SEANC OPERATIONS MANUAL

A COMPREHENSIVE GUIDE

SEANC BOARD OF GOVERNORS | AMENDED JULY 2026

Table of Contents

1. Introduction 5
1.1 MISSION AND VISION 5
1.2 PURPOSE OF THE OPERATIONS MANUAL 5
1.3 ORGANIZATIONAL STRUCTURE 6
2. Governing Documents 7
2.1 SEANC BYLAWS 7
2.2 SEANC HUMAN RESOURCES POLICY MANUAL 7
2.3 SEANC CODE OF ETHICS 8
3. MEMBERSHIP 9
3.1 MEMBERSHIP ELIGIBILITY 9
3.2 MEMBERSHIP DUES 9
3.3 PRIVILEGES AND RESPONSIBILITIES OF MEMBERS 10
4. GOVERNANCE 11
4.1 BOARD OF GOVERNORS 11
4.1.1 COMPOSITION: *11*
4.1.2 OPERATING PROCEDURES *11*
4.1.3 ROLES AND RESPONSIBILITIES: *12*
4.2 STATE EXECUTIVE COMMITTEE 13
4.2.1 COMPOSITION: *13*
4.2.2 OPERATING PROCEDURES *13*
4.2.3 ROLES AND RESPONSIBILITIES: *13*
4.3 OFFICERS 14
4.3.1 President: *14*
4.3.2 First Vice-President: *16*
4.3.3 Second Vice-President: *17*
4.3.4 Treasurer: *18*
4.3.5 Immediate Past-President: *19*
4.4 COMMITTEES 20
4.4.1 Standing Committees: *20*
4.4.2 Advisory Committees: *35*
4.4.3 Special Committees: *37*

4.5 REGIONS 38
4.5.1 Geography Definitions: *38*
4.5.2 Regional Representative Roles and Responsibilities: *39*
4.6 DISTRICTS 40
4.6.1 Structure and Responsibilities: *40*
4.6.2 District Bylaw Process: *40*
4.6.3 District Officers: *41*
4.6.4 Required Reports from the District: *45*
4.6.5 District Formation/Reorganization: *46*
4.6.6 District Dissolution: *49*
4.7 STAFF 50
4.7.1 Executive Director: *50*
4.7.2 Chief Financial Officer: *51*
4.7.3 Internal Auditor: *52*
4.7.4 Other Staff *53*
5. SUBSIDIARY BODIES 54
5.1 SEANC Scholarship Grant Foundation 54
5.2 Employees Political Action Committee (EMPAC) 55
6. ANNUAL CONVENTION 56
6.1 Purpose 56
6.2 Organization and Management 56
6.3 Convention Registration 58
6.4 Exhibits 58
6.5 Election Procedures 59
6.6 Convention Expense Management 62
6.7 Convention Facilities 62
6.8 Guests 63
6.9 Impermissible Activities 65
7. DISCIPLINARY AND REMOVAL PROCESSES 66
7.1 State Officials 66
7.1.1 Disciplinary Trial Process: *66*
7.2 Members of District Executive Committees 69

7.2.1 Process: *69*
7.3 Termination of Membership 71
8. FINANCIAL MANAGEMENT 74
8.1 Budgeting: 74
8.2 Expense Management: 74
8.2.1 Authorizations and Purchase orders *74*
8.2.2 Petty Cash *75*
8.2.3 Expense Reporting and Reimbursements *76*
8.2.4 Credit Card Use Requirements *79*
8.3 Rebates to the Districts 81
8.3.1 Process for District Assessments and Refunds of Assessments: *81*
8.4 District financial responsibilities: 82
8.4.1 Loans to SEANC Districts *82*
8.5 Operational reserves: 83
9. MEMBERSHIP SERVICES 85
9.1 AD&D Coverage Liability for BOG, Officers, staff 85
9.2 MEMBERSHIP LIST DISTRIBUTION 85
10. COMMUNICATION AND INFORMATION 87
10.1 Communication Methods Policy: 87
10.2 SEANC Logo Policy: 89
10.2.1 Logo Use *89*
10.2.2 Logo Standards Guide *89*
10.3 Websites/Bulletin Boards Policy: 90
10.3.1 Timelines *90*
10.3.2 Brand Image *91*
10.3.3 Affiliation *91*
10.3.4 Monitoring *91*
10.3.5 Enforcement *92*
10.4 ADVERTISING: 93
10.4.1 General *93*
10.4.2 Political *93*
11. Government Relations 94

11.1 Lobbying Guidelines: 94
11.2 Political Advocacy: 96
12. USE POLICIES 97
12.1 Facilities Use: 97
12.2 Vehicle Use: 98
13. DISASTER PREPAREDNESS 101
13.1 Continuity of Operations Plan (COOP): 101
13.2 Crisis Management Plan: 101
14. RECORDS 102
14.1 Archives and Historical Records: 102
14.2 Retention Schedule: 102
14.3 Record Security and Preservation 102
14.4 Meeting Minutes 102
14.5 Access to Financial Records 104
14.6 Version Control 105
APPENDICES 107
APPENDIX A: Code of Ethics 108
APPENDIX B: Uniform District Bylaws Tempalate 121
APPENDIX C: Uniform District Bylaws Exception Form 125
APPENDIX D: Internal Audit Program 128
APPENDIX E: Scholarship Foundation Bylaws 131
APPENDIX F: EMPAC Bylaws 133
APPENDIX G: Expenses Authorization and Puchase Order 135
APPENDIX H: Membership List Distribution Agreement 137
APPENDIX I: Records Retention Schedule 139
APPENDIX J: SEANC Bylaws Amendment Form 145
APPENDIX K: Audit Committee Manual 147
APPENDIX L: Insurance Operations Policies and Procedures 149
APPENDIX M: State Membership Committee Operational Policies and Procedures 156
APPENDIX N: Retireee Council Operational Policies and Procedures 160
APPENDIX O: SEANC Formal Motion Form 1666
END OF MANUAL 168

1. Introduction

1.1 MISSION AND VISION

As provided in our Bylaws, the purposes of SEANC are:

> To promote the best interests and welfare of current, retired, and future employees of the State of North Carolina,
>
> To provide information to the membership,
>
> To provide a forum for the discussion of ideas and problems,
>
> To facilitate communication among employees of the State of North Carolina,
>
> To promote the professionalism of the employees of the State of North Carolina in order to provide effective and efficient programs and services to the citizens of North Carolina.

1.2 PURPOSE OF THE OPERATIONS MANUAL

The purpose of this Operations Manual is to supplement our Bylaws. The contents of this document will not replace or contradict those Bylaws that have been approved by our Body. The guidance contained herein will provide a tool for our Membership to fully understand the application of our Bylaws and provide transparency and clarity for processes that are not defined in our Bylaws. As we grow and prosper as an organization, this document will allow our processes, consistent with our Bylaws, to grow and prosper with the intended result being a vibrant, prospering voice for all State Employees and those that have served our great State as State Employees.

This manual can be amended by our Board of Governors as long as those amendments do not contradict our Bylaws. Sections have been shaded to identify content that is taken from our Bylaws and therefore is not subject to being amended. Such content

can only be amended at the annual convention through the Bylaws amendment process. For example, if a role, responsibility, or process is shaded like this, then it can only be amended by the annual convention.

Contained in Bylaws

1.3 ORGANIZATIONAL STRUCTURE

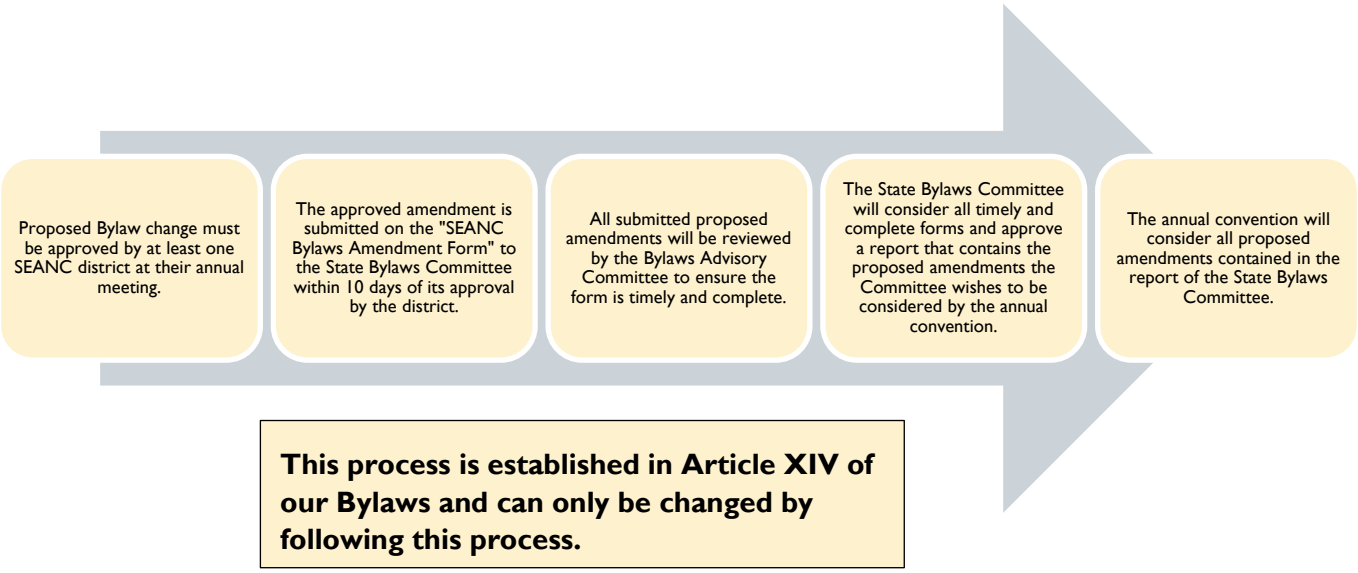
SEANC is a member run organization. The officers are elected by members from all over our State that serve as delegates to our annual convention. The process is discussed in detail later in this manual. The Bylaws govern our organization and can only be amended at our annual convention by those delegates that represent each district. Elected officers at the annual convention and the elected chairs in each district comprise our governing body: the Board of Governors. Every SEANC district is represented on the Board of Governors. And it is the Board of Governors that approves all guidance contained in this manual. In addition to the Board of Governors, all elected SEANC officers, district regional representation and the chair or vice-chair of the Insurance Board and Retiree Council make up the State Executive Committee. The State Executive Committee recommends an individual to serve as Executive Director of our organization and that individual will serve if approved by the Board of Governors.
To carry out the specific missions of SEANC, we have standing committees and advisory committees. These committees report directly to the annual convention and include members from each SEANC district. All members of SEANC are members of a SEANC district of their choice and that district's region.

2. Governing Documents

2.1 SEANC BYLAWS

The SEANC Bylaws govern our organization. They serve as the constitution for SEANC. The process to change or amend these governing principles illustrates the importance and significance of our Bylaws.

For a change or addition to be made to the SEANC Bylaws the following process must be followed:



This process is established in Article XIV of our Bylaws and can only be changed by following this process.

2.2 SEANC HUMAN RESOURCES POLICY MANUAL

This manual sets forth the policies, regulations, and procedures applicable to the employees of the organization. The Executive Director is responsible for enforcing the policies, regulations, and procedures in the manual and ensuring that employees have access to the most current information contained in the manual. The Executive

Committee will have the primary responsibility of reviewing and updating the manual annually with the approval of the Board of Governors.

2.3 SEANC CODE OF ETHICS

The State Employees Association of North Carolina (SEANC) is committed to maintaining the highest standards of ethics and integrity. This Code of Ethics outlines the fundamental principles and values that guide our organization, its members, and its stakeholders. Our commitment to these principles is integral to fulfilling our mission and promoting a culture of trust and accountability.

Our Code of Ethics is available on our website and is included at *Appendix A* of this manual. Changes or amendments shall be made by our Board of Governors. Any violations should be reported to SEANC's Ethics Officer.

3. MEMBERSHIP

3.1 MEMBERSHIP ELIGIBILITY

There are three categories of SEANC membership:

Active

- Current State employees (part-time or temp)
- Retired State employees
- Membership in or eligible for membership in the following systems: Teachers & State Employee Retirement System, Consolidated Judicial Retirement System, Legislative Retirement and NC Local Government Retirement System

Associate

- Employees of the State Employees Credit Union
- SEANC Staff
- Former scholarship winners
- Other individuals that do not qualify for active membership but are decendents of former active members of SEANC.

