~~ may be affected and assign a three person Oversight Committee to work with the petitioner organizer through the entire formation or reorganization process. The suggested committee make up should include the Regional Representative Member of the Executive Committee, the Regional Membership Chair and Member Relations Representative for that region.

The proposal will be presented to the Board of Governors at their next meeting. After the Board of Governors approves the request to form or reorganize a new district, the President will inform the leadership member proposing the formation or reorganization of a new district to proceed with the petition process.

The proposer(s) of the formation or reorganization of a new district will then circulate a petition and secure a minimum of 350 signatures of members who agree to have their membership transferred to the new reorganized district. The necessary signatures must be collected within 180 days. The petition must be submitted to the SEANC Member Action Director for certification. The certification process must be completed within thirty-one (31) days of the date submitted to the Member Action Director. The completed certification will then be submitted to the Board of Governors for their approval.

After the Board of Governors approves the new district, a representative from the new district will be allowed to attend Board of Governors meetings and State Committee meetings at SEANC expense, but will have no vote.

Within sixty (60) days after the Board of Governors has approved the formation or reorganization of a district, the district will hold an organizational meeting to approve or update bylaws, elect officers and delegates. The SEANC Member Action Director will send a letter notifying those who signed the petition of the date of the organizational meeting and that their membership will be transferred to the new district. The new district will become effective at the beginning of the next fiscal year on October 1.

If a change occurs at any time before the date of certification that would invalidate the certification, the Oversight Committee would report back to the Board of Governors for further action.

Each district shall have no fewer than 350 members. Any district, which has fewer than 350 members for more than two consecutive years, shall be placed on probation. The period of probation shall be established by the Board of Governors during which time the district may attempt to bring its membership up to the required 350-member level. The Board of Governors must approve any exception to this Section.

### **Termination of Membership and/or Removal from Office**

**Policy:** In accordance with the SEANC Bylaws Article III, Section 5.3 and Article VII, Section 5, the Board of Governors may terminate membership in SEANC and/or remove a member from office for just cause.

Membership in SEANC is a basic right of all current, retired and future state employees along with local government employees and University athletes who meet the membership criteria contained in the SEANC Bylaws, and should be terminated only for the most egregious conduct. The decision to terminate membership or to remove a member from office shall be based on the degree of damage caused by the member to SEANC's reputation or its ability to operate effectively. Removal from SEANC membership or office should require extreme misconduct such as conviction of a felony or serious misdemeanor, or any serious violation of the SEANC/SEIU Local 2008 Code of Ethical Practices and Conflict of Interest Policy.

**Procedure:** When a member becomes aware of an issue that could result in removal from membership and/or office the following steps should be taken:

Complaints: Any member may file a written complaint concerning criminal activity or alleged violations of the ethics policy. Complaints shall be signed or contain the name of the complainant(s) and shall be kept confidential. Any member may go directly to the SEANC Ethics Officer or the SEIU Ethics Ombudsman at any time during the process but are encouraged to utilize the following steps.

1. District Chair: The District Chair shall meet with the member and receive their written complaint and any evidence provided. The District Chair shall respond in writing within fifteen (15) days of receipt of initial complaint. If the issue cannot be resolved at the District level, the Chair will contact the Regional Representative. If the issue concerns the District Chair, the member shall contact the Regional Representative directly.
2. Regional Representative: Shall review the issue and respond to the member in writing within fifteen (15) days of receipt. If unable to resolve at this level, the issue will be forwarded to the Executive Committee.
3. Executive Committee: Shall review the issue and respond to the member in writing within fifteen (15) days of receipt. If unable to resolve at this level, the issue will be forwarded to the SEANC Ethics Officer.
4. SEANC Ethics Officer: Shall review the issue and respond to the member in writing within fifteen (15) days of receipt. The Ethics Officer shall attempt to mediate if the parties to the complaint are open to resolving the issue through dispute resolution rather than through an adversarial process. If the issue has been forwarded from the Executive Committee to the SEANC Ethics officer and appears to state a complaint addressed by the SEANC/SEIU Local

2008 Code of Ethical Practices and Conflict of Interest Policy the SEANC Ethics officer will refer the complaint to the SEANC Board of Governors for any and all action within their discretion.

5. Board of Governors: The SEANC Board of Governors will schedule a hearing to investigate any complaints or allegations referenced in the above statement. The Member the Complaint has been lodged against will be given a list of three potential dates to appear and respond before the Board of Governors. In the event the member is unable to appear they can submit a written response to the complaint. Once the member has presented their response the Board of Governors will make a determination of what action will be taken against the member. This includes, but is not limited to, a written warning of unacceptable action, suspension of membership, suspension from elected office, removal from elected office or termination of SEANC Membership. The Member will be notified of the decision by certified mail.

6. SEIU Ethics Ombudsman: The issues reported to the SEIU Ethics Ombudsman will be investigated in accordance with the SEIU Policy on Ethics and Standards. The member will be notified in writing of the resolution. You can contact the SEIU Ethics Ombudsman at (202) 730-7121.

## **Disciplinary Trial and Appeals**

**Policy:** SEANC Officers, members of subsidiary bodies and members can be charged with violations outlined in the SEANC Operations manual.

**Procedure:** SEANC Officers, members of subsidiary bodies and members can be charged with the following:

1. Violation of oath of office
2. Conduct unbecoming a member
3. Unethical practices
4. Financial misconduct

### **Disciplinary Trial Process**

#### **Charges**

A written charge shall be sent to the Executive Committee. The SEANC President will appoint an investigation committee. The written charge will include: date, name, district number, address, e-mail, telephone number, description of charge, signature, signature of person receiving document. Committee members should have some investigating experience and are known for good integrity. The SEANC Ethics Officer will be available for consultation as needed. During the investigation, the findings will be kept confidential until a report is created. The Committee will have the authority to resolve the matter if possible. The Committee doesn't have the authority to compel a SEANC member or non-member to participate. The Committee will submit its report to the SEANC President. If a written charge is submitted against the SEANC President, he or she is removed from the process and his or the Executive Committee assumes her duties.

#### **Trial Notification**

A written notification of the charges will be sent by registered mail to the accused member. Proof of receipt is required. The notification will include: place, time and date of the trial. The notification shall outline the member's rights.

#### **Trial Procedure**

The SEANC President will appoint a Disciplinary Hearing Committee to conduct the trial. If the charge includes financial misconduct, Audit Committee members can serve on the Disciplinary Hearing Committee. The accused member will have the right to be present, the right to call his or her own witnesses, the right to self-representation or representation by another SEANC member and the right to be heard. SEANC members called to testify must participate. If not, their membership may be suspended or revoked.

The Disciplinary Hearing Committee will render a verdict and establish penalties. The accused can request an appeal from the SEANC Board of Governors. If an appeal is granted, an appeals trial will be scheduled. The accused will be notified of time, place and date.

### Appeals Trial

The SEANC President or his or her designee will preside over the hearing. A two-thirds vote of the Board members present is needed to convict the accused. A Board member will send his or her designee if there is a conflict of interest. If convicted, the penalties imposed by the Disciplinary Hearing Committee are executed. The Board of Governors will have the option of reducing the penalties.

### Board of Governors Review of Trial proceedings

A Board of Governors subcommittee, appointed by the SEANC President, will review all hearings to make sure the rulings are consistent. The review will also include an assessment of the disciplinary trial process.

### **Procedure for Deleting Members**

**Policy:** A member becomes delinquent once dues have not been paid for three months. There is a two-month grace period before member becomes delinquent.

**Procedure:** It is recommended that the following procedures take place pertaining to delinquent members:

1. Monthly agency payroll or retirement system separations list and error reports are reviewed monthly for retrieval of current active status members, which are then removed from payroll deduction and placed on annual pay so they will receive a renewal notification letter (Payment notice).
2. An email or phone call to the member notifying them of delinquency in dues during first month of delinquency.
3. District Chairs and District Membership Chairs receive Monthly District Delinquent Email List of all delinquent members in their district as long as the member is delinquent. They are asked to reach out to these delinquent members to retain their membership.
4. A Delinquent Notice will be sent to delinquent members during first month of delinquency (Third month of no paid dues).
5. A Deleted Notice will be sent to delinquent members during third month of delinquency (Fifth month of no paid dues).
6. Membership will be deleted during fourth month of delinquency (Sixth month of no paid dues).

