

# **SEANC**

## **DISTRICT #5 BY-LAWS**

### **ARTICLE # I: NAME**

**The name of the organization shall be District 5 of the State Employees Association of North Carolina (SEANC)**

### **ARTICLE #II: PURPOSE**

**The purpose of District 5 will be:**

- 1. To promote the best interests and welfare of current and retired employees of the State of North Carolina in District 5,**
- 2. To provide information to the membership,**
- 3. To provide a forum for the discussion of ideas and problems,**
- 4. To facilitate communications among employees of the State of North Carolina in District 5,**
- 5. To promote the professionalism of the employees of the State of North Carolina in District 5 in order to provide effective and efficient programs and services to the citizens of Burke, Caldwell, McDowell and Avery counties.**

**In accomplishment of the above purposes, District 5 shall be able to affiliate with like-minded organizations approved for SEANC by the Convention.**

### **ARTICLE # III: MEMBERSHIP**

**Any person who is eligible for membership in SEANC pursuant to the SEANC By-laws will be eligible for membership in District 5.**

## **ARTICLE # IV: ORGANIZATION**

**SECTION 1:** District 5 will be governed by these By-laws as established at the Annual District Meeting.

**SECTION 2:** The fiscal year for District 5 will be from October 1 through September 30.

**SECTION 3:** The Annual District Meeting shall be held at least 45 days prior to the Annual State Convention. The purpose of the Annual District Meeting will be to hear the reports of the District Committees and to conduct such other business as deemed necessary. A quorum for the Annual or called District Meeting shall be those members who are present.

**SECTION 4:** There may be chapters formed in any agency or area of District 5 so long as that agency or area has consent of the Annual District Meeting. The organization of the Chapter and its functions is a matter of local discretion so long as the provisions of the SEANC State By-laws and the District By-laws are not violated.

**SECTION 5:** The District Executive Officers will be the Chairperson, Vice Chairperson, Treasurer, By-laws Chairperson, Policy Platform Chairperson, immediate Past Chairperson, Secretary, Parliamentarian, and Chapter Chairs.

**SECTION 6:** The District Officers will be the District Executive Officers, all appointed Committee Chairs and all elected delegates.

## **ARTICLE # V ELECTIONS, APPOINTMENTS, AND VACANCIES**

**SECTION 1:** The following Executive Officers will be elected by the members at the Annual District Meeting: Chairperson, Vice Chairperson, Treasurer, By-laws Chairperson, and Policy Platform Chairperson.

**SECTION 2:** The By-laws Committee will be in charge of conducting elections at the Annual District Meeting. Candidates for the executive offices will be nominated by the By-laws Committee at the Annual District Meeting. Nominations for any office will be allowed from the floor immediately before the balloting occurs.

**SECTION 3:** A majority vote will be required for the election of executive officers. In the event the candidate receiving the highest number of votes does not receive fifty percent plus one of the total votes cast, then the candidate receiving the next highest number of votes may immediately after the results have been announced, request a runoff election.

**SECTION 4:** If a vacancy occurs in the District Officer group, the District Chairperson will have the authority to fill such vacancy from the membership. When a vacancy occurs in the District Chair, the Vice Chairperson will succeed the Chairperson. A new Vice Chairperson will then be appointed by the District Executive Officers from within the

**District Officer group and the vacancy created by that appointment will be filled from the membership by the District Executive Officers.**

**SECTION 5: District 5 will be represented at the Annual State Convention by the number of delegates prescribed by the SEANC State By-laws. All District Officers will be delegates to the Annual State Convention. Nomination for additional delegates to the Annual State Convention will be allowed from the floor with the six nominees receiving the highest vote count in numerical order being elected delegates. All other nominees will be alternate delegates in the order of the vote count. If elected or alternate delegate is appointed by the Chairperson to be a committee chair and becomes eligible for the Annual State Convention in this manner, all remaining delegates and alternate delegates will move up one spot.**

**SECTION 6: In the event an elected delegate cannot attend the Annual State Convention, the Chairperson will appoint a replacement from the alternate list starting with the delegate that received the most votes. In the event District 5 is allowed more delegates than elected at the Annual District Meeting due to an increase in membership during the year, the Chairperson will appoint a delegate to attend the Annual State Convention from the membership. This appointment will be at the discretion of the Chairperson.**