Affiliate

- Persons or organizations who support the purposes of SEANC and have been approved by the Board of Governors.

3.2 MEMBERSHIP DUES

There are three levels of membership dues. The following chart defines the membership dues for SEANC members:

Active, Associate, Individual Affiliate	**$168 per year** **$14 per month**
Retired	**$120 per year** **$10 per month**
Affiliate Organization	To be determined by the Board of Governors.

Membership dues may be paid through payroll deduction, ACH, credit card and through invoicing. If dues are paid through payroll deduction, the frequency of payments will be based on the member's payroll dates. Members making dues payments by another payment method may pay monthly, semiannually, or annually.

3.3 PRIVILEGES AND RESPONSIBILITIES OF MEMBERS

SEANC membership provides important privileges and rights. The chart below provides an overview of the privileges and rights of your membership:

Active	Associate	Affiliate
Right to vote	NO	NO
Make or second motions	NO	NO
Place names in nomination	NO	NO
Hold office	NO	NO
Serve on committees	NO	NO
Eligible to purchase insurance products	YES	NO
Eligible for purchasing programs	YES	YES
Eligible for scholarship awards	YES	YES

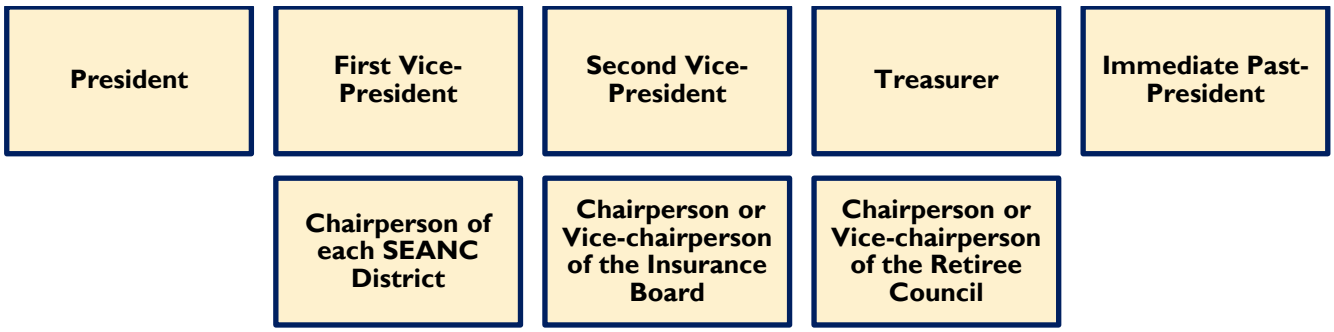
NOTE: If an active member is a State-elected official, legislator, appointed member of the Governor's Executive Cabinet and permanent full-time/permanent part-time SEANC employees are not eligible to exercise the rights shaded above.

4. GOVERNANCE

4.1 BOARD OF GOVERNORS

The Board of Governors (BOG), subject to the action of the annual convention and in compliance with the Bylaws, has general supervision and control over the affairs of SEANC. The composition is established by our Bylaws and is found below:

4.1.1 COMPOSITION:



4.1.2 OPERATING PROCEDURES

4.1.2.1 Meetings:

The BOG shall meet at least quarterly each fiscal year. At the first meeting after the annual convention, the BOG shall approve a schedule of meetings for the fiscal year. The meeting schedule shall be published on SEANC's website.

Additional meetings of the BOG can be scheduled if called by the President, Executive Committee, or any officer upon petition of 20% of the membership of the BOG.

BOG meetings will be held at the SEANC office located at 1621 Midtown Place, Raleigh, NC 27609. The BOG may hold meetings, including the annual convention, at other locations, at the request of the President or by a majority vote.

Only members of the BOG, SEANC Staff, and Statewide Committee Chairs will be allowed to distribute information at BOG meetings unless approved by the President or the designee of the President.

4.1.2.2 AUTHORITY:

The BOG, on the recommendation of the Executive Committee, shall employ an Executive Director to oversee the day-to-day operations of SEANC. The BOG has the authority to delegate responsibilities to the State Executive Committee.

Any action taken by the BOG which extends beyond the current fiscal year shall be affirmed by a resolution or by an amendment to the Bylaws by delegates at the next annual convention.

4.1.3 ROLES AND RESPONSIBILITIES:

The BOG has the following responsibilities:

- **Adopt rules governing the conduct of its business, consistent with the Bylaws.**
- **Interpret and implement the Bylaws.**
- **Ensure the directives of the annual convention are addressed and the specific objectives in the current Policy Platform are acted upon and forwarded to the proper state agency or authority.**
- **Negotiate with the Legislature in coordination with the State Executive Committee and the Executive Director to achieve SEANC objectives.**
- **Resolve any matter that may arise between conventions.**
- **Review the actions of the Executive Committee and all officers to ensure adherence to the Bylaws. The review process is defined in *Appendix K*.**
- **Approve the compensation received by the Executive Director and the secretary to the President of SEANC.**
- **Adopt and publish in the SEANC newsletter an annual line-item budget.**
- **Fix the compensation annually for expenses incurred by the BOG, State committees, or persons in the service of SEANC. Reimbursement will be subject to a process that is defined in the Financial Management Section of this manual.**
- **Approve stipend for the President.**

4.2 STATE EXECUTIVE COMMITTEE

4.2.1 COMPOSITION:

President	First Vice-President	Second Vice-President	Treasurer
Immediate Past-President	Regional Representatives	Chairperson or Vice-chairperson of the Insurance Board	Chairperson or Vice-chairperson of the Retiree Council

4.2.2 OPERATING PROCEDURES

4.2.2.1 Meetings:

The State Executive Committee will meet as the need occurs.

4.2.2.2 Authority:

The State Executive Committee shall supervise the work of the Executive Director.

4.2.3 ROLES AND RESPONSIBILITIES:

Develop an annual work plan and conduct written performance review of Executive Director, subject to advice and consent of BOG.	Recommend the salary amount of the Executive Director.	Review and update the "SEANC Personnel Manual" and "SEANC Operations Manual" at least annually, subject to advice and consent of the BOG.

4.3 OFFICERS

4.3.1 President:

The President shall serve as the elected Chief Officer of SEANC. In this role, the President shall protect the rights of the membership, uphold the Bylaws, and decisions made at the annual convention and meetings of the Board of Governors.

4.3.1.1 ROLES AND RESPONSIBILITIES:

Preside over and serve as chairperson of the meetings of the BOG and the State Executive Committee.	**Perform such duties as may be delegated by the annual convention or BOG.**	**Make presentations to appropriate officials and agencies about specific objectives set forth in the SEANC Policy Platform, in conjunction with the Executive Director.**	**Submit an annual report to the BOG no later than the BOG meeting prior to the next annual convention concerning the status of all objectives passed by the last annual convention.**	**Attend all Board meetings and activities, including special events, and BOG retreats.**
Work with the Executive Director to ensure all directives and resolutions of the annual convention and BOG are implemented.	**Call meetings of the State Executive Committee and special meetings of the BOG as needed.**	**Appoint all State committee chairpersons, with the exception of the Audit Committe, the Insurance Board and the Retiree Council.**	**Serve as an ex-officio member of all SEANC committees.**	**Appoint a committee to select a SEANC Member of the Year, Distinguished Service Award, Remembrance Award and other awards as may be deemed necessary.**
Appoint a secretary to the President that will serve at the pleasure of the President.	**Prepare the agenda for BOG and Executive Committee meetings.**	**Oversee the search for a new Executive Director when the need arises.**	**Sign all official documentation for the Association if required by the position.**	**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.**	**Confer with Legislators, the Governor and other official members of government to represent the interest of SEANC.**	**Create and appoint members to advisory and special committees to address specific issues and needs of SEANC.**

4.3.1.2 ELECTION AND TERM PROCEDURES:

The President shall be elected by members serving as delegates at the annual convention and shall serve for a term of two years.

4.3.1.3 Presidential Secretary

The President shall appoint a Secretary that will serve at the pleasure of the President and perform such duties as assigned.

Within 30 days after the President appoints the Presidential Secretary, the President shall assign duties to the Presidential Secretary. Those duties should be included in the minutes of the next BOG meeting. The Presidential Secretary shall be compensated in an amount approved by the BOG and serve a two-year term. A President shall only appoint an individual to serve as Presidential Secretary that is a current member that has complied with all membership obligations and is not subject to any form of sanction, suspension, or disciplinary censure. If the President has not assigned the following duties to the Presidential Secretary, the President is required to perform these duties:

4.3.1.3.1 Duties

Maintain and secure all BOG and State Executive Committee records, offiicial documents, and other correspondence. Ensure the authenticity of those documents.

Maintain a book of minutes of all BOG and State Executive Committee meetings.

Provide draft and approved State Executive Committee and BOG meeting minutes to the staff member designated by the Executive Director for distribution prior to the next State Executive Committee or BOG meeting. This should be done within 15 days following the meeting.

4.3.2 First Vice-President:

The First Vice-President shall protect the rights of the membership, uphold the provisions of the Bylaws, and maintain leadership continuity by performing the duties of the President in the President's absence.

4.3.2.1 ROLES AND RESPONSIBILITIES:

- **Attend all BOG and State Executive Committee meetings and activities, including special membership meetings, special events and BOG retreats.**
- **Perform such duties as may be assigned by the President, the annual convention and the BOG.**
- **Serve as an ex-officio member of the State standing committees.**
- **Be knowledgeable of the duties of operational workings of SEANC and the duties of the President.**
- **Be prepared to perform the duties of the President when called to do so.**
- **Serve as Chairperson for the Planning Committee.**
- **Act as a liaison between the President and any committee assigned by the President.**
- **Develop a positive working relationship with the President, the BOG, Executive Director and SEANC staff.**
- **Perform special assignments as directed by the President or BOG.**
- **Serve in the absence or incapacity of the President.**
- **Fill vacancy of President, if vacated.**
- **Be available to the membership.**
- **Work with the President and Executive Director to ensure all directives and resolutions of the annual convention and BOG are implemented.**
- **Represent SEANC to members, the public and other organizations in a positive manner.**
- **Confer with Legislators and others when directed by the President or BOG.**

4.3.2.2 ELECTION AND TERM PROCEDURES:

The First Vice-President shall be elected by members serving as delegates at the annual convention and shall serve for a term of two years.

4.3.3 Second Vice-President:

The Second Vice-President shall protect the rights of the membership, uphold the provisions of the Bylaws, and maintain leadership continuity by performing the duties of the First Vice-President in the First Vice- President's absence.

4.3.3.1 ROLES AND RESPONSIBILITIES:

- **Attend all BOG and State Executive Committee meetings and activities, including special membership meetings, special events and BOG retreats.**
- **Serve as an ex-officio member of the State standing committees.**
- **Perform such duties as may be assigned by the President, the annual convention and the BOG.**
- **Serve in the absence or incapacity of the First Vice-President and shall succeed to the office of the First Vice-President should that office become vacant.**
- **Be knowledgeable of the duties of operational workings of SEANC and the duties of the First Vice-President.**
- **Be prepared to perform the duties of the First Vice-President when called to do so.**
- **Serve as a member of the Planning Committee.**
- **Develop a positive working relationship with the President, the BOG, Executive Director and SEANC staff.**
- **Perform special assignments as directed by the President or BOG.**
- **Work with the Executive Director to ensure all directives and resolutions of the annual convention and BOG are implemented.**
- **Be available to the membership.**
- **Represent SEANC to members, the public and other organizations in a positive manner.**
- **Confer with Legislators and others when directed by the President or BOG.**

4.3.3.2 ELECTION AND TERM PROCEDURES:

The Second Vice-President shall be elected by members serving as delegates at the annual convention and shall serve for a term of two years.

4.3.4 Treasurer:

The Treasurer of SEANC shall be the chief liaison between the Chief Financial Officer of SEANC, the State Executive Committee, and the BOG on all fiscal matters for SEANC.

The Treasurer shall ensure the fiscal and operational integrity of SEANC.