It is recommended that each district appoint a Membership Retention Chair to work delinquent list.

It is also recommended that a monthly deletion process be put into place that deletes active members, without insurance, that have received three formal notifications (email, phone call, letter, etc.), and are over three months delinquent.

As approved by the State Membership Committee, members will receive three formal notifications of delinquent dues before they can be deleted from membership of SEANC.

## **Lobbying Guidelines**

**Policy:** What SEANC members and districts can do under North Carolina's lobbying laws. SEANC's policy is to comply with all federal and state lobbying laws.

### **Procedure:**

#### **I. Grass Roots Lobbying:**

SEANC members may legally lobby legislators, legislative employees and members and employees of the executive branch without registering as a lobbyist or filing lobbyist reports unless they are employed to lobby, contracted to lobby or receive compensation for lobbying. Receiving compensation for lobbying does not include receiving reimbursement for actual costs of travel and subsistence. Therefore, for example, SEANC members can legally participate in a MAT Lobby Day and have their transportation and meals provided for or reimbursed by SEANC or their district. Legal grass roots lobbying includes: contacting a legislator and executive branch employee for the purpose of influencing a legislative or executive action by any means including face-to-face meetings, telephone call, e-mails, letters and other written communications.

#### **II. Solicit Other SEANC Members To Communicate With A Legislator Or Executive Branch Employee About A Legislative Or Executive Action:**

SEANC members, without registering or filing as solicitors or filing solicitor reports, to solicit others to contact or communicate directly with a legislator or legislative employee or executive to promote or reject an attempt to influence legislative or executive action so long as the SEANC member does not spend more than \$3,000 making such solicitations in any 90 period. These solicitations may be made face-to-face or by telephone, e-mail, letter or other written communication.

#### **III. Legislative Events With Food And Beverages Sponsored By SEANC:**

SEANC members and districts may legally hold "public events" with certain groups of legislators as designated in the new lobbying law and may use SEANC funds to provide free food and beverages for consumption at the event so long as at least 10 people connected to SEANC attend the meeting.

To qualify as a "public event" SEANC members or Districts must invite all members of the Senate and/or House of Representatives, a legislative committee, a standing subcommittee or joint committee or commission, a county or city delegation, or a recognized legislative caucus. ~~Whenever~~ planning an event where SEANC funds are spent to provide food or beverages to a legislator, SEANC members/districts must contact SEANC's Director of Operations to verify the legality of the event. When holding such an event, a record verifying attendees and SEANC members present will be completed with one copy being maintained by the district and another forwarded to SEANC Headquarters after each event. The person planning the event shall have SEANC-connected attendees sign in and shall provide a copy of the sign-in sheet to the Director of Operations, together with a list of the legislators who attended and consumed food or beverages. A record of food and beverage costs must be kept. If the cost of the food and



beverages consumed by a legislator is \$10.00 or more, inform the legislators at the event that SEANC is required to report the cost to the Secretary of State as a gift to them.

**Section III**  
**FINANCIAL MANAGEMENT**

### **Access to Financial Records**

**Policy:** Release of fiscal information other than that released publicly requires prior approval. The SEANC Treasurer, President, and the Executive Director must approve the release of information concerning SEANC's financial status, salaries, expenses, income and other items other than those released publicly to any member, district chair or committee chair.

**Procedure:** Requests for information cited above must be submitted to the General Treasurer in writing to include the following information: Specific information and reason for request, name of member and SEANC ID number, District Chair's and member signatures on the request. (E-mail requests will not be accepted).

Any disagreement, as to the release of information, should be submitted to the State Audit Committee for review and possible presentation to the Board of Governors for a final resolution.

Access to District Financial Records: Districts failing to provide requested materials and other documentation, within ten (10) working days, to the Audit Committee as needed to complete audits/reviews of District finances will be fined up to the amount of their monthly rebates until such requested materials have been provided to the Audit Committee.

SEANC Request for Financial Information

TO: SEANC Treasurer  
FROM: \_\_\_\_\_  
District Number \_\_\_\_\_  
DATE: \_\_\_\_\_

Information Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request:  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Member's Signature  
Date: \_\_\_\_\_  
Request Approved \_\_\_\_\_  
Request Denied \_\_\_\_\_

\_\_\_\_\_  
District Chair's Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
General Treasurer's Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
President's Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director's Signature  
Date: \_\_\_\_\_

|

## **The Budget Process**

**Policy:** A balanced SEANC budget shall be developed annually and approved by the Board of Governors by August 15 of each year.

**Procedure:** The budget process shall include three phases: budget development by the Planning Committee, review by the Executive Committee, and presentation to the Board of Governors for action. The Board of Governors shall have the vested authority to amend the proposed budget, reject the proposed budget and direct the Planning Committee to prepare another budget, or give final approval to the proposed budget.

### **Process -The Planning Committee**

- A. The purpose of the Planning Committee shall be to facilitate the process of long-range planning for SEANC. Specifically, the committee shall initially develop and subsequently maintain a five-year plan relative to SEANC operations, and shall in concert with the President, Executive Director, Chief Financial Officer, and General Treasurer present a balanced annual budget for approval. The Planning Committee shall have the vested authority to recommend revenue cutbacks or revenue increases to ensure that SEANC operates within a balanced budget.
- B. Designated line items of the general budget are pro-rated at a pre-determined percentage to be funded by the Insurance Fund. To facilitate the general budget process, the Insurance Board of Trustees Chair shall present a balanced Insurance Fund Budget to the Planning Committee Chair by April 30 of each year.
- C. Initial development of the annual general fund budget is assigned to the President, Executive Director, Finance Director, Treasurer, and Planning Committee Chair and shall begin after presentation of a balanced Insurance Fund Budget and shall be completed by the last week of May. Consideration should be given to the following in development of the annual budget:
  - 1. Review of current and past records of SEANC budget.
  - 2. Review line by line receipts of General Fund income.
  - 3. Review line by line disbursements of General Fund expenses.
  - 4. Additional input should be obtained from sources to include State Officers, Committee Chairs, and SEANC Directors.
  - 5. Written narrative explanations should be prepared for all line items.
  - 6. The General Treasurer and Planning Committee Chair shall present a completed initial balanced budget to the full Planning Committee during the first week of June for their review, revisions if necessary, and approval for recommendation to the Executive Committee.

### **The State Executive Committee**

The Planning Committee Chair shall make a presentation of the committee approved proposed budget at the next scheduled meeting of the State Executive Committee. The Executive Committee will review the proposed budget for accuracy, approval and establish a date for presentation to the Board of Governors. The Executive Committee will ensure that the Board of Governors receives a copy of the proposed budget for review at least two (2) weeks prior to the established presentation date.

### **The Board of Governors**

- A. The SEANC General Treasurer and the Planning Committee Chair shall make presentation of the proposed budget to the Board of Governors. To facilitate the presentation process, the Executive Director or designee shall be prepared to answer questions from the Board of Governors and offer any additional rationale for budgeted line items.
- B. The Board of Governors shall have the vested authority to amend the proposed budget, reject the proposed budget and direct the Planning Committee to prepare another budget, or give final approval to the proposed budget.
- C. The budget approved by the Board of Governors will become effective on the first day of the next fiscal year for SEANC.

### **Expenses for Board Meeting Observers**

**Policy:** SEANC's success in encouraging members from the various districts to attend and observe Board meetings has created the need to formalize the way hotel accommodations and meals are planned and expenses paid. Any expenses incurred shall be the responsibility of the member or the member's district.

**Procedure:** For planning purposes, the SEANC Meeting & Convention Planner should be notified if a district will have any guests for meals at Board meetings for purposes of space and/or food. A deadline will be issued for notifying staff prior to each meeting. The following procedures will reduce billing and duplication of services in the accounting office:

- A. Observers at Board meetings must make their own room reservations directly with the hotel.
- B. The Executive Assistant/Meeting and Convention Planner will make reservations for Board members and invited guests only.
- C. Other guests wishing to dine with the group may do so by paying a fee. At each meal function, a SEANC staff member will be available to collect money from individuals who are not members of the Board or are not invited guests of the President or Executive Committee. The price of each meal will be provided at the time of registering a guest.

