

State Employees Association of North Carolina, Inc.

District 47 Bylaws

Article I. Name

The organization shall be called District 47 of the State Employees Association of North Carolina (SEANC), hereinafter called the District or District 47.

Article II. Purpose

The State Employees Association of North Carolina and District 47 were formed to support the efforts of North Carolina's state employees to improve their pay, benefits and working conditions. The District provides the opportunity, through membership in SEANC, to participate in legislative, business and community activities for the mutual benefit of the employees and citizens of North Carolina.

Article III. Membership

Any individual, who is eligible for membership in SEANC, shall, while abiding by the Bylaws of SEANC, be eligible for membership in District 47.

Article IV. Meetings

Section 1. Annual Meeting. The date, time and location for the regular annual meeting shall be set by the Executive Committee and will be no less than 45 days prior to the SEANC annual convention. The Executive Committee shall determine the time and location.

Section 2. Regular Meetings. The District Chairperson shall schedule the regular business meetings, including time and location.

Section 3. Special Meetings. Special meetings may be called by the Chairperson, the Executive Committee, or by a petition of 10 percent of the District's membership.

Section 4. Notice. Notice of each meeting shall be sent to each member by e-mail or traditional mail, not less than 14 days before the meeting.

Article V. Officers

Section 1. Executive Committee Role and Composition. The Executive Committee is responsible for the policy and direction of the District and may delegate many of the day-to-day activities to committees, whose chairpersons are appointed by the District Chairperson. The Executive Committee shall consist of the Elected Officers, Appointed Officers, Delegates and the immediate Past District Chairman.

Section 2. Meetings. The Executive Committee will meet at least quarterly, including the annual meeting.

Section 3. Elections. The Elected Officers shall include the District Chairperson, the District Vice Chairperson, and the Treasurer. Delegates will also be elected according to the membership ratios determined by SEANC Bylaws. SEANC Bylaws and membership ratios determine the total number of Delegates. The number of Officers, who as part of their duties serve as Delegates, automatically reduces the number of required Delegates.

Section 4. Appointed Officers. The District Chairperson shall appoint the following officers: Auditing, Bylaws, Communication, Nominating Committee, and Policy Platform Chairpersons; Secretary, who may also serve as Treasurer; and may appoint an EMPAC Chairperson as well as Chairpersons of other committees deemed necessary to transact the District's business.

Section 5. Election Procedures. The Nominating Committee will present a slate of Officers and Delegates to fill all elected positions at the Annual Meeting. Additional nominations will be accepted from the floor. The members attending the annual meeting will vote, with a majority required for the election of the Officers. If there are three or more candidates on the ballot for any office and the candidate with the highest number of votes does not receive fifty percent plus one vote, there will be an immediate runoff vote between the two candidates receiving the highest number of votes. If there are only two candidates on the ballot for an office and the vote is tie, there will be an immediate revote for that office. If the second vote results in a tie vote, the election will be decided by the flip of a coin by the Chairperson of the Auditing Committee. Immediately after the announcement of the winners for all the Officer's positions, all the Officer candidates, who did not win their office, will be added to the pool of candidates for Delegates and Alternates. The vote for Delegates will be held and the winners will be announced, beginning with the individuals with the highest number of votes. Once all Delegate positions are filled, the remaining candidates will be ranked by the number of votes they received and will be listed as Alternates. If there is a tie between the last Delegate or Alternate positions, the District Chairman may select from those receiving the tie vote, until all positions have been filled. Should a Delegate not be able to fill the role, the Alternate at the top of the list will be selected by the District Chairperson to fill the position.

Section 6. Terms. All Elected Officers, Appointed Officers and Delegates shall start their one-year term of office on October 1, following their election or appointment, and shall continue until their successors are either elected or appointed and installed.

Section 7. Quorum. Those members attending the meeting constitute a quorum.

Section 8. Officers and Duties.

District Chairperson. The District Chairperson shall preside at all Regular and Special Executive Committee Meetings, and the District's Annual Meeting; or shall arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-Chairperson, Treasurer. The Chairperson shall represent District 47 on the Board of Governors. The Chairperson after appointing the Committee Chairpersons may then appoint the committee members with or without the assistance of the Chairpersons or Executive Committee. The Chairperson shall prepare the District budget with the assistance of the Treasurer and submit it to the Executive Committee for approval. The District Chairperson shall see that any changes to the District's Bylaws, which are adopted at the Annual Meeting, be added to the Bylaws and properly dated, before turning the Bylaws over to an incoming Chairperson and shall file the corrected copy with the Board of Governors no later than December 1 of the year in which the changes were made. If there are no changes, the District Chairperson shall file a letter with the Board of Governors by December 1 certifying no changes were made in that year. The District Chairperson may be assigned tasks by the Executive Committee or the Board of Governors and shall carry out other tasks, which are usual for the office.

District Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in case of absence or disability of the District Chairperson and perform other tasks assigned by the Chairperson or the Executive Committee.

Treasurer. The Treasurer shall receive and disburse all funds for the District; maintain a District checking and savings account at the State Employees Credit Union, when requested by the Executive Committee; pay authorized bills by check only; pay authorized bills of the Executive Committee, with the District Chairperson's approval; maintain an accurate accounting of all funds and assets; and shall permit the accounts to be audited at the direction of the Executive Committee. The Treasurer shall prepare and submit a financial report at each Executive Committee meeting and the Annual Meeting and shall submit a complete membership and financial report to the General Treasurer of SEANC as required by SEANC. The Treasurer shall assist the District Chairperson with the budget preparation. The Treasurer shall deliver to the incoming Treasurer all funds and records related to this position.

District Past Chairperson. The immediate District Past-Chairperson shall be assigned appropriate duties by the District Chairperson, including performing advisory duties and assisting in the training of new officers.

District Secretary. The District Secretary's position may be combined with the Treasurer. The District Secretary shall record the minutes of all Executive Committee meetings and the Annual Meeting and prepare copies for permanent record and for publication on the Internet or for mailing. The District Secretary shall e-mail or mail notices of each Executive Committee meeting and copies of minutes as requested. The District Secretary shall submit to SEANC Headquarters a list of the newly elected Officers and Delegates immediately following the Annual Meeting and notify SEANC Headquarters of all

changes to this list throughout the year. The District Secretary shall assist the District Chairperson to prepare and submit required reports to the President prior to the SEANC Annual Convention. The District Secretary shall perform all other clerical duties as designated by the District Chairperson.

Section 9. Vacancies. When a vacancy on the Executive Committee exists, nominations for new members may be received from present Executive Committee members by the Secretary 15 days in advance of an Executive Committee meeting. These nominations shall be sent by e-mail or mail to Executive Committee members with the regular meeting announcement, to be voted upon at the next meeting. The vote of a majority of the Executive Committee members in attendance will be required to fill the position. When the District Chairperson's position is vacated, the Vice-Chairperson shall assume the position of Chairperson. The Secretary will seek nominations for the position of Vice-Chairperson from the Executive Committee members until fifteen days before the Executive Committee meeting. These nominations shall be sent out to Executive Committee members with the regular meeting announcement, to be voted upon at the next meeting 14 days before the meeting. The vote of a majority of the Executive Committee members in attendance will be required to fill the position. The District Chairperson shall, when a shortage occurs for regularly elected delegates, after the Annual Meeting and before the SEANC Annual Convention, appoint a delegate first from the elected Alternates and if there are no Alternates available, from the District's membership. The name of the appointed Delegate must be submitted to the Treasurer prior to the convening of a session at the SEANC Annual Convention, which the Delegate is expected to attend.

Article VI. Committees

Bylaws Committee. The Committee Chairperson will serve on the State Standing Committee and act as Chairperson of the District Committee consistent with the State Committee's policies and coordinate with the District Chairperson to ensure enough members serve on the committee to complete the required work. The Bylaws Committee shall receive and consider proposed amendments to the Bylaws of SEANC, which are submitted and signed by any District 47 member prior to the Annual Meeting, and then submit such amendment to the State Bylaws Committee no later than July 20; shall receive and consider proposed amendments to the Bylaws of District 47, which are properly submitted and signed by a District 47 member at least 30 days prior to the Annual Meeting, and then submit such amendments in proper form at the Annual Meeting; and shall prepare reports as requested by the District Chairperson for presentation at the District meetings.

Policy Platform Committee. The Committee Chairperson will serve on the State Standing Committee and act as Chairperson of the District Committee consistent with the State Committee's policies and coordinate with the District Chairperson to ensure enough members serve on the committee to complete the required work. The Policy Platform Committee shall receive and consider properly signed and identified, or initiate, proposed objectives on issues affecting the welfare of state employees. If the proposal does not

affect any change in the SEANC or District Bylaws, then the Policy Platform Committee will refer the submission to the appropriate District Committee for consideration, or if the proposal does not come under the jurisdiction of a committee, it will be reviewed, formatted and studied. If approved by a majority of the Committee, it will be presented at the next Executive Committee meeting. If it is considered and receives a majority vote by the Executive Committee, it is immediately sent to the Regional Policy Platform Committee. The Policy Platform Committee will prepare and present such reports as the District Chairman may require.