4.3.4.1 ROLES AND RESPONSIBILITIES:

- **In concert with the President, Executive Director, SEANC CFO, and the Planning Committee, prepare an annual budget for the approval of the BOG by August 15.**
- **Approve all disbursements made by SEANC as provided in the Financial Management section of this manual.**
- **Ensure an unaudited financial statement is prepared monthly reflecting current month and fiscal year-to-date income, expenditures, and unexpended balances of all items of the budget.**
- **Ensure a financial statement is submitted to the BOG by the 15th of the following month for which the statement is prepared.**
- **Ensure the most current monthly financial statement shall be submitted to the annual convention.**
- **Submit an audited financial statement, performed by an independent CPA, of the previous fiscal year to the BOG.**
- **Ensure a balanced budget, that budget transfers are made as authorized by the State Executive Committee, and that a report of all budget transfers is provided at each BOG meeting.**
- **Responsible for the presentation of all financial reporting to the BOG.**
- **Ensure the financial policies defined in this manual are being carried out.**
- **Ensure the maintenance of all financial correspondence and records of SEANC.**
- **Garner a strong working relationship with the President, BOG, Executive Director, Chief Financial Officer, Internal Auditor and other SEANC staff.**
- **Provide the Chief Financial Officer any information received or obtained that relates to the financial status or wellbeing of SEANC.**
- **Ensure that the BOG and State Executive Committee have any information requested regarding the financial status of SEANC.**
- **Represent SEANC to members, the public and other organizations in a positive manner.**

4.3.4.2 ELECTION AND TERM PROCEDURES:

The Treasurer shall be elected by members serving as delegates at the annual convention and shall serve for a term of two years.

The SEANC Treasurer shall be bonded by a North Carolina licensed bonding company for the sum of at least $100.000.00.

4.3.5 Immediate Past-President:

The Immediate Past-President shall serve as an advisor to the President and State Executive Committee.

4.3.5.1 ROLES AND RESPONSIBILITIES:

Serves as an ex-officio member of State standing committees.

Correspond with the President and Executive Committee as they direct.

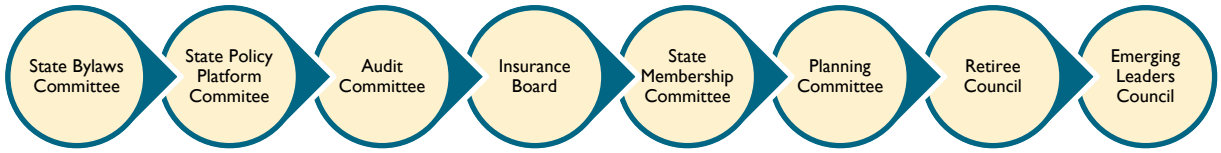
Represent SEANC to members, the public and other organizations in a positive manner.

4.4 COMMITTEES

4.4.1 Standing Committees:

State standing committees are those committees authorized to report directly to the annual convention and shall include the chairperson or alternates of each district's standing committees.

The Bylaws provide for the following standing committees:



4.4.1.1 State Bylaws Committee

State Bylaws Committee shall have the exclusive responsibility to receive and consider all proposals affecting any changes whatsoever in the Bylaws of SEANC.

For a proposed amendment to the Bylaws to be considered by the annual convention, it must be received by the State Bylaws Committee and contained in the State Bylaws Committee report to the annual convention. The State Bylaws Committee will only consider a proposed amendment to the Bylaws if the proposal has been approved by at least one SEANC district at their annual meeting. The administrative process to have a proposed amendment considered by the annual convention is provided below:

A proposed amendment to the Bylaws must be voted on and approved at a district annual meeting.

If a proposed amendment is approved at the district annual meeting, the district proposing the change should complete the SEANC Bylaws Amendment Form. This form is found in *Appendix J* of this manual.

The completed form should be forwarded to the SEANC office for delivery to the State Bylaws Committee no later than 10 working days following that district's annual meeting and must be received by the SEANC office no later than July 15th.

Prior to the State Bylaws Committee meeting, all proposed Bylaws amendments received to date shall be reviewed by the Bylaws Advisory Committee. That review process is detailed in the Bylaws Committee section. Once the Bylaws Advisory Committee completes its review, it will report its findings to the State Bylaws Committee.

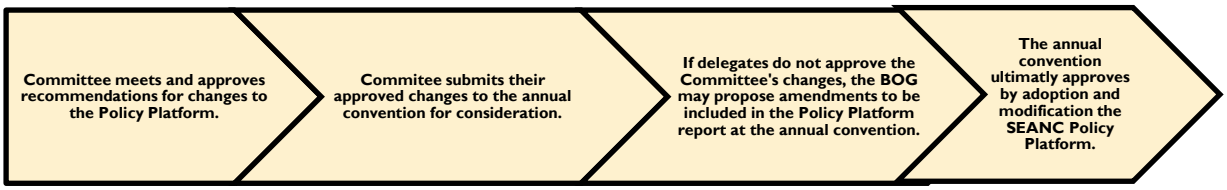
The State Bylaws Committee will consider the report of the Bylaws Advisory Committee and vote on a report that includes those proposed Bylaws they approve to go to the annual convention for consideration by the delegates.

Any amendment found unfavorable by the Bylaws Advisory or State Bylaws Committee shall have written notice of reason for the unfavorable finding returned to submitting district(s) within fifteen (15) working days of the said committee meetings.

The Chairperson of the State Bylaws Committee will ensure that the Bylaws are updated and uploaded to the SEANC website no later than October 1st.

4.4.1.2 State Policy Platform Committee

As provided by Section 2 Article IX of our Bylaws, the "State Policy Platform Committee shall be responsible for receiving, considering, or initiating changes in the Policy Platform and administrative programs of SEANC. The Committee shall submit recommended amendments to the Policy Platform and administrative programs of SEANC to the annual convention. In response to issues that arise between the State Policy Platform meeting and SEANC's annual convention, the SEANC Board of Governors may propose amendments for inclusion in the Policy Platform report at convention. SEANC Policy Platform objectives shall be determined by adoption and modification of the Policy Platform approved by the annual convention." The Bylaws have established the following process for making changes to the Policy Platform:



The Policy Platform consists of Foundation Statements, Framework Objectives and Capstone Objectives. These are used to address four fundamental categories that make up the Policy Platform. The Foundation Statements are as follows:

Compensation	Health Care	Job Security	Retirement

The current Policy Platform can be found on the SEANC website. The components of the Policy Platform have different durations as provided below:

Foundation Statements	• **No expiration. Reviewed by the Policy Platform Advisory Committee and any amendments must be approved by the annual convention.**
Framework Objectives	• **Expire after three years. A district or the Policy Platform Advisory Committee may recommend a one-time renewal for two additional years. Adoption of a renewal must be approved by the Policy Platfrom Advisory Committee and adopted at the annual convention.**
Capstone Objectives	• **Expire after 10 years. They may be amended by a district or the Policy Platform Advisory Committee. Amendments require the approval of the Policy Platform Advisory Committee, the State Policy Platform Committee and the annual convention.**

Districts should review the Policy Platform and recommend suggested changes or new objectives at their annual meeting. Changes and new objectives adopted at an annual meeting should be submitted to the Chairperson of the State Policy Platform Committee within five working days following that district's annual meeting.

The State Policy Platform Committee reviews recommendations submitted by the districts and uses these recommendations to prepare their report to submit to the annual convention.

4.4.1.3 Audit Committee

The Audit Committee may assist the President as requested and shall assist the Treasurer, Chief Financial Officer (CFO) and Internal Auditor in the oversight of all SEANC financial matters at both the State and district levels. There are twelve members that are elected at the annual convention for three-year terms. Members of the Audit Committee must have financial-related experience.

Duties

- **Meet not less than six times per year with the Treasurer to review disbursements including credit card charges and wire transfers.**
- **Report quarterly to the State Executive Committee.**
- **Review Financial statements given to the BOG.**
- **Assist the CFO with the selection of an independent NC licensed, CPA experienced in servicing non-profit employee associations to prepare the annual audit and financial reports included therein, and acts as liasion with the 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 based on the independent audit to the State Executive Committee, BOG, the Planning Committee and the annual convention.**
- **Receive and investigate allegations or concerns involving financial operations, fraud or financial management at the state or district level and report findings to the State Executive Committee and the BOG.**
- **Review and recommend changes to the Financial Management section of this manual.**
- **Review and audit district financial reports and operations to ensure compliance with SEANC Bylaws, this manual, IRS regulations and other applicable State and federal laws and regulations.**
- **Make audit recommendations on districts who have been fined by the SEANC offce in compliance with this manual.**
- **Complete other financial related duties authorized by the State Executive Committee and BOG.**

The Audit Committee shall establish standard procedures for conducting district and SEANC audits. These procedures shall be documented in the Audit

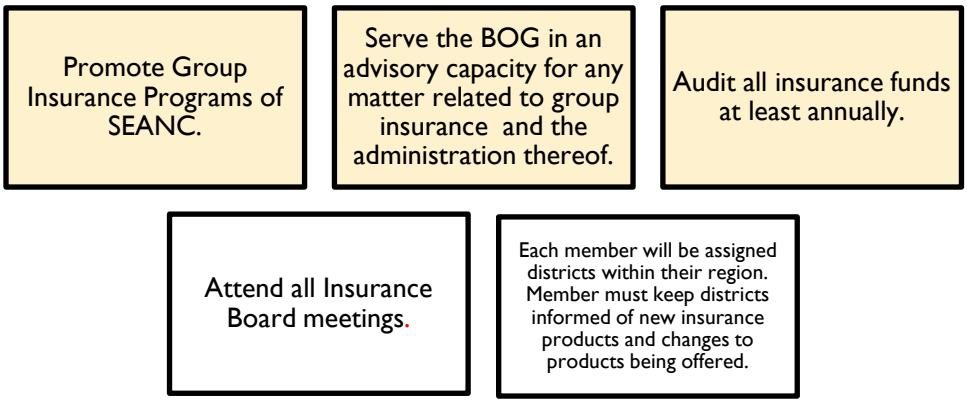
Committee Desktop Guide. This Guide can be found as *Appendix K* of this Operations Manual and will adhere to the same version control standards as is required for this Operations Manual. This Guide will be maintained and updated by the Audit Committee.

The Audit Committee shall discuss their findings and recommendations for corrective action of any audit or review with the Auditee and require the Auditee to provide a written response. The Audit Committee will prepare a Draft Report with recommendations and a corrective action plan. The Draft Report will be reviewed by the full Audit Committee and if approved will be provided to the following:

1) SEANC President
2) Executive Director
3) SEANC Treasurer
4) SEANC CFO
5) Auditee

4.4.1.4 Insurance Board

Duties



The Insurance Board maintains an Operational Policy/Procedures Manual. This manual will be updated by the Insurance Board and the most current version will be contained in this Manual as *Appendix L*. The BOG must approve the contents of the manual before it can be enacted or become *Appendix L* of this manual.

4.4.1.5 State Membership Committee

The Membership Committee shall report to the President and the Board of Governors.

Duties

- Plan and pursue a vigorous program to recruit and retain membership in SEANC.
- The Chair shall schedule and conduct quarterly State Membership meetings.
- The Chair shall report any progress or action taken by the Committee at each BOG meeting.
- The Chair shall encourage and facilitate open communication and discussion between committee members, District Membership Chairs, SEANC officers, SEANC staff and consider any infput from the SEANC membership at large.
- The Committee shall determine all State membership recruitment/retention incentives for the SEANC fiscal year on a quarterly and yearly basis. Other incentives/drawings may be considered and approved at the committee's discretion.
- If a District does not have a membership chair, the Chair of the District shall assume the member responsibilies of the committee.

The State Membership Committee maintains an Operational Policy/Procedures Manual. This manual will be updated by the State Membership Committee and the most current version will be contained in this Manual as *Appendix M*. The BOG must approve the contents of the manual before it can be enacted or become *Appendix M* of this manual.

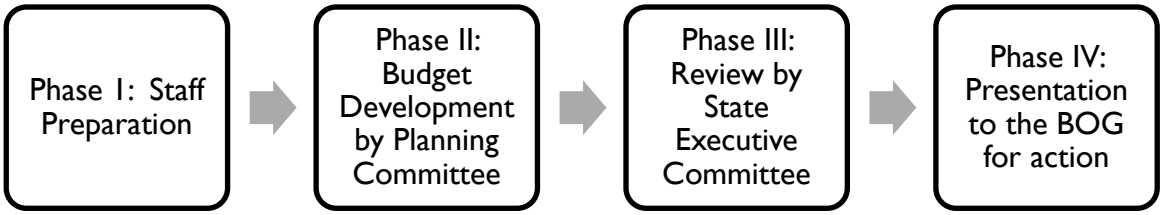
4.4.1.6 Planning Committee

Duties

- Facilitate the process of long-range planning through the development of a five-year plan relative to SEANC operations.
- Prepare a balanced budget
- Carry out any directives by the State Executive Committee, BOG or annual convention.