**SECTION 7: The District Chairperson will appoint a Secretary, Parliamentarian, EMPAC Chair, Membership Chair, Communications Chair, Insurance Chair, Scholarship Chair, Group Buying Chair, Retiree Chair, Awards Chair, and Fund Raising Chair. In the event of a vacancy in one of these appointments, the District Chairperson will appoint a replacement from the district membership.**

#### **ARTICLE# VI: DUTIES OF OFFICERS AND COMMITTEES**

**SECTION 1: The Chairperson will represent District 5 on the SEANC Board of Governors and will be a member of Area EMPAC. The Chairperson will preside over all District and Executive meetings. The Chairperson will appoint committee chairs and will be an ex-officio member of all standing committees. The Chairperson with the guidance from the Parliamentarian will ensure that all provisions of the District Bylaws are adhered to and that all District obligations to SEANC are met. The Chairperson will initiate executive meetings when necessary to ensure the business of the District is performed in a timely manner.**

**SECTION 2: The Vice Chairperson will serve in the place of the Chairperson in the event of absence or disability of the Chairperson. The Vice Chairperson will ensure that each appointed position, committee chair, elected delegate, and elected chapter chair perform such duties as may be associated with their District position. The Vice Chairperson will ensure that each District Officer, Committee Chair, Delegate, and Alternate Delegate has a copy of the most current description of duties as enumerated in the SEANC District Operations Manual. The Vice Chairperson will perform such duties as enumerated in the most current edition of the SEANC District Operations.**

**SECTION 3:** The Secretary will record the minutes of all Executive and District meetings. The Secretary will perform clerical duties as designated by the Chairperson. The Secretary will perform such other duties as enumerated in the most current edition of SEANC District Operations and Guidelines for District Secretary.

**SECTION 4:** The Treasurer will receive and disburse all funds for the District consistent with the budget approved at the first District meeting. The Treasurer will maintain and accurate account of all funds and assets, and will on demand, permit the accounts of the District to be audited by an appropriate person, committee, or accounting firm as appointed by the District Executive Officers. The Treasurer will prepare and submit a financial report at each District meeting and will submit a complete membership and financial report to the General Treasurer of SEANC immediately following the Annual State Convention. The Treasurer will perform such other duties as enumerated in the most current edition of SEANC District Operations and Guidelines for District Treasurer.

**SECTION 5:** The Parliamentarian will be familiar with and have a working knowledge of procedures to be used in conducting District business meetings and assist and advise the Chairperson in adhering to parliamentary procedures as enumerated in the latest edition of Roberts Rules of Order. The Parliamentarian will be familiar with and have a working knowledge of the state SEANC Operations Manual in order to assist the Chairperson in performing the functions of the District in a timely and orderly manner.

**SECTION 6:** The Past Chairperson will assist newly elected Chairperson in transition and be an advisor. The Past Chairperson will be assigned appropriate duties by the new Chairperson.

**SECTION 7:** The Bylaws Chair will select two members to form a committee that will have the exclusive responsibility to receive and consider all proper proposals affecting any changes whatsoever in the SEANC Bylaws and District 5 Bylaws and will submit any changes approved by the Annual District Meeting in the SEANC Bylaws to the State Bylaws Advisory Committee for preparation for the State Bylaws Committee. The Bylaws Chair will conduct elections at the Annual District Meeting and the Bylaws Committee will serve as the Nominating Committee for the Executive Officers at the Annual District Meeting. The Bylaws Chair will perform such other duties as enumerated in the most current edition of SEANC District Operations.

**SECTION 8:** The Policy Platform Chair will select two members to form a committee that will receive, consider, or initiate proposals, grievances, or other such matters affecting the welfare of state employees and submit such proposals to the Annual District Meeting. Further, the Policy Platform Chair will submit those proposals approved at the Annual Meeting to the State Policy Platform Committee. The Policy Platform Chair will perform such other duties as enumerated in the most current edition of SEANC District Operations.

**SECTION 9:** The EMPAC Chair will be a voting member of the Area EMPAC and perform such other duties as enumerated in the most current edition of the EMPAC Operations Manual.

**SECTION 10:** The Membership Chair will select two members to form a committee that will promote membership within the District. The Membership Chair will select a person at each of the facilities or areas within District 5 to assist in making membership materials available to all eligible employees. The Membership Chair will perform such other duties as enumerated in the most current edition of SEANC District Operations.

**SECTION 11:** The Scholarship Chair will select two members to form a committee that in conjunction with the state SEANC Scholarship Board of Directors, provide and screen applications of candidates from District 5 for consideration by the State Board. The Scholarship Chair will perform such other duties as enumerated in the most current edition of SEANC District Operations.