EMPAC Committee. The Committee Chairperson will serve on the State Standing Committee and act as Chairperson of the District Committee consistent with the State Committee's policies and coordinate with the District Chairperson to ensure enough members serve on the committee to complete the required work. The EMPAC Committee shall promote the issues and proposals sought by SEANC and District 47, shall act as a legislative liaison for District 47, and shall organize the District's legislative functions.

Membership Committee. The Committee Chairperson will serve on the State Standing Committee and act as Chairperson of the District Committee consistent with the State Committee's policies and coordinate with the District Chairperson to ensure enough members serve on the committee to complete the required work, including as necessary in all buildings, departments, units and sections of the District. The Membership Committee shall try to contact all state employees who work in the area where District 47 membership is based to solicit their membership in District 47. The Membership Committee shall endeavor to inform all new and renewing state employees about the benefits and history of SEANC, including the lines of communication (electronic and paper), the various insurance programs, the Group Buying program (including the vacation packages around the world), and the lobbying efforts and reports. The Membership Committee shall assist SEANC Headquarters in maintaining up-to-date membership records. The Membership Committee shall lead an annual membership drive starting May 1 annually, shall develop and distribute promotional material throughout the District's area of influence, prepare and present membership reports for the Executive Committee meetings and Annual Meeting, and shall receive membership applications and dues and submit these to SEANC Headquarters daily.

Nominating Committee. The Nominating Committee shall nominate a sufficient number of members to fill the District quota of Officers and Delegates. The members nominated shall constitute the slate of nominees required under the provision of the Bylaws of SEANC and they, along with the others nominated from the floor, shall constitute the official candidates for the elected District offices. The District Nominating Committee shall present the proposed slate of candidates at the Annual Meeting. When the vote is to be held at the Annual Meeting, the official ballots may not be distributed before the meeting. The Committee shall solicit candidates after reviewing their ability and availability to serve and shall try to provide two or more people for each position to be on the ballot. The Nominating Committee shall attempt to locate and nominate candidates from each agency represented by the District. Each proposed candidate shall be a member in good standing, meets the requirements for the office or position sought, including

ensuring that any candidate for District Chairperson shall have served previously as a delegate for at least one year. It is preferred, but not required, that all other Officer candidates will have served at least one year as a delegate before being placed on the ballot. The Nominating Committee shall prepare reports for the Executive Committee meetings and Annual Meeting as requested by the Committee Chairman and District Chairman.

Auditing Committee. The Auditing Committee shall audit the financial records and accounts of the Treasurer prior to the Annual Meeting and prepare a report of the audit for presentation at the Annual Meeting. The Auditing Committee shall conduct the elections, prepare and distribute the ballots at the Annual Meeting, notify those members at the Annual Meeting of the rules for the elections, count the ballots at the Annual Meeting for the election of Officers, and announce the winners for the election of Officers and Delegates. The Auditing Committee shall prepare a report for the Executive Committee certifying the election results. The report will be dated and signed by the Auditing Committee Chairperson and will become a permanent part of the District records. The Auditing Committee will prepare a report of the election results to post on the Internet or mail to members as well as reports requested by the Chairperson or District Chairperson for presentation to the Executive Committee Meetings or Annual Meeting.

Communication Committee. The Communication Committee is not a mandatory committee and may consist only of a Chairperson, depending on the tasks at hand. It shall have a primary focus of informing the members of activities of the General Assembly, SEANC and District 47, which might affect them; press stories relating to the employees and benefit issues; and items of general member interest. This should be e-mail and Internet-based. The Committee shall present a District newsletter on the Internet or by mail to all members six times annually and prepare a report of its activities for presentation at the Executive Committee meetings and Annual Meeting.

History Committee. The History Committee is not a mandatory committee and may consist only of a Historian, or it may have staff depending on the tasks it will undertake to collect the District's data and history. The history should include: a list of each officer and dates of services; District membership figures; special District activities, particularly community service projects; and records of statewide service by our members. The history records may be displayed on the Internet site.

Article VII. Amendments

Section 1. These Bylaws may be amended when necessary by a majority vote of the members attending the Annual Meeting. Proposed amendments must be submitted in writing, with the proponent's name and contact information, to the Chairperson of the District Bylaws Committee in time for the Committee to prepare a report to the Annual Meeting and for the Secretary to send out copies by e-mail or mail with the meeting announcements not less than fourteen days before the meeting.

Article VIII. Rules of Order

Roberts' Rules of Order shall govern the proceedings of each meeting of District 47.

Adopted: June 19, 2003