4.4.1.6.1 The Budget Process…

The budget process shall include four phases:



Each of the four phases is defined below:

Phase I: Staff Preparation

The purpose of the first phase of the budget process is to ensure that the Planning Committee will receive complete, accurate and timely information to develop a balanced budget. Staff preparation will include obtaining the budget needs of the Board of Governors, the Executive Committee, standing, advisory and subsidiary committees in addition to the budgetary needs of SEANC staff and departments in carrying out their missions.

Budget requests must be received by SEANC staff no later than April 15th of each year and provided to the Chief Financial Officer. The Chief Financial Officer will prepare the documentation for the Planning Committee that will include appropriate budget requests, including supporting documentation, current and projected revenue through the end of the fiscal year and any other information the Planning Committee should consider when developing a balanced budget.

Phase II: Budget Development

Initial development of the annual general fund budget is assigned to the President, Executive Director, Chief Financial Officer, Treasurer, and Planning Committee and must be completed by June 15th for review by the Executive Committee and presentation to the Board of Governors for approval.

The Planning Committee shall have the vested authority to recommend expense cutbacks or revenue increases to ensure that SEANC operates within a balanced budget.

Consideration should be given to the following in development of the annual budget:

1. Review of current and past records of SEANC budgets.
2. Review line-by-line receipts of General Fund income.
3. Review line-by-line disbursements of General Fund expenses.
4. Consideration of staff preparation report which includes budget requests from all components of SEANC.
5. In preparation of the budget, narrative explanations should be prepared for

all line items.

Phase III: 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.

Phase IV: The Board of Governors

1. The SEANC General Treasurer and the Planning Committee Chair shall make the presentation of the proposed budget to the Board of Governors. To facilitate the presentation process, the Executive Director, Management Team and the Chief Financial Officer shall be prepared to answer questions from the Board of Governors and offer any additional rationale for budgeted line items.

2. The Board of Governors shall have the vested authority to amend the proposed budget or give final approval to the proposed budget. The BOG can also reject a proposed budget and direct the Planning Committee to prepare a new budget.

3. The budget approved by the Board of Governors will become effective on

the first day of the next fiscal year for SEANC.

4.4.1.7 Retiree Council

Pursuant to the Bylaws, the Retiree Council shall report to the President and the BOG.

Duties

- **Recommend to the President and BOG a course of action on retiree issues.**
- **Identify policy platform issues regarding retirees.**
- **Assist in the dissemination of information to retirees.**
- The Chair shall schedule and conduct quarterly Retiree Council meetings.
- The Chair shall report all progress and actions of the committee at each BOG meeting.
- The Chair shall encourage and facilitate open communication and discussion between committee members, District Retiree Chairs, SEANC officers, SEANC staff and consider any input from the SEANC membership at large.
- The Chair shall ensure that the Retiree Council has a representative at all State Retirement System Board meetings and forums as required by the Retiree Council Policy and Procedures Manual found at Exhibit N of this Manual.

The Retiree Council maintains an Operational Policy/Procedures Manual. This manual will be updated by the Retiree Council and the most current version will be contained in this Manual as *Exhibit N*. The BOG must approve the contents of the manual before it can be enacted or become *Exhibit N* of this manual.

4.4.1.8 Emerging Leaders Council

The Emerging Leaders Council will meet subject to the call of the Committee Chair. The meeting process and agenda will be prescribed by the Committee Chair. Members of the Council should be willing to serve in community or State leadership programs such as Leadership NC.

Duties

Recommend to the President and BOG a course of action on policy platform issues and other issues relevant to active State employees.	**Assist in increasing participation of and disseminating information to State employees.**	**Faciliate and carry out community service projects across the State.**

4.4.2 Advisory Committees:

The Bylaws include the following advisory committees:

4.4.2.1 Policy Platform Advisory Committee (PPAC)

PPAC serves as a subcommittee of the State Policy Platform Committee and is chaired by the State Policy Platform Chairperson.

Duties

- **Review all proposed objectives submitted by constituent bodies or members of SEANC.**
- **Serve as a referral body for all Policy Platform objectives.**
- **Review the Policy Platform documents and recommend changes and issues for further study.**
- **Review all objectives on a regular basis.**
- **Publicize objectives.**
- **Conduct research and develop background papers.**
- **Combine duplicate issues and recommend issues to the State Policy Platform Committee which if approved will be submitted to the Executive Committee.**

4.4.2.2 Bylaws Advisory Committee

The Bylaws Advisory Committee is not defined in the Bylaws but is a functioning advisory committee. The Committee is chaired by the State Bylaws Committee chairperson. The Committee is comprised of a Vice-Chair and one District Bylaws Chairperson from each of the five SEANC regions. Each Regional Representative may recommend to the President members from his or her region to serve on the Committee. The Bylaws Chairperson may ask any past Bylaws Chairperson to help with the Committee duties.

Duties

- **Meet prior to the State Bylaws Committee meeting at the discretion of the State Bylaws Chairperson to review proposed bylaws amendments submitted by SEANC districts.**
- **Confirm all proposed bylaws amendments have been received timely, on the correct form and are complete.**
- **Review the proposed bylaws amendments to see if it negatively affects SEANC processes.**
- **Make technical changes to proposed amendments and submit to the State Bylaws Committee for review along with the original version. This can include combining similar bylaws into one.**
- **Organize the proposed bylaws amendments packet for the State Bylaws Committee.**
- **Review the SEANC Bylaws and recommend changes for further study.**
- **Assist with the election process prior to and during the annual convention.**

4.4.3 Special Committees:

The President may appoint special committees as needed or as directed by the Board of Governors.

It is best practice to include any special committee, along with its duties, in this manual.

The current Special Committees include:

Name of Committee
Awards
Benevolence
Connections
DHHS Study Committee
Growth & Expansion
Investment Advisory
Prison Reform
Public Education Committee

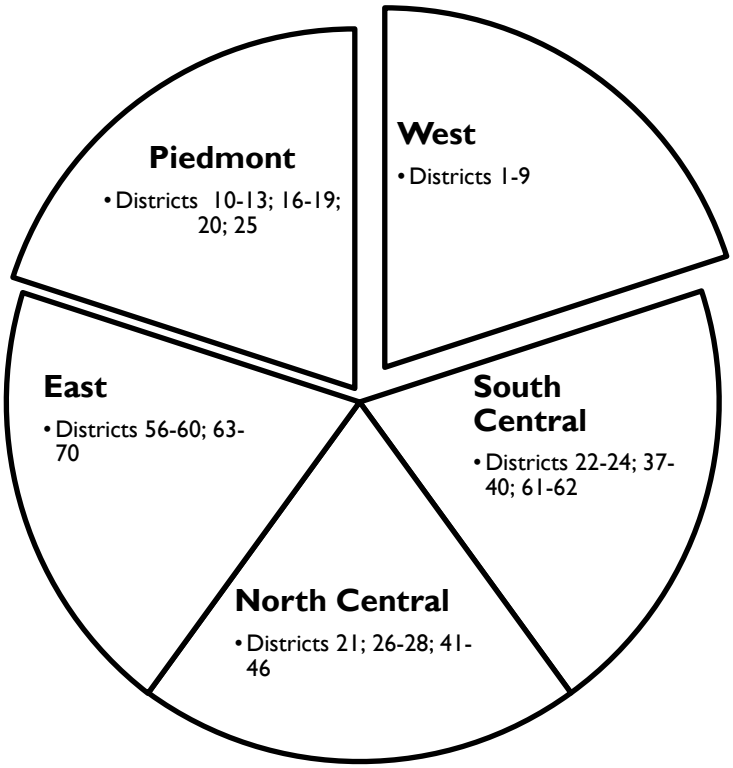
Statewide committees, with the exception of Public Education and Connections, are prohibited from directing soliciting funds from district or from corporate donors. (5/24)

4.5 REGIONS

4.5.1 Geography Definitions:

The structure of SEANC shall include the grouping of districts into regions. The Board of Governors shall determine these regions based on reasonably equal divisions of districts according to district membership.

There are currently five SEANC Regions as shown below:



4.5.2 Regional Representative Roles and Responsibilities:

Regional representatives shall be elected by their respective district chairpersons at the incoming Board of Governors meeting during the annual convention. These regional representatives shall represent their regions as members of the State Executive Committee.

To ensure all districts are fully informed and adequately represented at State Executive Committee meetings, each Regional Representative shall comply with the following:

Communicate with district chairpersons to keep them informed of SEANC issues that may arise between BOG meetings.

Attend district meetings to disseminate required information to and from SEANC headquarters.

Chair the respective regional breakout sessions, at the BOG meetings and present the results of those meetings to the BOG.

Convene meetings of the district chairpersons.

Contact each district chairperson monthly and before a State Executive Committee meeting to obtain any input or concern.

Attend at least two different district meetings each quarter.

Provide each district chairperson in your region a report of every State Executive Committee meeting on a monthly basis.

Convene a meeting of all district chairpersons in your region at the request of two district chairpersons. You may convene a meeting with fewer than two requests.

4.6 DISTRICTS

4.6.1 Structure and Responsibilities:

Each district shall have no fewer than 350 members and shall meet annually no later than July 15th. The date of the annual district meeting shall be scheduled by the district following consultation with the State Executive Committee of SEANC no later than April 1st of each year.

Districts and chapters shall not own real property or vehicles, but may own computers, office equipment, checking and savings accounts, to include Certificate of Deposit and money market accounts consistent with NC banking regulations.

District officers shall include a chairperson and treasurer at a minimum. Other officers can be elected if the district deems the positions necessary and they are defined in the district bylaws.

4.6.2 District Bylaw Process:

In accordance with SEANC's obligation and mandate to comply with State and federal laws, all district bylaws shall be uniform and consistent with the Bylaws of SEANC. Districts must comply with the format specified in this manual.

Each district must update their bylaws to comply with the uniform structure provided in this manual. The *Uniform District Bylaws* template is found in *Appendix B* in this manual. Any district that proposes to adopt bylaws outside the uniform structure must complete the *Uniform District Bylaws Exception* form found in *Appendix C* in this manual.

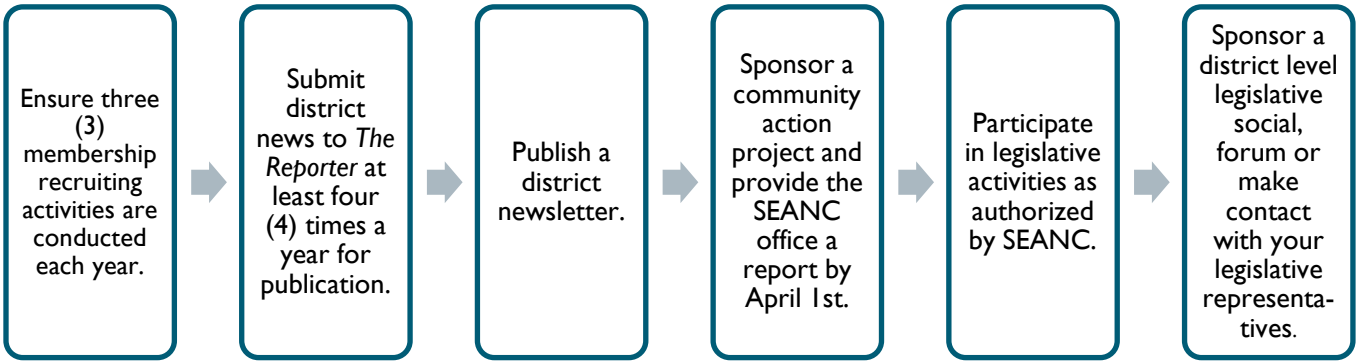
4.6.3 District Officers:

District officers shall include a chairperson and treasurer at a minimum. These officers, at a minimum, must be bonded in accordance with the Operations Manual. Other officers can be elected if the district deems the positions necessary and they are defined in the district bylaws. The duties of district treasurers shall be defined in the Operations Manual and shall be uniform and required for all districts. The nomination and election procedures for each district shall be delineated in the bylaws of the district.