### **Staff Credit Card Use**

**Policy:** Credit cards are issued to the SEANC Executive Director, Executive Assistant, Staff Directors, IT Specialist, Meeting & Convention Planner, Member Relations Representatives, the Senior Lobbyist, and others as approved by the Treasurer, Chief Operating Officer, and Audit Committee. Use of the cards is limited to the purchase of lodging, meals and travel while conducting official SEANC business as indicated in the policy on Travel Expense Reimbursement. Cards may also be used for the purchase of equipment, materials, services, and supplies and materials necessary to conduct SEANC business. Credit card limits are restricted to \$5,000. Any exception must be approved by the Executive Director, Chief Operating Officer and the Treasurer.

**Procedure:** When using the credit card, it is essential that all receipts be attached to an Expense Statement and be submitted to the Treasurer. Document the receipts as follows:

- A. Number the receipts sequentially by date
- B. Place this number beside the corresponding cost on the Expense Voucher
- C. Identify (by name) others who are included on the charges
- D. Indicate the line item or committee to be charged

Listed below are the line items for expense charges:

- 1. Executive Committee
- 2. District Meetings
- 3. State Committee Meetings
- 4. Other SEANC Events

Credit card holders have exclusive use of this card. The President or the Chief Financial Officer may approve any exception to this policy. Use of the assigned credit card is generally restricted to the credit card holder. It is the policy of SEANC to develop safeguards, which lead to acceptable auditing standards in expenditure authorizations and purchase orders.

Each cardholder is required to sign the following statement.

I understand these procedures and will abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Card Number \_\_\_\_\_



### **Credit Card Use**

**Policy:** Credit cards are issued to SEANC Officers and Regional Executive Committee representatives. Use of the cards is limited to the purchase of lodging, meals and travel while conducting official SEANC business as indicated in the policy on Travel Expense Reimbursement. Cards may also be used for the purchase of supplies and materials necessary in conducting SEANC business.

**Procedure:** When using the credit card, it is essential that all receipts be submitted to the Finance Department. Document the receipts as follows:

- A. Number the receipts sequentially by date.
- B. Place this number beside the corresponding cost on the Expense Voucher.
- C. Identify (by name) others who are included on the charges.
- D. Indicate the line item or committee to be charged.

Listed below are the line items for expense charges:

- 1. Executive Committee
- 2. District Meetings
- 3. State Committee Meetings
- 4. Other SEANC Events

Credit card holders have exclusive use of this card.

Each cardholder is required to sign the following statement.

I understand these procedures and will abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Card Number \_\_\_\_\_

### **Expenditure Authorizations and Purchase Orders**

**Policy:** It is the policy of SEANC to develop safeguards that adhere to acceptable auditing standards in expenditure authorizations and purchase orders.

**Procedure:** The purpose of this procedure is to provide a clear and concise process for the expenditure of SEANC funds whenever outside purchases, contracts or services are needed.

Board members and SEANC employees are prohibited from engaging in business dealings with companies, or acting as major customers or suppliers of companies, with which SEANC has contracted for services.

Staff, Officers, Committee Chairs or members planning to expend any SEANC funds must complete an Expense Authorization and Purchase Order form prior to funds being encumbered or expended.

Approval by the appropriate Department Director and the Executive Director or Chief of Operations is required for all expenditures by SEANC staff.

Officers and SEANC members must have the approval of the Treasurer or President for all expenditures at the State level. The Executive Director or designee will ensure funds are available.

If the amount to be encumbered or expended is more than \$5,000, the Executive Director or Chief of Operations may, in emergency situations, approve expenditures.

Once the authorization is made, the supervisor must submit a Purchase Order containing the following required information for all the expenditures over \$5,000:

- A. Name of person making request
- B. Supervisor's signature
- C. An attached, approved Expenditure Authorization Form/Purchase Order
- D. Specific description of item
- E. Reason for request
- F. Quantity needed
- G. Price per Unit
- H. Total cost
- I. Budget line item to be charged
- J. For purchases in excess of \$5,000, three bids must be obtained and attached. Exceptions may be needed for sole sourcing and must be approved by the Chief of Operations and the Treasurer

Purchase Orders are numbered and controlled by the Accounting Specialist. Once a number is assigned, it must be used or invalidated by the Finance Department accounting office. When the item ordered is received, the supervisor will sign and date receipt of item. A copy of the Purchase Order will be returned to the Finance Department. This copy will be attached to the payment.



### **Loans to SEANC Districts**

**Policy:** The SEANC Board of Governors may, under certain extraordinary conditions, make limited loans to SEANC districts from the Association's general fund. This policy recognizes that under certain circumstances a SEANC district may need to borrow money to offset a financial short fall. The Executive Committee may provide assistance, within reason, from the parent Association to aid a district at such times.

### **Procedure:**

- A. The principal amount of the loan shall not exceed \$2000.
- B. The maturity of the loan shall not exceed 12 months from the date of the loan.
- C. Repayment of the loan shall be deducted from the monthly refund of dues to the district divided into 12 monthly payments.
- D. The District Chair will submit all loan requests in writing. If the loan is approved, the District Chair and the District Treasurer will sign the note.
- E. The Executive Committee prior to the loan being issued must approve any loan to a district under this policy. The General Treasurer at the next meeting shall report the amount of the loan to the Board of Governors.
- F. A district may not receive a loan for convention expenses for more than two consecutive years.

### **Memorial Contributions**

**Policy:** In recognition of service to SEANC, a memorial contribution will be made in honor of deceased officers and staff.

**Procedure:** A \$100 contribution will be made to the SEANC Scholarship Fund from the General Fund in the event of a death for the following:

- Former and present SEANC officers
- Retired staff after 10 yrs of service
- Current SEANC staff

In the event of the death of an Executive Committee member or their immediate family (mother, father, spouse, child or stepchild) a donation by the committee members will be made to the SEANC Scholarship Fund in that person's memory.

### **Operating Reserves**

**Policy:** SEANC shall maintain a cash reserve to ensure six (6) months operating expenses are available in the event of financial emergencies.

**Procedure:** The budget created by the Planning Committee must include money designated to the reserve line item. The Executive Committee and Board of Governors must approve expenditures from the reserve.

### **Tax Requirements of Each District**

**Policy:** SEANC, a non-profit organization, shall maintain its non-profit tax status and comply with Internal Revenue Service (IRS) regulations. The IRS scrutinizes non-profit organizations to make sure their non-profit tax status is justifiable.

**Procedure:** The following is a list of IRS regulations that must be adhered to by all districts.

#### **Raffles:**

- A. Print a notice on all raffle tickets that the prize winner is responsible for all state and federal taxes on value of prize.
- B. Obtain name, address and social security number of winner at time prize is awarded.
- C. If raffle prize is donated to the district, be sure the donor provides a written statement showing the fair market value of the prize.
- D. An IRS Form 1099 must be given to all prize winners if item is worth \$600 or more.

**District Audit:** Districts are required to have the District Audit Committee Chair review and verify that the annual district statement accurately represents the district's financial activity.

**Federal Tax Identification Number:** Each district has applied for and been granted a federal tax identification number. These numbers are issued under a variety of names. To avoid confusion, please use the name that follows plus your district number when submitting any information requiring the Federal Tax Identification Number. This will ensure that SEANC is in compliance with IRS regulations. All district names are now registered with the IRS as:

“State Employees Association of North Carolina, Inc. – District # \_\_\_\_”

Districts should confirm that their bank accounts are set up accordingly.

### **Wire Transfers**

**POLICY:** Wire Transfers to individuals are expressly prohibited. Wire transfers may be authorized for corporate insurance vendors or other contract vendors with whom SEANC has an established business relationship as approved by the Executive Committee or for technology purchases. These exceptions are allowed solely to:

- a. Avoid fines and penalties
- b. Adjust member accounts for insurance deduction changes
- c. Essential business functions that would result in major adverse impact to SEANC or its members such as litigation, potential financial losses, and similar situations.

**PROCEDURE:** Authorization: All requests for wire transfers require the following authorization:

1. Any email request for a wire transfer from the Executive Director or any other Director must immediately be reported to the IT Specialist for screening.
2. Itemized Invoice
3. Written Purchase Order Request signed by the person originating the request and providing detailed information as to the reason a wire transfer is needed.
4. Signature of a Department Director
5. Signature of the Executive Director or Chief Operating Officer
6. Signature of the SEANC Treasurer
7. SECU will not accept a wire transfer request without approval from the SEANC Executive Director or Chief Operating Officer and the SEANC Treasurer.

