BYLAWS OF DISTRICT 17

THE STATE EMPLOYEE ASSOCIATION OF NORTH CAROLINA

ARTICLE 1. NAME

The name of the organization shall be District 17 of the State Employees Association of North Carolina (hereinafter called SEANC).

ARTICLE II. PURPOSE

The purpose of the District shall be to realize the purpose of SEANC as stated in the Bylaws and to promote camaraderie among state employees in District 17.

ARTICLE III. MEMBERSHIP

Any person who is eligible for membership in SEANC shall, while abiding by the provisions of the Bylaws of SEANC, be eligible for membership in District 17.

ARTICLE IV. ORGANIZATION

Section 1. Governance

District 17 shall be governed by the BYLAWS OF SEANC and these Bylaws established by the Annual Meeting.

Section 2. District 17 Fiscal Year

The Fiscal year for District 17 shall be from October 1 through September 30.

Section 3. District Executive Committee

There shall be a District Executive Committee which shall consist of the District Chairperson, Vice Chairperson, Secretary, Treasurer, Immediate Past Chairperson, Bylaws Chairperson, Policy Platform Chairperson, EMPAC Chairperson, Membership Chairperson, Member Discount Chairperson, Insurance Chairperson, Communications Chairperson, Scholarship Chairperson, Retiree Chairperson, Auditing Chairperson, and Nominating Chairperson. The District Executive Committee, subject to the action of the Annual District Meeting and in compliance with the SEANC Bylaws and District 17 Bylaws, shall have general supervision and control over the affairs of the District.

Section 4. District 17 Counties

District 17 shall include the counties of Alamance, Caswell, Chatham, Guilford, Randolph, and Rockingham.

ARTICLE VI. OFFICERS

The officers of District 17 shall be District Chairperson, Vice Chairperson, Treasurer, and Immediate Past Chairperson. All officers shall be one year and begin October 1 through September 30.

Section 1. District Chairperson

The District Chairperson shall preside at all meetings and be the Executive Officer of the District.

* 1. The Chairperson serves on the Area EMPAC Committee.
  2. The Chairperson shall serve on the SEANC Board of Governors.
  3. The Chairperson shall appoint, from the general membership, the Secretary, Membership Chairperson, EMPAC Chairperson and two members at large, Member Discount Chairperson, Insurance Chairperson, Communications Chairperson, and Retiree Chairperson.
  4. The Chairperson is an ex officio member of all committees.
  5. The Chairperson shall assure that all provisions of the District Bylaws are adhered to and that all District obligations to SEANC are met.

Section 2. Vice Chairperson

The Vice Chairperson shall serve in the place of the Chairperson in the event of absence or disability of the Chairperson. The Vice Chairperson shall perform such duties as may be assigned by the Chairperson.

Section 3. Treasurer

The Treasurer shall receive and disburse all funds for the District consistent with the budget approved by the Annual District Meeting.

3.1. Maintain an accurate account of all funds and assets.

3.2. Permit the accounts of the District to be audited by the District Auditing Committee or an accounting firm as appointed by the Executive Committee.

3.3 Shall submit an unaudited monthly financial report to the Treasurer of SEANC.

3.4. Shall submit an audited financial statement for the preceding year to the Treasurer of SEANC by October 10 each year.

3.5. Shall work together with the Secretary to perform the necessary functions of the district at the discretion of the District Chairperson.

3.6. Shall submit a “Final or Year End Audit” to SEANC not later than December 1.

Section 4. Immediate Past Chairperson

The immediate Past Chairperson shall be assigned appropriate duties by the Chairperson.

ARTICLE VII. ELECTIONS AND VACANCIES

The following officers shall be elected by the District Members at the Annual District Meeting: District Chairperson, Vice Chairperson and Treasurer. The following Committee Chairpersons shall also be elected at the Annual District Meeting: Bylaws Chairperson, Policy Platform Chairperson, Scholarship Chairperson, Auditing Chairperson, and Nominating Chairperson.

Section 1. Candidates for the various elected offices shall be nominated by the Nominating Committee which shall be charged with conducting the election.

Section 2. Nominations for any office shall be allowed from the floor.

Section 3. A majority vote shall be required for the election of officers. In the event the candidate receiving the highest number of votes does not have fifty percent plus one of the total votes cast, then the candidate with the next highest number of votes may, immediately after the results are announced, request a runoff election.

Section 4. When vacancies occur in the District Officer group, the District Chairperson, upon approval of the District Executive Committee, shall have the authority to fill such vacancies. When a vacancy occurs in the District Chairperson, the Vice Chairperson shall succeed the Chairperson. A new Vice Chairperson shall then be appointed by the District Executive Committee from within the District Executive Committee.

Section 5.1. District 17 shall have the number of delegates to the annual Convention as prescribed by the SEANC bylaws. In the event that District 17 is allowed more delegates than the number represented by the elected and appointed officers and chairpersons, then the membership present at the Annual District Meeting shall elect sufficient delegates and alternate delegates.

Section 5.2. In the event an elected Delegate cannot attend the Annual Convention, the Chairperson shall appoint the replacement from the Alternate Delegate list in order of highest number of votes. If an alternate is not available, a Delegate may be appointed from the membership.

Section 5.3. In the absence of a Delegate at the Annual Convention, a substitute Delegate may be appointed from the District Membership by the District Chairperson.