4.6.3.1 District Chair: Duties and Responsibilities

Attend BOG meetings.	Conduct a district meeting after every BOG meeting.	Elect or appoint district committee chairs that will serve on State Committees.
Ensure accuracy and timeliness of monthly required reporting.	Schedule by April 1st and conduct district annual meeting	Lead your district deligation to the annual convention and appoint delegates if elected delegates are unable to attend.
Attend scheduled district chairperson training and/or orientation workshops.	Designate and approve individuals to attend scheduled training and orientation workshops and other meetings.	Distribute district bylaws, State Bylaws and the Code of Ethics Policy at first meeting following convention.
Contact delinquent members to encourage their continued membership and participation.	Assist Member Relations Representative in recruitment and retention activities.	Organize a Communications Committee to ensure the district is communicating the SEANC mission and goals.
Review the Policy Platform and recommend proposed changes through the policy platform process.	Review the SEANC Bylaws and submit approved changes to the SEANC office by the deadlines established.	If bonding is not paid by SEANC, annually, by July 1st, submit proof of bonding coverage for District Chair and Treasurer. Documentation must include the name of the bonding company, coverage period, positions covered, and level of coverage for each position.

District chairpersons should ensure the following tasks are accomplished by end of each fiscal year:



District newsletters should follow a standardized format as provided by the Board of Governors.

In addition to the district chairperson, every district shall have a treasurer that will be responsible for ensuring district financial compliance. Both the district chairperson and the district treasurer shall be bonded. Instructions will be provided by the SEANC Finance office. Every district treasurer will have at least the following duties and responsibilities:

4.6.3.2 District Treasurer: Duties and Responsibilities

- Provide financial oversight of the district finances.
- Work with the chairperson and the district executive committee to develop a budget for the district.
- Provide required monthly financial reports to the SEANC Finance office timely.
- Prepare and provide the district executive committee financial status reports at every meeting.
- Ensure timely deposit of district funds into authorized financial institutions.
- Maintain proper segregation of duties when handling funds.
- Maintain organized and secure financial records, including receipts, invoices, and bank statements.
- Keep detailed records of all financial transactions, including donations and expenses.
- Ensure that authorized signatories for district accounts are up to date and aligned with district bylaws.
- Coordinate and manage fundraising activties within the district.
- Process expense reimbursements for district members and officers only with proper documentation to support the reimbursement.
- Ensure compliance with all federal, State, and local financial regulations and reporting requirements.
- Facilitate audits and financial reviews that may be required by the SEANC Finance office and/or the State Audit Committee.
- Communicate financial matters and updates to district members in a clear and transparent manner.
- Address financial inquiries from district members.
- Stay informed about SEANC's financial policies and procedures.
- Seek guidance from SEANC's Finance office or leadership when necessary.
- Identify opportunities to improve financial processes and internal controls within the district.
- Assist in the transition of financial responsibilities to an incoming district treasurer when a change comes.

4.6.4 Required Reports from the District:

	Reports
1.	Submit list of district officers, delegates and committee chairs (elected) to the SEANC office no later than 10 working days after the district annual meeting.
2.	Submit the district monthly financial statement to the SEANC Finance Department 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 reports are received.
3.	Submit the annual financial report to the SEANC Finance Department by November 15th, along with any bank statements that have not been previously provided.
4.	Submit the Final District Audit Report for the previous fiscal year to the SEANC Finance Department by November 15th. Failure to provide the Final District Audit Report in a timely manner can result in District accounts being frozen and rebates being held in escrow until the Report is received.
5.	Review district bylaws for conformity with any changes adopted by the annual convention and/or changes adopted at the district annual meeting. Submit revised district bylaws to the SEANC office by December 1st.
6.	Notify the SEANC office and the district's Regional Representative of the district meeting dates no later than October 31st.
7.	Notify the SEANC office of changes in district officers and delegates, including contact information, within 10 working days of the change.
8.	Select district candidates for SEANC scholarships and submit to the SEANC office (Attention: Scholarships) by May 1st of each year.
9.	Annual Meeting: Submit time, date and location of the district annual meeting to the SEANC office by April 1st. Notify all district members of the time, date and place of the district annual meeting no later than 15 working dates prior to the meeting date.
10.	State level awards: By the date established, submit district nominees to the State Awards Chair for Member of the Year, Distinguished Service, Chair of the Year and District of the Year.
11.	Submit district meeting minutes to the SEANC Finance Department within three weeks following approval by the district.
12.	Submit proof of bonding if not bonded by SEANC. The appropriate bonding coverage should cover all financial assets of the District. If the appropriate bonding coverage proof is not provided to the SEANC financial staff by August 30th, SEANC will purchase appropriate bonding for the District and charge the District for the coverage amount. (2/25)

4.6.5 District Formation/Reorganization:

In order to form or reorganize a new district, no affected district will have fewer than 350 members and there is no evidence that would support the probability that remaining membership will decline to less than 350 members.

Assuming the proposed new or reorganized district complies with the Bylaws requirement above, the following process must be followed:

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

2. Upon receipt of the letter, the President will notify any districts that 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 Member Relations Director, Regional Representative Member of the Executive Committee, the Regional Membership Chair and Member Relations Representative for that region.

3. 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.
4. 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 Director of Member Relations for certification. The certification process must be completed within thirty-one (31) days of the date submitted to the Director of Member Relations. The completed certification will then be submitted to the Board of Governors for their approval.

5. 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's expense but will have no vote.

6. 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 Relations 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.

7. 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.

8. District Executive Committees must establish a checking account (at a minimum) at the State Employees Credit Union to allow the deposit of District rebates and to facilitate disbursement of funds. Signatories on the account shall include, at a minimum, the District Chair and Treasurer.

Note: Each district created shall not be entitled to any assets from the parent district or districts. Any exception must be approved by the BOG.

4.6.6 District Dissolution:

> 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 BOG during which time the district may attempt to bring its membership up to the required 350-member level. Any exception must be approved by the BOG.

The BOG shall dissolve any district that does not regain the 350-member level by the end of the probation period unless an exception is approved by the BOG.

Any bank accounts owned by the district shall be closed within 30 days of dissolution, provided that all outstanding checks and other obligations have been satisfied. Any remaining funds shall be remitted to SEANC to be placed in reserves.

4.7 STAFF

4.7.1 Executive Director:

The Executive Director is a full-time employee of SEANC and serves at the pleasure of the Board of Governors. All day-to-day operations of SEANC shall be directed by the Executive Director under the supervision of the State Executive Committee.

ROLES AND RESPONSIBILITIES:

Serves as the administrator of SEANC.	**Hire, organize and manage staff, subject to the approval of the State Executive Committee.**	**Ensure annual written evaluation of all SEANC staff and provide the State Executive Committee a report of such evaluations.**
Ensure representation at meetings, conferences and hearings on legislative, retirement, personnel and other special programs as deemed necessary in the interest of the members of SEANC.	**Act, as the occasion may require, as spokesperson for SEANC.**	**Prepare and submit, upon request, reports of SEANC activities to the President and BOG.**
Assist district executive committees in the promotion of membership and other district activities.	**Provide assistance in the resolution of complaints and grievances from state employees.**	**Perform duties as directed by the annual convention, President, State Executive Committee or BOG.**

4.7.2 Chief Financial Officer:

The Chief Financial Officer is a full-time employee of SEANC that reports directly to the Executive Director and the Board of Governors with daily oversight by the SEANC Executive Director.

ROLES AND RESPONSIBILITIES:

- **Supervise accounting office staff responsible for the fiscal operations and activities of SEANC.**
- **Manage the daily financial operations of SEANC to ensure accurate accounting records and transactions are recorded and maintained in general ledger records.**
- **Prepare an annual budget document and monthly financial statements.**
- **Coordinate the annual audit with an independent CPA firm and assist in the preparation of all federal and state tax returns.**
- **Assist SEANC Treasurer and Audit Committee.**
- **Serve as the financial consultant to all SEANC districts involving financial requirements.**
- **Attend meetings of the SEANC Executive Committee, BOG, Audit Committee, Planning Committee and other committees requiring information concerning fiscal operations.**

4.7.3 Internal Auditor:

The Internal Auditor is a full-time employee of SEANC and reports directly to the Executive Director and the State Executive Committee, with daily oversight by the Executive Director.

ROLES AND RESPONSIBILITES:

Implement an Audit Program for all components of SEANC.

SEANC Internal Audit Program

Objective: The objective of SEANC's Internal Audit Program is to assess the effectiveness of SEANC's internal controls, risk management, and governance processes to ensure compliance, operational efficiency, and the protection of our organization's assets.

The comprehensive Internal Audit Program is found in *Appendix D* of this manual.

4.7.4 Other Staff

The SEANC staff works to provide support to the membership and leadership in the achievement of SEANC's mission and goals. The SEANC Management Team is led by the Executive Director and includes the director of each of the divisions in the diagram below.

5. SUBSIDIARY BODIES

Subsidiary bodies shall be semiautonomous groups whose functions are an ongoing part of the program of SEANC. Each shall have a governing body and bylaws. A subsidiary body shall be subject to internal review at any time by the SEANC Executive Director, Executive Committee and Board of Governors.

5.1 SEANC Scholarship Grant Foundation

The purpose of the SEANC Scholarship Foundation shall be to administer funds and assets which accrue to the Foundation for the purpose of granting scholarships to active members of SEANC and the spouses and dependent children of said members for study at recognized and accredited schools, colleges, universities, trade schools and other institutions of learning.

An audit of Scholarship funds shall be made at least annually, the cost of this audit to be paid from Scholarship funds. The audit shall be made by an independent, NC licensed, CPA selected by the State Executive Committee.

For information purposes, the SEANC Scholarship Foundation, Inc. Bylaws and Policies and Procedures Manual are found at *Appendix E* of this manual.

5.2 Employees Political Action Committee (EMPAC)

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.

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. These Bylaws may be amended at the SEANC annual convention by a majority vote of the delegates present.

For information purposes, the EMPAC Bylaws are found in *Appendix F* of this manual.

6. ANNUAL CONVENTION

SEANC will hold an annual convention which shall meet at a time and place approved by the BOG.

6.1 Purpose

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 time and location.

6.2 Organization and Management

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

The Meeting and Convention Planner is a full-time employee of SEANC responsible for the overall organization of the convention under the direction of the President.

The Meeting and 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.

The President sets the agenda for each annual convention. Traditionally, the annual convention is held in September beginning on the Thursday following Labor Day.

Activities of the convention include:

- General meetings
- Banquets, social hours, dances
- Special events
- EMPAC fundraisers
- State Committee meetings

Pre-convention activities may include the Executive Committee meeting, Insurance Board meeting, EMPAC meeting, President's reception, and Board of Governors meeting.

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 and only if approved by the SEANC President.

The Bylaws Advisory Committee certifies the number of eligible delegates.

6.3 Convention Registration

A District's registration and rooming lists must be in the SEANC office by a date specified by the Meeting and Convention Planner, or a $250.00 penalty may be imposed upon the district.

District Chairs or their designees, shall (1) complete any convention forms pertaining to hospitality rooms, raffles, table reservations, and registration and rooming lists for all delegates; (2) keep Meeting ~~&~~ and 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 may be deducted from the District's membership dues rebate.

6.4 Exhibits

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.

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.

6.5 Election Procedures

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

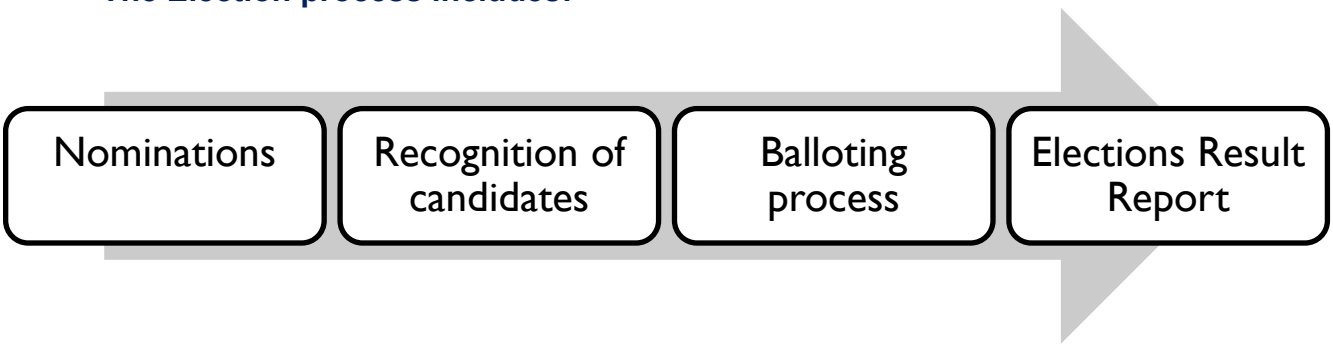
The officers to be elected include President, First Vice-President, Second Vice President and Treasurer. These officers shall be elected from nominees submitted by the Board of Governors to the annual convention or from nominations from the floor at the annual convention. The names of all candidates 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. 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.