**Approved Corporate Vendors** (Vendor List is maintained in the Finance, Information Technology, Insurance and Executive Director's Offices)



### **Training, Orientation and Other Meetings**

**Policy:** Districts shall be responsible for costs incurred at training, orientation and other meetings.

**Procedure:** Districts will submit a list of names of attendees registered to attend training, orientation and other meetings to the Executive Assistant/Meeting and Convention Planner.

A cut-off date will be established for each session.

Costs incurred (meals, materials, etc.) for “no-shows” will be charged against the district and deducted from their dues refund.

The Executive Assistant/Meeting and Convention Planner will ensure that the districts are invoiced for any no-show expenditure.

Districts shall be responsible for mileage reimbursement for training and orientation sessions for attendees from their districts.

Other Meetings - Only elected and appointed members of the Executive Committee, Board of Governors, and State Committees will be reimbursed by SEANC. Notification of at least 24 hours must be given if unable to attend.

## **Travel Expense Reimbursement**

**Policy:** It is the policy of SEANC to provide reasonable reimbursement to designated SEANC officials for travel expenses incurred when on SEANC business. The following procedures will apply.

**Procedure:** Board of Governors: The SEANC Office will arrange lodging for the Board of Governors with the charges on a master bill, to be paid from the SEANC budget by the SEANC Meeting & Convention Planner. Anyone arriving after 6:00 p.m. must call the hotel directly and guarantee their room for late arrival. Otherwise, the room may be canceled. All meals that are not provided by SEANC are reimbursed at the current SEANC per Diem rates, unless otherwise approved by the Board of Governors. All members are encouraged to carpool to meetings and share lodging.

Dependent upon the scheduled beginning time of the Board of Governors meeting, members will be expected to drive to and from the scheduled meeting with one (1) nights lodging, following the schedule as noted below:

<u>Meeting Time</u>	<u>Driving Time</u>
10:00	2 hours
11:00	3 hours
12:00	4 hours

If there are multiple meetings the same week or if driving time is more than the amount shown above, lodging may be allowed, upon approval by the President. Prior to each meeting, the President will give a list of these persons to the SEANC Meeting & Convention Planner.

**State Committees:** Members within approximately two (2) hours driving time from a designated meeting are expected to drive to and from the location of the meeting with no lodging expenses. The President, who will give a list of these persons to the Treasurer prior to each meeting, may allow exceptions to this policy. Lodging and meals will be reimbursed based on the SEANC per Diem rate, unless otherwise approved by the SEANC Board of Governors. If a group meeting is held, and the SEANC office makes lodging and meal arrangements, the charges will be on a master bill and will be paid by SEANC.

**Executive Committee:** When acting in the service of SEANC, members of the State Executive Committee will be reimbursed at the SEANC rate unless they are required to travel out of state in which case it will be for actual lodging (receipt required) and meal expenses, except when group meetings are arranged at a specific location. Only one officer (President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, or Treasurer) attending an annual meeting will be reimbursed.

**Staff Travel Reimbursement:** When traveling to conduct SEANC business staff should use SEANC vehicles and/or carpool. In the event that no SEANC vehicle is available and carpooling is not possible, the staff member will be reimbursed at the established SEANC mileage rate for the use of their personal vehicle.

**Travel:** Travel for all meetings will be reimbursed at current rates as approved by the Board of Governors. Air travel will be reimbursed at air coach rate or current rate as approved by the Board of Governors, whichever is less. All members are strongly encouraged to car pool whenever possible.

Reimbursement of mileage expenses is only permitted when accompanied by a mapping application map printout showing the most direct roundtrip mileage from the member's home address to the SEANC office (1621 Midtown Place, Raleigh, NC 27609) or other meeting location. The mapping application map must be attached to the SEANC Travel Reimbursement Form in order to comply with audit requirements. Members should take responsibility for printing their own map showing mileage traveled. SEANC staff will assist those without computers/printers. Some of the more commonly used trip routing applications include: Apple Maps, Google Maps, MapQuest, Yahoo Maps, Rand McNally, AAA TripTik (members only). When air travel is less than mileage reimbursement for out of state travel trips, reimbursement will be limited to air coach rates or current rate as approved by the Board of Governors, whichever is less. The SEANC Treasurer in consultation with the Chief Operating Officer may make adjustments to the air travel rates when mileage reimbursement is requested, in lieu of air travel, taking into account such factors as:

1. Baggage Fees
2. Lodging Fees (if required due to arrival and/or departure times)
3. Parking Fees
4. Meal reimbursement (may be reduction).

**Miscellaneous:** The President will submit an approved list of persons to be reimbursed at all authorized meetings to the SEANC Meeting & Convention Planner. If a District Chair brings a guest to a Board meeting he/she will be responsible for all related expenses (i.e., meals, hotel and travel). Meals and lodging will be reimbursed based on the State of North Carolina per Diem rate unless otherwise approved by the SEANC Board of Governors.

Reimbursement for expenses will be made to members and Staff within ten (10) working days after receipt of an approved expense statement. Expense statements submitted for payments that are over sixty (60) days from the date the expense was incurred will not be reimbursed by SEANC, unless the Treasurer grants an exception. An expense reimbursement form follows. Please contact the Treasurer if you have any questions pertaining to reimbursement.

## **Treasurer Guidelines**

**Policy:** The SEANC Treasurer is the fiscal officer of SEANC.

**Procedure:** Specific responsibilities include:

- A. The Treasurer approves all officers', committee members' and staff expense reports
- B. Committee chairs approve and sign committee members' expense reports before approval by General Treasurer
- C. SEANC staff liaison will check all expense reports for accuracy
- D. Treasurer will contact members if there are questions concerning expenses

**Budget - Current Year:**

- A. Approve all disbursements consistent with the policy of the Board of Governors
- B. The Treasurer requests permission of the Executive Committee for transfer within line items of the current budget and reports changes to Board of Governors at their next meeting
- C. SEANC staff informs the Treasurer of any unusual expenditure that needs explanation
- D. The Treasurer approves and signs the monthly financial statement

**Audited Financial Statement:**

The Treasurer must submit an audited financial statement for the previous fiscal year to the President within 30 days after its receipt from the auditors. The audited financial statement shall be submitted to the Board of Governors for its adoption at the next scheduled meeting of the Board.

**Financial Statements - Monthly:**

- A. An unaudited financial statement is prepared monthly that reflects current month and fiscal year-to-date income, expenditures and unexpended balances of all items in the budget
- B. The Treasurer must approve and sign the monthly financial statement
- C. The Treasurer must submit the statement to the Board of Governors by the tenth of the following month for which the statement is prepared
- D. The Treasurer must review the monthly financial statements at Executive Committee and Board of Governors meetings
- E. The Treasurer shall also submit the most current monthly financial statement to the Annual Convention

**Dues Refund to Districts (20%):**

- A. Refunds on dues are to be made to districts within 30 days of collection
- B. SEANC staff direct deposits to each district's account at the State Employees Credit Union (SECU)

### **Districts Financial Statements:**

- A. Districts must submit monthly financial statements on all District accounts to the SEANC Financial Director's office no later than the 30<sup>th</sup> of the following month. Any District failing to comply by the last day of the following month will be in violation of this Section and will be fined incrementally starting at \$100 the first month, \$100 the second month, up to a maximum \$500 total. After six months, the Board of Governors will take action against the non-compliant District
- B. Districts must submit annual financial statements on all district accounts as of the end of September each year to SEANC office no later than October 30 of each year. The October SECU bank statement (showing September 30<sup>th</sup> on the statement) and all other bank account statements must be submitted with the annual financial statement. Districts failing to submit their report by November 1<sup>st</sup> will pay a fine of \$100 per month beginning with the next dues rebate until their report is submitted. The fine will be deducted from the membership dues rebate
- C. Districts are required to have the District Audit Committee/District Chair review and verify that the annual statement accurately represents the district activity. Audit signatures are due to SEANC headquarters no later than November 1<sup>st</sup> unless the SEANC Financial Office is notified of any extenuating circumstances

### **Fiscal Year:**

The SEANC fiscal year runs from October 1st to September 30<sup>th</sup>.

## **Section IV**

### **MEMBER SERVICES**

### **Member Concerns and Suggestions to the Board of Governors**

**Policy:** SEANC shall provide its members a means of submitting their suggestions/concerns related to the operating policies and procedures for review by the appropriate body.

**Procedure:** It is the responsibility of the SEANC Board of Governors to review all suggestions/concerns and report to the member the action taken on the issue.