**SECTION 12:** The Communications Chair will be the editor of the District newsletter. The Communications Chair will select a contact person at each of the facilities or areas in District 5 to provide information for the newsletter. A newsletter will be published at times during the fiscal year at the direction of the Executive Officers. The Communications Chair will perform such other duties as enumerated in the most current edition of SEANC District Operations.

**SECTION 13:** The Retiree Chairperson will remain abreast of issues that concern or affect retirees and report these issues at District meetings. The Retiree Chairperson will make membership available to recent retirees and report such other issues as they are made known by State SEANC.

**SECTION 14:** The Insurance Chairperson will select a contact person at each of the facilities or areas in District 5 to provide information and answer questions regarding the insurance program. The Insurance Chairperson will perform such other duties as enumerated in the most current edition of SEANC District Operations.

**SECTION 15:** The Group Buying Chair will select a contact person at each of the facilities or areas in District 5 to assist in the Group Buying Program. The Group Buying Chair will perform such other duties as enumerated in the most current edition of SEANC District Operations.

**SECTION 16:** The Awards Chairperson will select two members to form a committee to solicit names of members to be recognized by District 5 and State SEANC for their service to the State Employees Association of North Carolina. The Awards Chairperson will follow the guidelines for recognition as enumerated in the most current edition of SEANC Operations Manual.

**SECTION 17:** The Fund Raising Chair will coordinate all District 5 fund raising activities.

**SECTION 18:** Elected Delegates will perform the following functions: Represent District 5 by participating in District and State activities; Be knowledgeable of SEANC positions and goals; Be knowledgeable of SEANC and EMPAC activities; Serve as an information

provider to other employees at work; Serve on committees when asked; Attend District Meetings; Attend Annual Meeting, and Attend State Annual Convention.

**SECTION 19:** All Chairs will present a written report of committee activities to the Secretary at least ten working days prior to scheduled District meeting.

**SECTION 20:** The District Executive Officers in compliance with SEANC and District 5 Bylaws will have general supervision and control over the affairs of the District on a daily basis.

**SECTION 21:** To ensure a members knowledge of District 5's goals, programs, and issues to be discussed and voted on at the State Annual Convention, it will be the duty of each District Officer to attend scheduled Executive Meetings, District Meetings, Training Meetings, or official functions sponsored by District 5 or District 5 jointly with any Western Area District. District Officers will further fulfill their prescribed duties enumerated in SEANC District Operations or SEANC Operations Manual. Any District Officer that fails to attend scheduled meetings without prior approval of the District Chair or in his/her absence the Vice Chairperson, or fails to fulfill their prescribed duties, will be charged in accordance with Article #VII of these Bylaws.

**SECTION 22:** Officers and delegates for the upcoming fiscal year will have an obligation to attend the first meeting of the new fiscal year ( for the purpose of orientation of new officers), the annual meeting, the pre-convention meeting, and at least one other district meeting during the year. This will qualify each member for a delegate seat at the annual convention. **To be excused from attending any of these required meetings, the officers ore delegates must contact the chair or vice-chair prior to the meeting.**

#### **ARTICLE #VII: REMOVAL OF OFFICERS**

**SECTION 1:** The District Officers shall have the authority to remove from office, for just cause, any District Officer. Removal may occur only after charges and specifications to include official attendance records and other pertinent documentation or information indicating a failure to fulfill assigned duties are made in writing to the District Chairperson and the person charged has been given an opportunity to explain or defend the action questioned. Removal as an officer will require a two-thirds vote of the District Officers and a written notice to all parties involved. The vote of the District Officers would be final and any member so removed would become ineligible for District 5 representation as an officer.

#### **ARTICLE #VIII: COMPENSATION FOR OFFICERS AND FUNCTIONARIES**

The District may reimburse persons who are involved in conducting the business of the District. The amount of reimbursement shall be by the Executive Officers and further be fixed in the budget approved by the District Officers and membership.

#### **ARTICLE #IX: PARLIAMENTARY PROCEDURE**

**The proceedings of each meeting of District 5 will be governed by the applicable provisions of the most recent revision of Robert's Rules of Order.**

#### **ARTICLE #X: AMENDMENTS**

**Amendments to these Bylaws may only be adopted at the Annual District Meeting. All amendments must be submitted to the Bylaws Committee at least 30 days prior to the Annual District Meeting. Adoption of such proposed amendments shall require a two-thirds vote of district members present at the Annual District Meeting.**