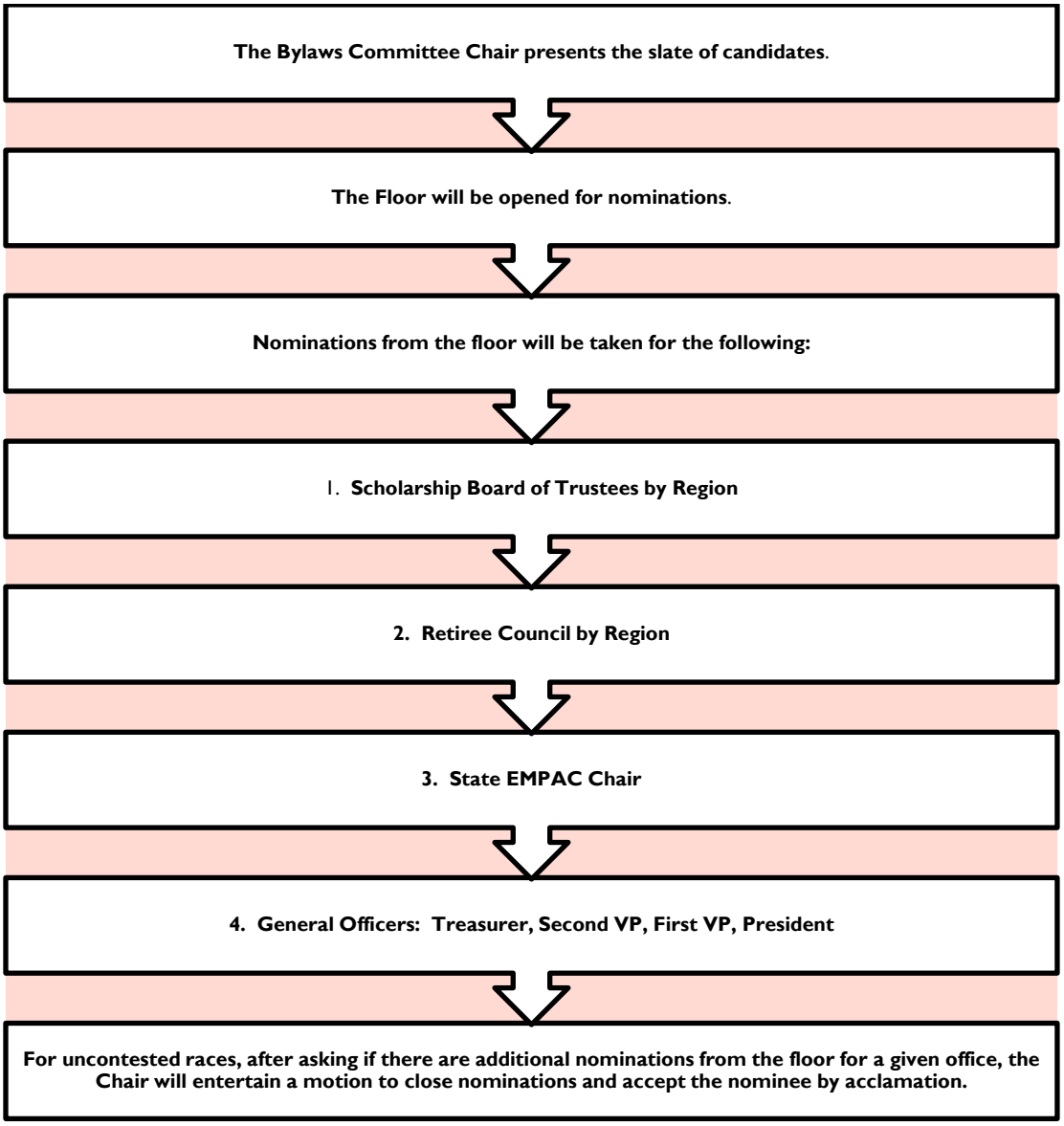
A simple majority of the total votes cast shall be required for the election of each officer.

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 run-off election will be held prior to the adjournment of the annual convention.

The Election process includes:



6.5.1.1 Nominating Process



6.5.1.2 Recognition of Candidates

The following candidates will be recognized in the order below to speak from the main platform for a maximum of four minutes:

- State EMPAC Chair
- Treasurer
- Second Vice-President
- First Vice-President
- President

6.5.1.4 Balloting Process

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

6.5.1.5 Election Results Report

The Bylaws Chair officially certifies the election results and reports the election results to the President and convention. 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.

6.6 Convention Expense Management

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, Treasurer and Executive Director.

Refer to Expense Reporting and Reimbursements (Financial Management Section) for details. Districts are responsible for their delegates' expenses.

6.7 Convention Facilities

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

The Annual Convention may be held at any location selected 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 may be used for various official functions throughout the convention, at the approval of the current SEANC President.

The SEANC President can appoint a security detail to provide additional safety during the Convention.

6.8 Guests

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.

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.

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

Politicians in attendance will be acknowledged.

Legislative candidates who have been endorsed by EMPAC may be given no more than two 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.

6.9 Impermissible Activities

Impermissible activities are prohibited at any official SEANC function. Smoking and cooking are prohibited anywhere inside of the convention hotel.

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. Impermissible activities include, but are not limited to, gambling and underage drinking.

7. DISCIPLINARY AND REMOVAL PROCESSES

The Board of Governors shall have the authority to remove from office, for just cause, any member of the Board of Governors, the State Executive Committee and any State standing committee member.

7.1 State Officials

To remove a member of the Board of Governors, the State Executive Committee or any State standing committee member at least one of the following charges must be alleged:

- Violation of oath of office
- Conduct unbecoming a member
- Unethical Practices
- Financial Misconduct

Once a written charge has been submitted to SEANC, it will be imperative that the following procedures are followed.

7.1.1 Disciplinary Trial Process:

7.1.1.1 Charges

A written charge shall be sent to the Executive Committee. The SEANC President will appoint an investigative committee within 14 days of receipt of the written charge. 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 investigative 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 investigation should be completed within 60 days. The Committee will have the authority to resolve the matter if possible. The Committee does not 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 First Vice-President will assume his or her duties.

7.1.1.2 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 the place, time, and date of the trial. The notification shall outline the members' rights.

7.1.1.3 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 the time, place and date.

7.1.1.4 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.

7.1.1.5 Board of Governors Review of Trial proceedings

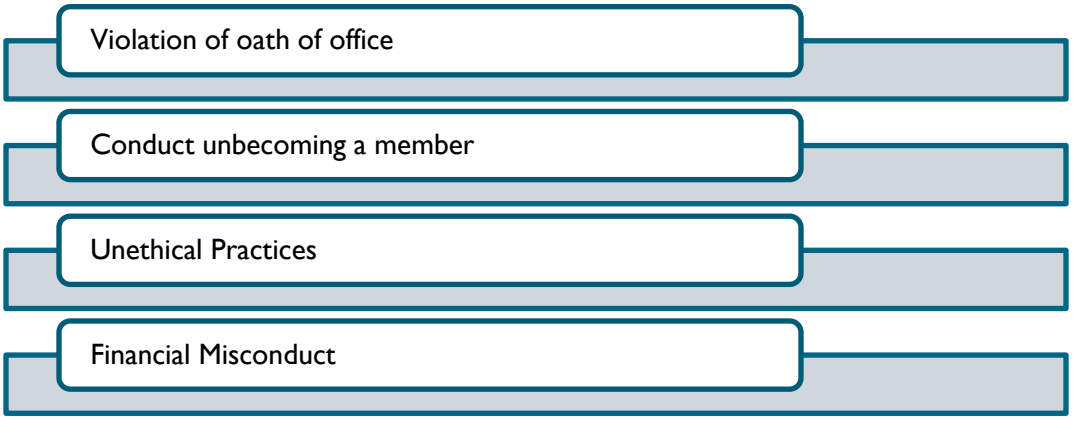
A Board of Governors subcommittee, appointed by the SEANC President, will review all hearings to make sure the rulings are consistent. The review will also include an assessment of the disciplinary trial process.

7.2 Members of District Executive Committees

The following process must be followed to remove a member of a district executive committee:

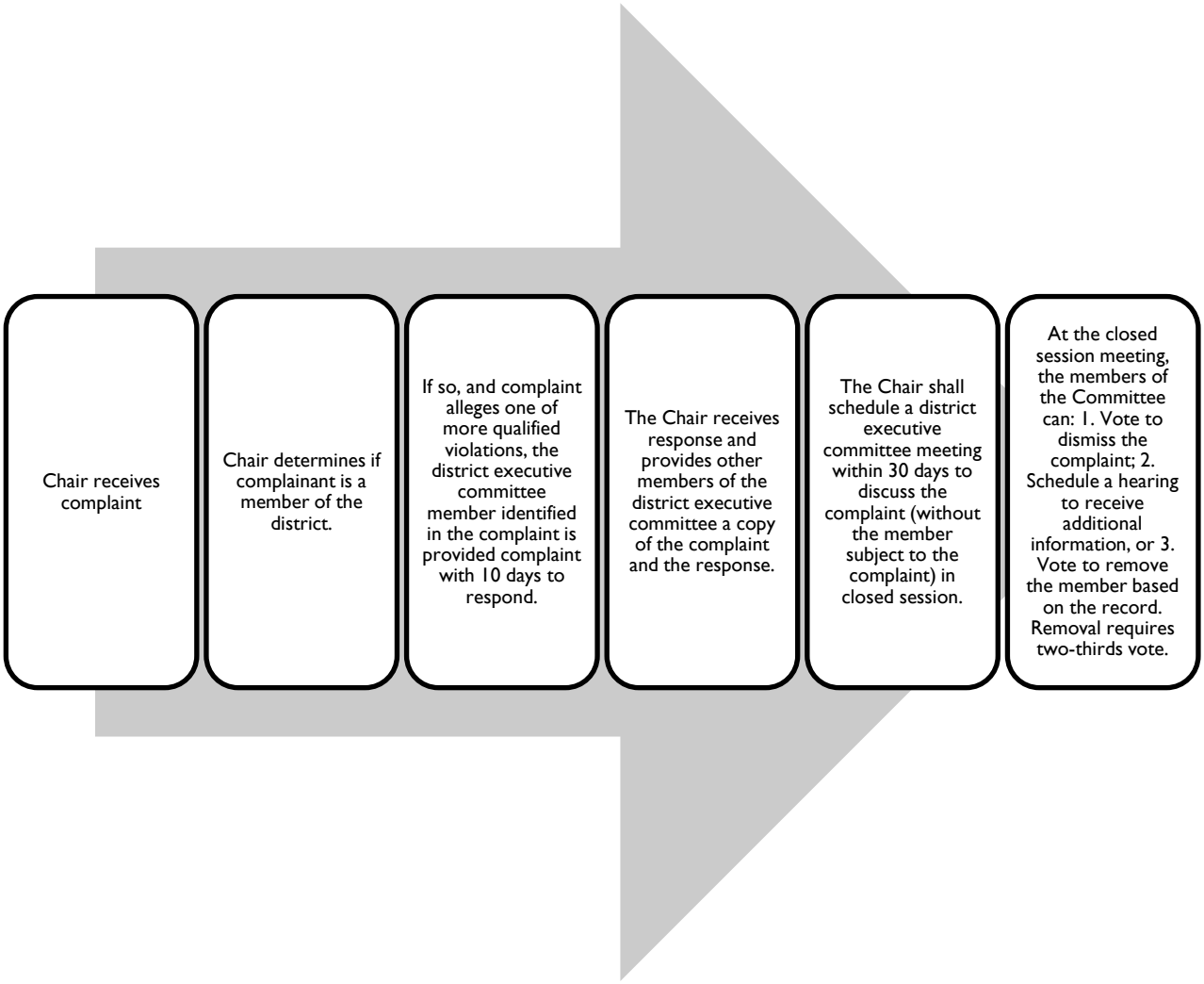
7.2.1 Process:

1. Any member of the district may file a complaint with their district executive committee to remove a member of their district executive committee. The complaint should be in writing and allege one or more of the following charges:



2. Upon receipt of the filed complaint, the Chairperson of the district executive committee should notify the President of SEANC. If the complaint alleges wrongdoing by the district chairperson, the President shall notify the Executive Committee to appoint a committee to hear the complaint. If the complaint does not allege wrongdoing by the chairperson, the President shall advise the district chair to initiate the *District Complaint Process*. The President will report the complaint to the Executive Committee at its next meeting.