1. Members shall contact their District Chairs in writing to express their suggestions/concerns. If these concerns are not resolved satisfactorily at this level, proceed to Step 2.
2. The District Chair or member shall contact the Regional Representative of the Executive Committee in writing. The Regional Representative shall review the issue and contact the District Chair or member. If the issue cannot be resolved at this level, proceed to step 3.
3. The Regional Representative shall contact the President in writing who will review the issue for disposition or referral to the appropriate body.
4. The member shall be notified of the resolution in a timely manner.

### **Membership List Distribution**

**Policy:** SEANC shall provide member lists and mailing labels.

**Procedure:** District Chair shall designate district members authorized to receive member and non-member lists. See attached Membership List Distribution Agreement.

Mailing lists may be released to external individuals (including SEANC's endorsed candidates) or organizations for the purpose of assisting SEANC in reaching goals and objectives.

The President or designee must approve all requests.

Lists may not be released to any business for solicitation of products, unless the sale of products results in income to the district or SEANC. In all cases, the Board of Governors must approve the sale of products to members resulting in income to SEANC. Misuse of lists shall result in termination of the District's ability to obtain membership lists.

Charges for lists will be paid for by the district receiving the list.

The recipient of a list will sign a SEANC Membership List Distribution Agreement.



**Membership List Distribution Agreement Form**

TO: Member Relations Director

From: \_\_\_\_\_ SEANC District \_\_\_\_\_ Chair

Date: \_\_\_\_\_

Re: District members authorized to request district Membership lists and Non Members lists.

The following members are authorized to request Member and Non Member lists for our District.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_\_

District Chair Signature

List may not be released for any purpose other than for that originally requested.

**AD&D Coverage**  
**Liability for BOG, Officers, Staff**

**Policy:** SEANC shall provide a Travel Accident Policy to cover all full-time, active members of the SEANC Board of Governors who are less than 70 years of age for the duration of one (1) year.

The purpose of the policy is to provide SEANC Board of Governors with travel protection when traveling to and from SEANC approved meetings.

**Procedure:** SEANC provides coverage for SEANC Board of Governors while traveling to and from SEANC approved meetings.

The amounts of the limits are:

- \$100,000 for accidental death and dismemberment
- \$5,000 for accidental medical expense
- \$250 accident weekly indemnity (52 weeks)
- \$1,000,000 total per accident

### **Advertising, General**

**Policy:** SEANC accepts advertising material from companies and persons seeking to communicate with SEANC members. Acceptance of this advertising does not indicate SEANC approval or endorsement or any representation that the message, product or service is as represented by the advertiser.

**Procedure:** SEANC seeks advertising that generates sources of revenue.

Advertising is the major source of income from the SEANC newsletter, The Reporter. Examples include life insurance companies, political ads, and special promotions for theme parks, hotels, and various other businesses that give discounts to SEANC members. Additional income may be derived during the convention from booths, sponsorships, etc.

Revenue generated is credited to the general fund.

SEANC will contact advertisers or advertisers may contact SEANC about advertising.

SEANC reserves the right to reject an ad if it is not in the best interest of the Association.

### **Advertising, Political**

**Policy:** SEANC will accept paid advertising for political candidates.

**Procedure:** Advertisements from endorsed candidates will carry a special "SEANC/EMPAC ENDORSED" graphic seal in a prominent place.

The Government Relations Director and Communications/Public Relations Director will review the content of the advertisement, in consultation with the Executive Director, President and the EMPAC Chair.

SEANC is a private entity and is under no obligation to accept advertisements of any nature, political or otherwise, that may be viewed as contrary to the interests of the Association and its membership.

Revenue generated is credited to the general fund.

**Section V**  
**COMMUNICATIONS**

## **Communication Methods**

**Policy:** SEANC will take necessary and appropriate steps to keep members and other interested parties informed of SEANC-related matters.

**Procedure:** Communication tools utilized by SEANC include:

**District Communications Chair:** Each district should have a Communications Chair (or Publicity Chair) who coordinates communication in the district. Communications Chairs are asked to provide regular "news articles" for the SEANC newspaper, *The Reporter*, contribute district meeting and event information for the SEANC website, and serve as media contacts.

**Websites:** Well-maintained websites are effective in disseminating timely information, solidifying the association's "brand image," and promoting important state employee issues. SEANC headquarters will maintain an official SEANC website for members, potential members, and the public. In addition, districts may choose to maintain their own websites. All SEANC websites should meet a minimum set of standards as set forth in this *Operations Manual*.

**The Reporter:** A statewide newspaper published six times a year by staff with input from members. The newspaper keeps members informed of legislative activities regarding state employees, member services, SEANC meetings and events and includes human-interest stories about SEANC members.

**Legislative Update:** An online video issued weekly during legislative sessions to keep members informed of SEANC-related activities in the state legislature.

**The Scoop:** A weekly e-newsletter sent to all members. Includes the *Legislative Update*, "SEANC in the News" clips, member discounts and other features.

**Spotlight:** An e-newsletter is sent to the Board of Governors and posted on the SEANC website that summarizes SEANC Board of Governors meetings, including "Highlights," "Reports," "Committees," and "Votes."

**SEANC Facebook Page:** SEANC maintains a *Facebook* page at [www.facebook.com/SEANC.Local2008](http://www.facebook.com/SEANC.Local2008). *Facebook* is a social utility that connects people with friends and others who work, study and live around them.

Any district with an active *Facebook* page may continue to operate its *Facebook* page so long as the district *Facebook* page (1) contains a disclaimer, terms of use policy and privacy policy approved by the Communications/Public Relations Department, and (2) continues to be active for the purpose of this policy. The term "active" shall mean that the website continues to be updated at least once every three months.

**SEANC Twitter:** SEANC maintains a *Twitter* handle @SEANC/SEIU2008 at [twitter.com/SEANC/SEIU2008](https://twitter.com/SEANC/SEIU2008). *Twitter* is a popular social media feed designed to instantly connect to what's most important to you.

Any district with an active *Twitter* handle as of January 1, 2017, may continue to operate its *Twitter* handle so long as the district *Twitter* handle (1) contains a disclaimer, terms of use policy and privacy policy approved by the Communications/Public Relations Department and (2) continues to be active for the purpose of this policy. The term “active” shall mean that the handle was updated during the three-month period prior to January 1, 2017, and continues to be updated at least once every three months.

**The Hotline:** 1-888-732-6242 (1-888-SEANCGA) or 919-833-1616 (Wake County/Raleigh Area), (press 1).

**District Newsletters:** Districts may choose to publish their own newsletters concerning district-related SEANC activities. Any district with an active website hosted at some location other than on the SEANC website/bulletin board as of May 31, 2013, may continue to operate its website at that location so long as the district website (1) contains a disclaimer, terms of use policy and privacy policy approved by the Communications/Public Relations Department and (2) continues to be active for the purpose of this policy. The term “active” shall mean that the website was updated during the three-month period prior to May 31, 2013, and continues to be updated at least once during each three month period following that date.

**Media Communications:** For newsworthy events related to SEANC, the staffs will contact print or electronic media. If the media inquire about SEANC's position on a major issue, the inquiry should be referred to the Executive Director, the President, or their designees.

**Public Service Announcements:** SEANC occasionally produces public service announcements to illustrate the services provided by state employees.

**Other:** In addition to the formalized communication tools, members may be informed of SEANC activities through:

- The statewide convention (see Convention section)
- Special videos on *YouTube* ([youtube.com/seancmedia](https://youtube.com/seancmedia))
- Committee meetings (Board of Governors, statewide committees, district committees)
- SEANC headquarters staff

## **SEANC Logo**

### **Policy:**

All districts, members and staff who seek to use the SEANC logo on any and all informational, promotional, or other items (such as newsletters, fliers, stickers, pens, etc.) must use an official SEANC logo, which meets the standards and specifications outlined in the association's current *Logo Standards Guide*. The *Logo Standards Guide* can be obtained from any staff member of the Communications/Public Relations Department. The SEANC logo may only be used on items sanctioned by districts or the SEANC headquarters office. The logo is available in various formats to fit members' needs (e.g., black and white, color, high-resolution, etc.).