Section 5.4. It shall be the duty of elected delegates to attend District Business Meetings, keep informed of the business conducted by the District, and to disseminate that information to their constituency so as to be in position to properly represent the members of District 17 at the Annual State Convention.

Section 5.5. Each Delegate shall serve on at least one District Committee and shall assist with District Sponsored Activities, including fundraising.

Section 5.6. All Delegates shall be required to attend at least sixty percent (60%) of the District Business Meetings or functions during the year in order to qualify for them to represent District 17 at the Annual State Convention. Persons failing to meet this requirement shall forfeit their delegate eligibility, and shall forfeit their eligibility to run as a delegate for the upcoming year.

Section 6. Removal of Officers

The District Executive Committee shall have the authority to remove from office, for just cause, any member of the Executive Committee. Removal may occur only after charges and specification are made in writing and the person charged has been given an opportunity to explain or defend the action questioned. Removal will require a two-thirds vote of the Executive Committee and written notice to all parties involved.

Section 6.1. A District Executive Committee shall have the authority to remove from office any member of the Committee so long as the District’s Bylaws grant that authority and includes a procedure for such action.

ARTICLE VIII. STANDING COMMITTEES

District Standing Committees are those committees authorized to report directly to the District Meetings. District Standing Committee Chairs shall serve on the State Standing Committees as set forth in the SEANC Bylaws.

Section 1. District Bylaws Committee

The Bylaws committee shall receive and consider all proper proposals effecting any change whatsoever in the SEANC Bylaws and District 17 Bylaws and shall submit any changes approved by the Annual District Meeting in the SEANC Bylaws to the State Bylaws Committee.

Section 2. District Policy Platform Committee

The Policy Platform Committee shall receive, consider, or initiate proposals, grievances, or other such matters affecting the welfare of state employees and submit such proposals to the State Policy Platform Committee. Proposals may be submitted in writing from the floor at the Annual District Meeting.

Section 3. District EMPAC Committee

3.1. The EMPAC Committee shall assist in any necessary manner to promote the issues and proposals sought by District 17 and SEANC.

3.2. Shall act as a legislative liaison for the District.

3.3. Shall organize District legislative functions.

3.4. The District Chairperson shall serve on the Area EMPAC Committee with the District EMPAC Chair and two (2) Members at Large from their district.

Section 4. District Membership Committee

The Membership Committee shall promote and coordinate membership recruitment within the District and with the State Membership Committee so as to make membership available to all eligible employees or retirees.

Section 5. District Scholarship Committee

The Scholarship Committee shall publicize the scholarship program; shall distribute and receive scholarship applications from qualified applicants within the District; shall impartially screen those most qualified; and, where applicable, forward such to the SEANC Scholarship Grant Foundation in conjunction with the District Executive Committee.

5.1. The Scholarship Committee shall make recommendations for District 17 scholarships to the District Executive Committee and shall also plan and conduct annual scholarship fundraising activities in conjunction with the District Executive Committee.

5.2. Selection criteria for District scholarships will be the same as the criteria established by the SEANC Scholarship Grant Foundation. The number and monetary amounts will be established annually by the District Executive Committee depending upon the financial status of the District Scholarship Fund.

Section 6. District Auditing Committee

The Auditing Committee shall examine the various financial records maintained by the District Treasurer and shall assume additional duties as may be assigned, including assistance in connection with District elections.

Section 7. District Nominating Committee

The Nominating Committee shall interview all prospective candidates who are members in good standing and nominate one or more persons as District candidates for Chairperson, Vice Chairperson, Treasurer, Bylaws Chairperson, Policy Platform Chairperson, Scholarship Chairperson, Auditing Chairperson, Nominating Chairperson, and Delegate. The Nominating Committee shall circulate to the District membership a slate of candidates at least fifteen (15) days prior to the Annual District Meeting. The Nominating Committee shall strive to ensure a fair distribution of officers and delegates from all areas and agencies within the District.

Section 8. District Retiree Committee

The Retiree Committee shall advise the District Executive Committee on retiree issues; shall assist the Membership Committee with the recruitment of retiree members; shall communicate retiree issues with the membership and shall coordinate retiree activities within the District.

ARTICLE IX. SPECIAL COMMITTEES

Special Committees may be appointed by the Chairperson to accomplish the business of the District.

Article X. MEETINGS

Section 1. District Meetings

There shall be a District Meeting within thirty (30) days after each SEANC Board of Governors Meeting and at other times to be determined by the District Chairperson.

* 1. Meetings of the Executive Committee shall be determined by the District Chairperson or upon the request of at least twenty five percent (25%) of the District Executive Committee.

1.2. The District shall meet annually no later than July 15. The date of the Annual District Meeting shall be fixed by the District following consultation with the Executive Committee of District 17.

1.3. Quorum for Meetings

The quorum for meetings of District 17 shall consist of a minimum of five active SEANC members who attend the meeting.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The proceedings of each meeting of District 17 shall be governed by the applicable provision of the most recent revision of Roberts’ Rules of Order.

ARTICLE XII. AMENDMENTS

* 1. Amendments to these Bylaws may only be adopted at the Annual District Meeting.

1.2. All amendments must be submitted in writing to the District Bylaws Committee at least 45 days prior to the Annual District Meeting.

1.3. Adoption of such proposed amendments shall require a two-thirds (2/3) vote of the District members present at the Annual District Meeting.

June 20, 2022

Kemrey LaMarr District Chairperson

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Eddie Saunders District By-Laws Chairperson

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