3. The *District Complaint Process*:



The complainant should be notified in writing of any action taken by the district executive committee. If the district executive committee votes to conduct a hearing, the complainant should be notified and given an opportunity to present evidence.

Any district executive committee member that is removed may appeal the decision to the State Executive Committee. Any hearings conducted by the district executive committee should be recorded in the event of an appeal. If a

decision to remove is made without a hearing, the district executive committee must provide a written decision to the accused district executive committee member. This written decision will be forwarded to the State Executive Committee in the event of an appeal.

7.3 Termination of Membership

Membership in SEANC may be terminated for just cause by the Board of Governors in accordance with SEANC policies and procedures.

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 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 should require extreme misconduct such as conviction of a felony or serious misdemeanor, or any serious violation of the SEANC Code of Ethics.

When a member becomes aware of an issue that could result in removal from membership, the following steps should be taken:

1. **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 at any time during the process

but are encouraged to utilize the following steps.

2. **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 the 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.

3. **Regional Representative:** The 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.

4. **Executive Committee:** The Executive Committee shall review the issue and respond to the member in writing within fifteen (15) days of receipt. If unable to resolve it at this level, the issue will be forwarded to the SEANC Ethics Officer.

5. **SEANC Ethics Officer:** The 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 Code of Ethics, the SEANC Ethics officer will refer the complaint to the SEANC Board of Governors for any and all action within their discretion.

6. **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.

8. FINANCIAL MANAGEMENT

There are many components to SEANC's financial structure that require management and oversight: General fund accounts that support the overall missions and goals of SEANC and the separate bank accounts in each of the SEANC districts that support membership recruitment and retention. To manage and oversee the compliance and efficiency of these funds, SEANC has a financial team that consists of the elected Treasurer, Chief Financial Officer, and State Audit Committee. The duties of each of these team members is defined in their section in this manual.

8.1 Budgeting:

In cooperation with the President, Executive Director, Treasurer, and Chief Financial Officer, the Planning Committee shall prepare a balanced budget for presentation to the BOG and shall have the authority vested within to recommend revenue or expenditure increases and/or reductions to ensure that SEANC operates within a balanced budget.

The Budget Process is defined in the Planning Committee section of this manual.

8.2 Expense Management:

8.2.1 Authorizations and Purchase orders

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

A staff member, Officer, committee chair or member that wishes to make a purchase with SEANC funds, must provide that request to a staff department

Purchasing Liaison or their designee. The Purchasing Liaison must complete an *Expense Authorization and Purchase Order Form* and enter the information into the accounting system to obtain the required approvals. No funds will be expended until all required approvals have been received for the purchase request. The *Expense Authorization and Purchase Order Form* can be found in *Appendix G* in this manual.

Approval by the appropriate Department Director, the Chief Financial Officer, and the Treasurer is required for all SEANC expenditures. If the amount to be encumbered or expended is greater than $5,000.00, the Executive Director must approve the expenditure.

8.2.2 Petty Cash

SEANC authorizes the use of petty cash to expedite purchases of goods or services where it is not practical or efficient to make the payment through the normal process of a purchase order. Petty cash may not be used to pay invoices, salaries or wages, or to make advances or loans.

1. An employee may request petty cash in an amount not to exceed $500 by submitting an Expense Authorization and Purchase Order form prior to funds being encumbered or expended. Approval by the appropriate Department Director, the Executive Director or Director of Operations, Chief Financial Officer and the Treasurer is required.
2. A check in the amount of the approved sum shall be made payable to the employee ("Custodian of Cash"). The Custodian of Cash shall be personally responsible for reimbursing SEANC for any

funds not properly accounted for.

3. The Custodian of Cash shall maintain a Petty Cash Disbursement Log to track the date, amount, purpose, and payee of all disbursements of petty cash, including, when possible, the signature of any payee who receives cash as a gratuity. Actual receipts for goods or services purchased shall be attached to the log.
4. The Custodian of Cash shall submit the Petty Cash Disbursement Log along with any unexpended cash upon conclusion of the event or expiration of the purpose of the request. Unexpended cash shall be counted and reconciled by a member of the SEANC Finance Team in the presence of the Custodian of Cash.
5. After reconciliation is complete, the Petty Cash Disbursement Log shall be reviewed and approved by the Chief Finance Officer.

8.2.3 Expense Reporting and Reimbursements

SEANC provides reasonable reimbursement to designated SEANC officials for travel expenses incurred when on SEANC business. Refer to the following Q & A for specific requirements:

1. Are there occasions when the SEANC office will arrange lodging for events?

Yes. Generally, the SEANC office will arrange lodging for all BOG meetings. In the event lodging is not arranged by the SEANC office, staff members and SEANC officials are expected to secure their own lodging. Staff and members will be responsible for adhering to the requirements to receive reimbursements for lodging.

2. How do I know if I am eligible for lodging?

Unless you receive an appropriate approval, lodging will only be reimbursed if you need to travel more than 120 miles to the destination of your meeting or other approved event. All members are encouraged to share lodging to decrease costs to SEANC.

3. Can I be reimbursed for travelling to required meetings?

When traveling to conduct SEANC business, staff and officers should use SEANC vehicles and/or carpool. If 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 for all meetings will be reimbursed at current rates as approved by the Board of Governors. Air travel will be reimbursed at coach rate or current rate as approved by the Board of Governors, whichever is less. All members are strongly encouraged to carpool whenever possible.

Members seeking reimbursement for traveling on SEANC business shall use the home address or work location on file with SEANC as their departure and return location. Preapproval by the President must be granted for a member to use an alternate address. Preapproval shall be granted on a one-time basis for a specified period of time.

Reimbursement of mileage expenses is only permitted when accompanied by a mapping application map printout showing the most direct roundtrip mileage from departure location to the meeting location. The mapping application map must be attached to the SEANC Travel Reimbursement Form for verification purposes. 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.

Airline travel for members and staff will be reimbursed at the coach/economy rate. Air travel upgrades from coach/economy to business/first class are not reimbursable. When air travel is less expensive than mileage reimbursement for out-of-state travel, and the member chooses to drive, reimbursement will be limited to the air travel rate. Traveler must provide documentation to show the price differences. Price comparison must be made at least 30 days prior to travel or on the same day travel is booked for other staff or members making the same trip, whichever is earlier.

Meals for the Board of Governors meetings will be reimbursed for lunch and dinner on Day 1 and lunch on Day 2 regardless of travel status. All other reimbursement rates would apply according to the specifications in 8.2.3 number 4. (7/24)

4. When can members be reimbursed for meals?

Members and staff shall be reimbursed for meals at per diem rates when traveling overnight on SEANC business. Reimbursement will be granted for meals for partial days of travel when on overnight status and the partial day is the day of departure or the day of return in the following circumstances:

- Breakfast: depart home base prior to 6 a.m.
- Lunch: depart home base before noon (Day of departure) or return to home base after 2 p.m. (day of return).
- Dinner: depart duty station prior to 5 p.m. (day of departure) or return after 8 p.m. (day of return).

Members and staff may be reimbursed for meals when business travel does not involve an overnight stay under the following circumstances:

- Breakfast: depart home base prior to 6 a.m.
- Dinner: return to home base after 8 p.m.

The Executive Director may approve exceptions for staff members to be reimbursed for lunch when business travel does not involve an overnight stay. The SEANC President must approve exceptions for officers, BOG and other members.

Meals will be reimbursed at the following per diem rates:

In-State		Out-of-State	
Breakfast	$9.00	Breakfast	$9.00
Lunch	$11.80	Lunch	$11.80
Dinner	$20.50	Dinner	$23.30
Total	$41.30	Total	$44.10

Meals provided at an event or meeting at no cost to the member or staff are ineligible for reimbursement.

5. Can I be reimbursed for gratuities for baggage handling, valet services, taxis, ride sharing services or other services required during the SEANC event?

Yes. SEANC will reimburse subject to the following guidance:

- Airports: Baggage Handling/Skycaps = no more than $2.00 per bag.
- Shuttle Drivers = no more than $2.00 per bag.

● Parking/Auto Related: Valets = $2.00 per car when collecting the car.
● Taxi or car service drivers = no more than $5.00 per trip.

Tips for meals are included in the meal allowance.

6. Are there other expenses related to SEANC for which I can be reimbursed?

Yes. SEANC will reimburse for the following:

- Ground transportation to and from the airport.
- Fees for checked luggage.
- Internet usage based on a reasonable cost up to $50 per day.

7.Are there prohibitions on how a district can spend their funds?

Districts may not use any district funds to purchase alcoholic beverages.[1]
The consequence for use of SEANC funds to purchase alcohol shall be as follows:

- 1st offence--- District shall replace funds to make the district bank account whole.
- 2nd offense--- District shall replace funds to make the district bank account whole and forfeit two months of rebates.
- 3rd offense--- District shall replace funds to make the district bank account whole and forfeit three months of rebates.

District rebates may not be used to make the district bank account whole. Rebates forfeited by the district will be placed in the SEANC reserves.

8.2.4 Credit Card Use Requirements

Credit cards are issued to the State Executive Committee, the SEANC Executive Director, Executive Assistant, Staff Directors, Member Relations Representatives, and others as approved by the Treasurer and Executive Director. 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 for

[1] This policy was adopted in July 2017 by the Board of Governors.

State Executive members and $10,000 for staff. If a vendor contract is in place, staff should not use credit cards for the purchase. Any exception must be approved by the Executive Director and the Treasurer.

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

- Number the receipts sequentially by date.
- Place the number beside the corresponding cost on the credit card statement.
- Identify (by name) others who are included on the charges.
- Indicate the type of expense and the department or committee to be charged.

Credit card holders are responsible for securing their credit card. Use of the assigned credit card is generally restricted to the credit card holder. The President, Executive Director or Treasurer may approve any exception to this policy. It is the policy of SEANC to develop safeguards, which lead to acceptable auditing standards in expenditure authorizations and purchase orders.

Districts are prohibited from obtaining district credit cards. Districts may utilize the Square platform as an electronic method to receive funds. (2/25)

8.3 Rebates to the Districts

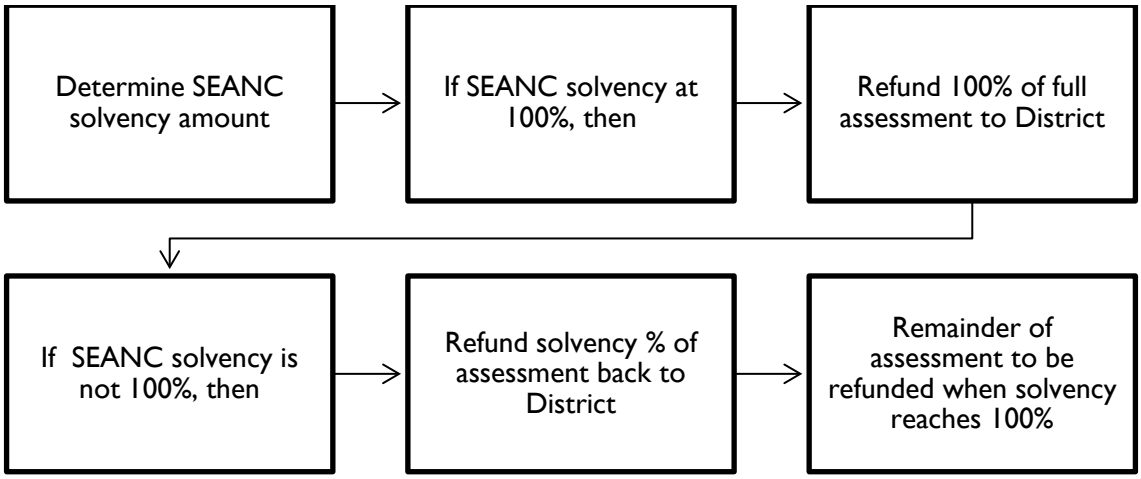
The SEANC Treasurer through the SEANC Chief Financial Officer shall, within 30 days of collection, rebate 20% of the membership dues, less $.50 per member, to the district from which they were collected except for dues paid by affiliate organizations. The $.50 per member will be maintained in the SEANC Reserve until September 30, 2025.