### **Procedure:**

**Logo Use:** Districts, members and staff should obtain an official SEANC logo for use on items from any staff member in the SEANC Communications/Public Relations Department, and/or should refer to the current SEANC *Logo Standards Guide* when working with printers, promotional vendors and others. An official and appropriate SEANC logo must be used on items for sale or giveaway. The logo can be requested from any staff member of the SEANC Communications/Public Relations Department.

**Logo Standards Guide:** The *Logo Standards Guide* can be obtained from any staff member of the SEANC Communications/Public Relations Department. Districts using the official and appropriate SEANC logo are encouraged to seek a sketched design or proof from the vendor prior to having the item manufactured. Logos are not to be altered in color or design.



## **Websites/Bulletin Boards**

**Policy:** SEANC acknowledges and encourages the use of websites and bulletin boards as communications tools. Well-maintained websites are effective in disseminating timely information, solidifying the association's "brand image" and promoting important state employee issues. Districts choosing to maintain websites must inform the SEANC Communications/Public Relations Department. Districts choosing not to maintain district websites are encouraged to take advantage of the free bulletin board service hosted by SEANC on the official website of SEANC headquarters, [www.SEANC.org](http://www.SEANC.org). Districts wishing to utilize this bulletin board service should contact the SEANC Communications/Public Relations Department.

**Procedures:** While it is not the intent of these guidelines to limit creativity, certain website standards must be met.

**Timelines:** First and foremost, it is imperative that information on all SEANC websites is current. It shall be incumbent upon districts to ensure that information contained on their websites is maintained and updated on a regular basis. Regular inspections by districts of their websites and bulletin boards should search for and correct invalid information and broken links. The SEANC Communications/Public Relations Department shall ensure that information on the official website of SEANC headquarters, [www.SEANC.org](http://www.SEANC.org), is maintained and updated on a regular basis and that information on the site is accurate and current.

**Brand Image:** Websites should display an official SEANC logo in a conspicuous location on their main/home pages, but shall include only those logo graphics approved by the Board of Governors, as represented in the current *SEANC Logo Standards Guide*. Acceptable graphics may be acquired by contacting the SEANC Communications/Public Relations Department. The words "State Employees Association of North Carolina" shall also appear on the main/home pages, but on district websites, the acronym "SEANC/SEIU 2008" may be followed by the word "District" and the respective district number. These standards promote a consistent brand image for the association, and will establish continuity in the midst of the diversity surely to be displayed by various district sites.

**Affiliation:** District websites should include, in a conspicuous location on their main page/home pages, a link to the official website of SEANC headquarters, [www.SEANC.org](http://www.SEANC.org). The link should be described as such for content on the site.

**Monitoring:** Websites found to be out of compliance and/or outdated should be updated as quickly as possible and outdated content should be immediately removed. Requests will be directed to district chairmen in regard to district websites and to the SEANC Executive Director in regard to the official website of SEANC headquarters, [www.SEANC.org](http://www.SEANC.org). If a district chooses to discontinue use of its website or finds it has no one willing or capable to maintain it, the district should remove the site from the public view immediately. Likewise, should a district choose to discontinue use of its bulletin board provided by SEANC on the

official website of SEANC headquarters, [www.SEANC.org](http://www.SEANC.org), the Communications/Public Relations Department should remove the bulletin board until the district chooses to use it again.

**Enforcement:** Should a district website be found not to comply with website standards, notice will be sent to the District Chair. Failure to update the website to meet the standards contained herein within 30 days after receiving notice will result in removal of the site link and bulletin board from the official website of SEANC headquarters, [www.SEANC.org](http://www.SEANC.org), and termination of the site, with notification to the President.

Districts that fail to remove sites from the public view that do not meet the standards contained herein 30 days after receiving written notice from the President will lose permission to use the Association's name, acronym (SEANC), and logo on the site, as well as all printed materials.

Disclaimer – Any District with an active website hosted at some location other than on the website/bulletin board may continue to operate its website at that location so long as the district website (1) contains a disclaimer, terms of use policy, and privacy policy approved by the Communications Department and (2) continues to be active for the purpose of this policy. The term “active” shall mean that the website continues to be updated at least once every three months.

**Section VI**  
**CONVENTION**

### **Convention, Annual**

**Policy:** SEANC shall hold an annual statewide convention open to all members. The purpose of the convention is to establish the policy platform for the organization for the upcoming year, to discuss major issues, to elect officers, to receive and discuss reports from SEANC committees, to present awards, to amend the Bylaws if necessary and to provide opportunities for members to interact. The Board of Governors determines the location.

**Procedure:** Activities of the convention include:

- General meetings to discuss major issues, elect officers, hear reports, present awards, amend SEANC Bylaws if necessary, and adopt policy platform objectives
- Banquets, social hours, SEANC dances, etc.
- Special events
- EMPAC fundraisers
- State Committee meetings (example: Scholarship, Membership, and other State Committees)

Preconvention activities may include the Executive Committee meeting, Insurance Board of Trustees meeting, EMPAC meeting, President's reception and Board of Governors meeting.

Traditionally, the convention is held in September beginning the Thursday following Labor Day.

The President sets the agenda for each convention.

No food items may be sold on the convention floor.

Candidates for SEANC elected offices may distribute material in the convention lobby as well as on the convention floor. Handouts and/or promotional items must receive prior approval from the SEANC President or designee, prior to being disseminated on the convention floor.

Political materials, not directly related to elected SEANC offices, may only be distributed in the convention lobby.

The Bylaws Advisory Committee certifies the number of eligible delegates.

## **Exhibits**

**Policy:** Vendors providing services to SEANC members may purchase booth space at the convention. Exhibits shall display services and products that will benefit SEANC members.

Districts may also rent tables and booths for fundraising activities, etc.

**Procedure:** The Meeting & Convention Planner handles the logistics for vendors.

- Exhibitors may be invited to participate by the President or Meeting and Convention Planner. Others who are interested may contact the President or Meeting and Convention Planner.

### **Expense Reimbursement**

**Policy:** Expense reimbursement for the convention will be the same as for other SEANC business activities.

General officers, convention coordinators, staff and committee members are eligible for expense reimbursement as approved by the current SEANC President and Executive Director.

**Procedure:** Refer to Travel Expense Reimbursement (Financial Management Section) for details.

Districts are responsible for their delegates' expenses.

### **Convention Facilities**

**Policy:** Convention facilities are selected to accommodate the planned activities for the members who attend in a cost effective and appropriate manner.

**Procedure:** The Annual Convention is held in major cities in North Carolina in conventions centers and area hotels through a selection process by the SEANC Board of Governors.

Hospitality rooms are generally available for various functions during the convention. Requests for hospitality rooms are coordinated through the Meeting and Convention Planner. Each candidate for state office who announces prior to July of the year they are running has preference of hospitality rooms, beginning with the candidate for President and progressing to the candidate for State EMPAC Chair. In the event of a contested race, the district fielding the candidate with the highest district membership will have the first choice.

Districts may have hospitality rooms if so desired and are responsible for any expenses incurred. The Executive Assistant/Meeting and Convention Planner may arrange for a district to have a hospitality room as part of the overall contract with the convention facility. The rooms are assigned according to district membership size (including those districts that wish to combine their membership and share a room).

The Presidential Suite is a hospitality room that can be used for various official functions throughout the convention, at the approval of the current SEANC President.

## **Guests**

**Policy:** Special guests may be invited to attend or to address the convention. Invited guests may have all or part of their travel and convention activities expenses paid by SEANC if approved by the President and Executive Director.

**Procedure:** The Governor and Lieutenant Governor of North Carolina may be invited to address the convention. Former Executive Directors of SEANC may also be invited. Legislators and state agency heads may be invited and provided with tickets to certain convention functions, as allowable by law, but not travel and lodging expenses. The President of SEIU or designee may be invited to address the convention.

SEANC staff monitors the acceptance of invitations and arranges the appropriate details.

Past Presidents are invited to the Past Presidents Luncheon at convention, at the expense of the Association. SEANC also pays for one (1) night's lodging, if so requested by any Past President. Former Executive Directors may request and be paid for one (1) night's lodging at convention. Upon request, up to two (2) banquet tickets can be provided to the Past Presidents and former Executive Directors.



### **Political Guests – Election Year Policy**

**Policy:** Politicians in attendance will be acknowledged.

**Procedure:** Legislative candidates who have been endorsed by EMPAC may be given no more than two (2) minutes to address Convention as approved by the President.

Candidates who are not endorsed by EMPAC may be acknowledged by the President, but will not be allowed to speak.

Endorsed Council of State (excluding Lt. Governor and Gubernatorial candidates) may be allowed no more than two (2) minutes to address Convention as approved by the President.

Endorsed Gubernatorial and Lt. Governor candidates will be allowed no more than ten (10) minutes to speak as approved by the President.

Statewide political propaganda shall not be placed at delegates' seats unless it is for an endorsed candidate.

Endorsed candidates will be invited to participate in the EMPAC reception.

### **Organization and Management**

**Policy:** The convention is organized and managed by the Meeting and Convention Planner.

**Procedure:** The Meeting & Convention Planner: A full-time employee of SEANC who is responsible for the overall organization of the convention under the direction of the Executive Director and President.

The Meeting & Convention Planner negotiates with convention facilities and hotels two or more years in advance as directed by the Board of Governors, coordinates all activities of hotel and convention center (rooms, logistics, menus, decorations, etc.), and coordinates certain convention functions.

### **Convention Registration**

**Policy:** District's registration and rooming lists must be in SEANC headquarters by a date specified by the Meeting and Convention Planner or a \$250.00 penalty will be imposed upon the district.

**Procedure:** District Chairs or their designees, usually a secretary, shall (1) complete any convention forms pertaining to hospitality rooms, raffles, table reservations, and registration and rooming lists for all delegates; (2) keep Meeting & Convention Planner—abreast of any changes related to the district's participation at convention; and (3) the purchase of meal/event tickets.

If the District Chair, or their designee, fails to perform these duties during the allotted time period, a \$250.00 penalty will be deducted from the District's membership dues rebate.

## **SEANC Elections Procedures**

**Policy:** Elections at the annual convention will be conducted by the Bylaws Chair.

**Procedure:** The officers to be elected include President, First Vice-President, Second Vice President and Treasurer. These officers shall be elected from nominees submitted by the Board of Governors to the annual convention or from nominations from the floor at the annual convention. The names of all candidates shall appear on the official ballot. Candidates for office should announce their candidacy in writing or in person to the Board of Governors no later than forty-five (45) days prior to the annual convention. The term of office for all officers shall be two (2) years and shall begin October 1, following the adjournment of the annual convention. Officers will continue to serve until a successor is duly appointed and installed. Officers may hold office for two (2) consecutive terms. To be eligible for office the nominee must be an active member of SEANC. The method of election shall be by electronic ballot unless the candidate is unopposed and elected by acclamation. No absentee ballots or proxy votes shall be cast at the annual convention. A simple majority of the total votes cast shall be required for the election of each officer.

In the event there are three (3) or more candidates for an office and the candidate receiving the highest number of votes does not receive a majority of votes cast, the candidate receiving the lowest number of votes will be dropped from the ballot and the two candidates receiving the highest vote total will be subject to a runoff election. If one of the two candidates elects to withdraw before the runoff election, then the other would be elected. The runoff election will be held prior to the adjournment of the annual convention.

### **Nominating Process:**

- The Bylaws Committee Chair will present the slate of Candidates.
- The floor will be opened for nominations.
- Nominations from the floor will be taken for the following:
  - a. Scholarship Board of Trustees by Region
  - b. Retiree Council by Region
  - c. State EMPAC Chair
  - d. General Officers
    - 1. General Treasurer
    - 2. Second Vice President
    - 3. First Vice President
    - 4. President
- For uncontested races, after asking if there are additional nominations from the floor for a given office, the Chair will entertain a motion to close nominations and accept the nominee by acclamation.

### **Recognition of Candidates:**

- A. State EMPAC Chair and general officer candidates in contested races will be asked to speak from the main platform for a maximum of four minutes each.
- B. Order of Recognition: Alphabetical Order by Last Name of Candidate.
  - 1. State EMPAC Chair
  - 2. General Officers:
    - Treasurer
    - Second Vice President
    - First Vice President
    - President

### **Seconding Speeches:**

- 1. Names of seconding speakers shall be provided to the President before the opening of the business session on the day of the election of officers.
- 2. Seconding speeches are given for State EMPAC Chair and general officer candidates only.
- 3. Length: Maximum of four minutes.
- 4. Order of Sequence: Alphabetical Order by Name of Candidate.
  - a. State EMPAC Chair
  - b. General Officers:
    - Treasurer
    - Second Vice President
    - First Vice President
    - President

### **Balloting Process:**

The balloting process chosen must ensure an efficient, fair and accurate election process that also assures secrecy of voting.

### **Election Results Report:**

Results are certified as official, reported to the President and to the convention by the Bylaws Chair. In case of a dispute, the convention delegation will be the final arbiters by their vote, the method of which is determined by the Bylaws Committee.

### **Impermissible Activities at Official SEANC Functions**

**Policy:** Illegal activities are prohibited at any official SEANC function. Smoking and cooking are prohibited anywhere inside of the convention hotel.

**Procedure:** For the purposes of this policy, official SEANC functions include the annual convention and meetings of the Board of Governors, Executive Committee, statewide committees, and districts and any of their committees. Illegal activities include, but are not limited to, gambling and underage drinking.

**Section VII**  
**RECORDS**

### **Archives and Historical Records**

**Policy:** SEANC will maintain an archival record of SEANC activities.

**Procedure:** The archives will be maintained at SEANC headquarters.



## **Record Retention Schedule**

Record Type	Retention Period	Record Type	Retention Period
Accident Reports/Claims (settled Cases)	7 years	Journals	Permanently
Accounts payable ledgers & scheduled	7 years	Magnetic tape & tab cards	1 year
Acct Receivable ledgers & schedules	7 years	Member Records (applications, cancellations, change of district requests)	Permanently
Audit Reports	Permanently	Minute books of directors, stockholders, bylaws, and charter	Permanently
Bank Reconciliations	2 years	Notes receivable ledgers & scheduled	7 years
Bank statements	3 years	Option records (expired)	7 years
Capital stock & bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.	Permanently	Patents & related papers	Permanently
Cash books	Permanently	Payroll records & summaries	7 years
Charts of accounts	Permanently	Personnel files (terminated)	7 years
Checks (canceled – see exception below)		Petty cash vouchers	3 years
Checks (canceled for important payments, i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transactions)	Permanently	Physical inventory tags	3 years
Contracts, mortgages, notes, & leases: expired, still in effect	Permanently	Plant cost ledgers	7 years
Correspondence (general)		Property appraisals by outside appraisers	Permanently
Correspondence (legal & important matters only)	Permanently	Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans	Permanently
Correspondence (routine) with customers & / or vendors	2 years	Purchase orders (except purchasing department copy)	7 years
Deeds, mortgages, and bills of sale	Permanently	Receiving sheets	1 year
Depreciation Schedules	Permanently	Retirement & pension records	Permanently
Duplicate deposit slips	2 years	Requisitions	
Employment Applications	3 years	Sales commission reports	
Expense Analyses / expense distribution schedules	7 years	Sales records	
Financial statement (year-end, other optional)	Permanently	Scrap & salvage records (inventories, sales, etc.)	Permanently
Garnishments	7 years	Stenographers notebooks	
General / Private ledgers, year-end trial balance	Permanently	Stock & bond certificates (cancelled)	Permanently
Insurance policies (expired)	3 years	Stockroom withdrawal forms	Permanently
Insurance records, current accident reports, claims, policies, etc.	Permanently	Subsidiary ledgers	
Internal audit reports (longer retention periods may be desirable)	3 years	Tax returns & worksheets, revenue agents reports, and other documents relating to determination of income tax liability	Permanently
Internal reports (miscellaneous)	3 years	Time books / cards	
Inventories of products, materials, & supplies	7 years	Trademark registrations & copyrights	Permanently
Invoices (to customers, from vendors)	7 years	Training Manuals	Permanently
		Union agreements	Permanently
		Voucher register & schedules	7 years
		Vouchers for payment to vendors, employees, etc. (including allowances & reimbursement of employees / officers / etc. for travel & entertainment expenses)	7 years
		Withholding tax statements	7 years

### **Record Security and Preservation**

**Policy:** SEANC will secure all financial records and board and convention minutes in fireproof files.

**Procedure:** Computer backups will be completed on a regular schedule and will be stored outside the headquarters building.

### **Meeting Minutes**

**Policy:** A record shall be kept of every meeting of the Convention, the Board of Governors, Executive Committee, any subsidiary body and any standing, advisory or special committees of SEANC.

**Procedure:** A copy of meeting minutes shall be provided to the respective committee members within two weeks following the meeting. This policy is mandatory at the state level of SEANC and is to be used as a guide for districts. The following essential information shall be included:

- The kind of meeting being held (regular, special).
- The name of the body or assembly (Board of Governors, State Bylaws Committee, Insurance Board of Trustees, etc.).
- The date and location of the meeting.
- The presence of the regular presiding official and secretary, or in their absence the names of their substitutes.
- The names of members of the body in attendance, the names of any other persons taking part in the meeting.
- Whether the minutes of the previous meeting were approved or reading of the minutes was dispensed with.
- All main motions (except those withdrawn), and points of order, appeals, whether sustained or lost, and all other motions
- The hours of meeting and adjournment.
- The date, time and location for the next meeting, if known.

### **The following rules also apply to the minutes:**

- Record the name of the member who introduced a main motion. (This is not necessary for the second.)
- The secretary must sign the minutes.
- Prepare the minutes in draft form for approval at the next meeting of the body (except in the instance of the final meeting of a body). Furnish copies of the draft minutes to the presiding officer for review and comment prior to final approval.
- In appropriate circumstances, a written report submitted to the body for information purposes or for consideration must be attached to the minutes as an appendix (for example, a report of the Planning Committee submitted to the Board of Governors). The minutes should describe the action taken by the body regarding the report and a copy of the report should be filed with the minutes.
- A copy of the minutes of the SEANC Executive Committee will be provided to members of the Board of Governors.
- The Secretary shall take Executive Session minutes of the Board of Governors and Executive Committee to the President. A copy of the minutes will be locked in the Executive Director's office.

- Executive Session minutes of any committee (i.e. EMPAC or district may not be distributed to any committee member prior to the next Executive Session. At the next Executive Session, numbered minutes will be distributed for approval and returned prior to session end.)

**Section VIII**  
**USE POLICIES**

## **Facilities Use**

**Policy** - When space is available, use of the SEANC facility for SEANC related meetings and other events is permitted by those who abide by the procedures. The Executive Assistant/Meeting and Convention Planner is responsible for giving permission for use of the facilities. During normal working hours, the use of the facility will be at the discretion of the Executive Director.

SEANC headquarters equipment and supplies are for the use and operation of the SEANC. This includes computers, printers, copiers and supplies that are available upon request when needed to conduct SEANC business.

**Procedure** – Contact Executive Assistant/Meeting and Convention Planner at least two weeks in advance to schedule a conference room(s). The Executive Assistant/Meeting and Convention Planner will obtain the needed permission if a space is available.

The following are rules to adhere to:

1. Arrive at building prior to 5:00 p.m. to gain entrance.
2. No district may reproduce or maintain a key to the building.
3. Smoking is prohibited in the building.
4. No cooking is allowed.
5. Food is permitted but must be prepped in the kitchen.
6. Alcoholic beverages are prohibited on the premises.
7. Leave the rooms (conference rooms, kitchen, and “servery”) in exactly the same condition, as they are found - clean and neat. All dishes are to be washed, dried and put away, and absolutely no dirty dishes are to be left in the sink. Place furniture in its original position; place all trash in waste containers.
8. Turn off lights in the meeting rooms and lobby before leaving.
9. The last person to leave must exit through the front door, making sure the door locks when it closes.

Failure to abide by the above rules will result in loss of use of the facility.

## **Vehicle Use**

**Policy:** Any vehicles assigned to representatives of SEANC must be used in accordance with the following procedures.

**Procedure:** The Member Relations Representative vehicles are assigned for business use only. They may be stored at the representative's home, but are not for private use. Only SEANC Staff, Officers, Executive Committee Members, Board of Governor members, and SEANC members are approved to be transported in SEANC vehicles. No private individual is permitted to be in a SEANC vehicle due to liability issues. Any deviation from this policy will be approved or denied by the Executive Director or designee after receipt of a written request specifying the name(s) of the individual(s), destination and the reason(s) for the exception.

Operators are responsible for obtaining maintenance and for keeping records of:

- mileage logs
- all maintenance and service (list and receipts). (See attached forms.)
- responsible for keeping the vehicle clean

Maintenance charges of \$250.00 or less do not require prior approval. Charges over \$250.00 must have prior approval of the Executive Director or designee.

Other SEANC officials may use vehicles for SEANC business if authorized by the Executive Director.

The Executive Director has a vehicle assigned as part of the Executive Director's compensation. This vehicle may be used for both private and business purposes if so negotiated in the Executive Director's contract.

The Executive Director or designee is responsible for overall administration of vehicle usage.

Violation of this policy, or subsequent allegations of misuse, may result in restricted future use of SEANC vehicles – up to and including temporary or permanent barring of an involved employee from use of a SEANC vehicle.

Persons driving a SEANC owned motor vehicle must have a valid North Carolina driver's license and must show their license and provide an acceptable DMV driving record prior to being assigned a vehicle.

**Vehicle Citations:** The driver will be responsible for all tickets (including parking tickets) received from law enforcement during the assignment of the vehicle. SEANC will not reimburse the employee for the expense of the ticket. In the event a traffic ticket is issued, the affected driver will notify the SEANC Executive Director or designee within 24 hours, providing a copy of the traffic ticket and a statement

giving information on the incident. If the incident happens on weekends or holidays, the SEANC Executive Director or designee will be notified on the next working day.

Accidents: The driver will notify the SEANC Executive Director or designee of all accidents as soon as possible. The following information should be obtained from the other driver: name, address, telephone number, license plate number, insurance company and policy number. A copy of the official accident report should be submitted to Executive Director or designee no later than five (5) days after accident.

Complaints, concerns and questions received by SEANC in regard to misuse of SEANC vehicles will be investigated. Notification of any complaint will include specific documentation to support such claim. A written reply from the operator of said vehicle regarding the complaint should be received by SEANC within ten (10) working days unless an extension is granted. The investigation will be resolved within thirty (30) days of initial complaint. No revocation will occur based on an anonymous claim.

SEANC will review the allegation(s) and the response received from the alleged offender.



### **Disaster Plan**

| SEANC maintains a disaster plan, which is updated as needed.

**Section IX**  
**SCHOLARSHIP**

### **SEANC Scholarship Foundation**

For information purposes, see the SEANC Scholarship Foundation, Inc. Bylaws and Policies & Procedures Manual.

**TRAVEL EXPENSE FORM***(revised 10-01-2017)***STATE EMPLOYEES ASSOCIATION OF NORTH CAROLINA****1621 Midtown Place, Raleigh, NC 27609****(SEANC)****PLEASE CHECK IF NEW ADDRESS**

Name: \_\_\_\_\_

District # \_\_\_\_\_

Vendor # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Position: \_\_\_\_\_

**(Please Print)**

City, Zip: \_\_\_\_\_

**(PLEASE PRINT ABOVE INFO CLEARLY)**(SEANC position held, if applicable): Dist. Chair,  
President, Treasurer, State Committee Chair, etc.*SEANC Office Use Only***Instructions: Give breakdown of expenses. Under Travel from/to column show origin and destination of travel points. Give breakdown of meal expenses. (receipts for lodging required.)**

Date	Travel from / to (use top line for trip to meeting/bottom line for return trip)	Miles	x .50	Lodging	Meals	Misc.	Daily Total	Name of Committee or purpose of expense
				71.20 + tax in state 84.10 out of state				
	From: _____ To: _____ -----				B _____ L _____ D _____			
	From: _____ To: _____ -----				B _____ L _____ D _____			
	From: _____ To: _____ -----				B _____ L _____ D _____			
	From: _____ To: _____ -----				B _____ L _____ D _____			
	From: _____ To: _____ -----				B _____ L _____ D _____			

I hereby certify that the above expenses have been incurred by me in the service  
of SEANC and were necessary in performing that service.**TOTAL \$****Signed:** \_\_\_\_\_**(SEANC MEMBER)****Approved:** \_\_\_\_\_**(State Treasurer or State Committee Chair)****MEAL ALLOWANCE:****Breakfast: \$8.40****Lunch: \$11.00****Dinner: 18.90 (in state)****Dinner: 21.60 (out of state)****Lodging Allowance \$ 71.20 plus tax****Maximum unless room rate pre-arranged by SEANC.**Travel Forms with expenses incurred more than 30 days  
previously will not be reimbursed.