The SEANC Finance Department will directly deposit membership dues rebates to the districts' bank accounts in accordance with their procedures.

8.3.1 Process for District Assessments and Refunds of Assessments:

In the event the Executive Committee or Board of Governors, pursuant to Article III, Sections 8.2 and 8.3, suspends any rebate of membership dues for a period exceeding 30 days, the Executive Committee, with the approval of the Board of Governors shall be authorized to issue assessments to individual districts for the purpose of maintaining SEANC's solvency. The Executive Committee shall endeavor to make assessments among districts in a fair and proportional manner. Upon receiving an assessment from the Executive Committee, a district treasurer shall remit the amount specified in the assessment within ten business days. Assessments shall apply solely to funds accumulated from membership dues rebates.

The process for refunds of assessments is defined below:



8.4 District financial responsibilities:

The district treasurers along with their district chairperson are responsible for ensuring the financial compliance of the district and submitting the required financial reporting that is defined in the District Reporting section of this manual.

Membership dues rebates may be withheld for any district that is 60 days delinquent on their monthly financial reporting. Rebates may be withheld until all delinquent financial reports have been received and approved by the Finance Department. (2/25)

District treasurers should understand and comply with all duties and responsibilities as defined in this manual.

8.4.1 Loans to SEANC Districts

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.

- The principal amount of the loan shall not exceed $2000.
- The maturity of the loan shall not exceed 12 months from the date of the loan.
- Repayment of the loan shall be deducted from the monthly refund of dues to the district divided into 12 monthly payments.
- 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.
- 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.
- A district may not receive a loan for convention expenses for more than two consecutive years.

8.4.2 District Fundraisers

To ensure district fundraisers are in compliance with all tax reporting and internal control requirements, districts are required to obtain approval from the Chief Financial Officer prior to conducting any fundraising activities. Requests for approval must be submitted on the current forms provided by the Finance Department. (2/26)

8.5 Operational reserves:

It shall be the policy of SEANC to maintain a cash reserve of not less than twelve (12) months' operating expenses to be available in the event of financial emergencies. This amount shall be calculated by taking the average of the past three (3) fiscal years' total operating expenses.

The Executive Committee shall recommend to the BOG any expenditures from the Reserve. The BOG shall approve or deny any expenditures from the Reserve. In the event of an immediate or imminent emergency need, the Executive Committee shall approve such expenditures and make an immediate electronic detailed report to the BOG explaining the reason for the emergency expenditure.

9. MEMBERSHIP SERVICES

Our membership is our number one priority. Providing the opportunity to purchase insurance and other products is one of the benefits of SEANC membership. Those products can be found on our website.

9.1 AD&D Coverage Liability for BOG, Officers, staff

SEANC shall maintain a Travel Accident Policy to cover all full-time, active members of the SEANC Board of Governors and officers with travel protection when traveling to and from SEANC approved meetings. The policy shall be in effect for such members less than 70 years of age for one year and renewed annually. Such coverage is always afforded to SEANC Staff while traveling to and from SEANC sponsored events.

Coverage limits:

$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

9.2 MEMBERSHIP LIST DISTRIBUTION

District Chairs shall designate district members authorized to receive member and non-member lists. To receive a membership list, the member must sign the *Membership List Distribution Agreement* *which* can be found in *Appendix H*.

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 mailing labels will be paid for by the district receiving the list.

10. COMMUNICATION AND INFORMATION

10.1 Communication Methods Policy:

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

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. The SEANC office 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 digital newspaper published quarterly 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 article or 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, insurance items, member discounts and other features.

Spotlight: A digital publication 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 Social Media: SEANC maintains a Facebook page at www.facebook.com/SEANC.1947. 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 maintains a Twitter/X handle @SEANC/at twitter.com/SEANC. 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.

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 staff 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/SEANC media)
- Committee meetings (Board of Governors, statewide committees, district committees)
- The SEANC office staff

10.2 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 office. The logo is available in various formats to fit members' needs (e.g., black and white, color, high-resolution, etc.).

10.2.1 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.

10.2.2 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.

10.3 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 the SEANC office, www.SEANC.org. Districts wishing to utilize this bulletin board service should contact the SEANC Communications/Public Relations Department.

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

10.3.1 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 the SEANC office, www.SEANC.org, is maintained and updated on a regular basis and that information on the site is accurate and current.

10.3.2 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” 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 amid the diversity surely to be displayed by various district sites.

10.3.3 Affiliation

District websites should include, in a conspicuous location on their main page/home pages, a link to the official website of the SEANC office, www.SEANC.org. The link should be described as such for content on the site.

10.3.4 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 chairperson in regard to district websites and

to the SEANC Executive Director in regard to the official website of the SEANC office, 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 the SEANC office, www.SEANC.org, the Communications/Public Relations Department should remove the bulletin board until the district chooses to use it again.

10.3.5 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 the SEANC office, 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.

10.4 ADVERTISING:

10.4.1 General

SEANC accepts advertising material from companies and people 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.

SEANC seeks advertising that generates sources of revenue.

10.4.2 Political

SEANC will accept paid political advertising. 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.

11. Government Relations

11.1 Lobbying Guidelines:

SEANC members and districts are permitted to lobby under North Carolina's lobbying laws. SEANC's policy is to comply with all federal and state lobbying laws.

Grassroots 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 SEANC-sponsored 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/or executive branch employee for the purpose of influencing a legislative or executive action by any means including face-to-face meetings, telephone calls, e-mails, letters and other written communications.

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-day period. These solicitations may be made face-to-face or by telephone, e-mail, letter or other written communication. If a SEANC member does spend money for such solicitations, he or she must notify the SEANC Director of Government Relations to ensure the proper reports are filed to comply with all applicable law.

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. In 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 Government Relations 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 The SEANC office 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 Government Relations, 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.

11.2 Political Advocacy:

The political advocacy arm of SEANC is EMPAC. EMPAC is a separate entity from SEANC and is regulated by the North Carolina State Board of Elections. SEANC members are encouraged to support EMPAC and advocate for those candidates that support State employees. SEANC general funds may not be used for the purpose of advocating for or against candidates.

12. USE POLICIES

12.1 Facilities Use:

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.

The SEANC office 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.

Contact the 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 rules apply to facilities use:

- Arrive at the building prior to 5:00 p.m. to gain entrance.
- No district may reproduce or maintain a key to the building.
- Smoking is prohibited in the building.
- No cooking is allowed inside the building except for the kitchen.
- Food is permitted but must be prepared in the kitchen.
- Alcoholic beverages are prohibited on the premises.

Leave the rooms (conference rooms, kitchen, and servery) in the same condition as they are found - clean and neat. All dishes are to be washed, dried, and put away, and no dirty dishes are to be left in the sink. Place furniture in its original position. Place all trash in waste containers.

Turn off lights in the meeting rooms and lobby before leaving.

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.

12.2 Vehicle Use:

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

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 keeping the vehicles clean, obtaining maintenance, and for keeping mileage logs and records of maintenance and service, including receipts.

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 show their license and receive an acceptable DMV driving record prior to being assigned a vehicle.

Vehicle Citations

The driver will be responsible for all tickets (excluding parking tickets) received from law enforcement during the assignment of the vehicle. SEANC will pay for parking tickets received when staff are working. SEANC will not reimburse the employee for the expense of any moving violation. 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, and the Executive Director or designee shall in turn notify the President and General Counsel within 24 hours. 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 the Executive Director or designee, President and General Counsel upon receipt.

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 a claim. A written reply from the operator of said vehicle regarding the complaint should be received by SEANC within ten (10) working days from the date of notice unless an extension is granted. SEANC will review the allegation(s) and the response received from the alleged offender. The investigation will be resolved within thirty (30) days of initial complaint. No revocation will occur based on an anonymous complaint.

13. DISASTER PREPAREDNESS

13.1 Continuity of Operations Plan (COOP):

Ensuring SEANC is prepared to continue its essential functions during unexpected disruptions or emergencies is critical to the well-being of our organization. The Executive Committee will ensure the COOP has been updated annually and that staff are equipped to carry out our plan if necessary.

The SEANC COOP shall include at least the following sections:

I. Continuity of Operations Procedures
   a. Relocation of Key Personnel
   b. Remote Work and Telecommuting
   c. Use of Alternate Facilities
II. Data Backup and Recovery
   a. Data Backup Procedures
   b. Recovery Protocols
III. Communication and Information Sharing
   a. Internal and External Communication
   b. Contact Lists
   c. Redundant Communication Systems
IV. Resource Management
   a. Resource Needs (personnel, equipment, supplies)
   b. Resource Acquisition and Allocation
V. Training and Awareness
   a. Training of COOP Team
   b. SEANC-Wide Awareness
VI. Testing and Exercises
   a. Scenario-Based Exercises
   b. Lessons Learned and Improvements
VII. Security and Safety Measures
   a. Protection of Personnel
   b. Protection of Assets
VIII. Reconstitution and Recovery
   a. Return to Normal Operations
   b. Evaluation and Review

13.2 Crisis Management Plan:

SEANC maintains a Crisis Management Plan, which shall be updated annually.

14. RECORDS

14.1 Archives and Historical Records:

SEANC shall maintain archival records at the SEANC office. These records shall include a record of major SEANC activities.

14.2 Retention Schedule:

A current Record Retention Schedule shall be included in *Appendix I* of this manual.

14.3 Record Security and Preservation

SEANC will secure all financial records, Board, and annual convention minutes in fireproof files. Electronic data backups will be performed by the Information Technology staff on a regular basis.

14.4 Meeting Minutes

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.

A copy of the meeting minutes shall be provided to the respective committee members ~~within~~ two weeks prior to the next 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, 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 people 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.)

14.5 Access to Financial Records

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.

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.

14.6 Version Control

The State Employees Association of North Carolina (SEANC) recognizes the importance of maintaining an organized and efficient approach to version control within its Operations Manual. This section outlines the procedures and best practices for managing revisions and updates to this document. SEANC employs a systematic version numbering system, and each modification is clearly documented with a date, description of changes, and the name of the responsible party. Only authorized. personnel are permitted to revise the Operations Manual, and any proposed changes must be submitted for review and approval. This ensures that the Manual remains accurate, up-to-date, and reflective of SEANC's evolving operations and

policies while maintaining transparency and consistency throughout the organization. The version control process is an integral part of SEANC's commitment to continuous improvement and compliance with its established guidelines.

APPENDICES

APPENDIX A

Code of Ethics

And

Conflict of Interest Policy

INTRODUCTION

1. STATEMENT OF DEFINITION AND PURPOSE

SEANC is committed to protecting and enhancing the rights and benefits of current, retired, and future state employees. In order to achieve our mission, leaders will be fully trained and engaged at every level of SEANC who reflect the values of the organization.

The purpose of this document is to increase awareness and understanding of impermissible ethical conduct. This Code and Policy should be read together with the SEANC Bylaws, and the SEANC Non-Harassment Policy, which contain other important protections that are not contained or incorporated in this Code and Policy. These bylaws and policy provisions are enforceable under the Bylaws or the Non-Harassment Policy.

Contents of this Code and Policy shall be binding upon SEANC including all statewide elected or appointed officers and members of all statewide boards and committees, each of its districts, including all district officers and members of district executive committees and other district governing boards and committees, all delegates to SEANC conventions, and SEANC managerial employees.

This Code and Policy does not include or encompass complaints concerning alleged violations of the SEANC Bylaws unless such complaints involve an allegation of a violation of this Code and Policy.

1.1 OBJECTIVES AND GOALS

SEANC ("Association") will establish systems of accountability for all elected leaders and management staff. These systems will include appropriate checks and balances and internal operating systems and procedures that minimize the opportunity for misuse or abuse, as well as the perception of either, in spending Association funds or exercising decision-making authority. The systems will include adequate provision for training on how to understand and implement this Code and Policy.

SEANC members to whom this Code and Policy are applicable as described above:

- Shall uphold the Bylaws regulating the activities of SEANC.
- Shall not condone, nor engage in any activity that would undermine SEANC's goals and objectives, including, but not limited, to disclosure of confidential information obtained in an executive session meeting of SEANC.

- Shall not form alliances, make decisions or engage in activities [including harassment] in the performance of SEANC duties that would discriminate on the basis of race, color, sex, national origin, ancestry, marital status, political or religious beliefs, family, social or cultural background or sexual orientation, gender expression, age or disability.
- Shall not disclose information regarding SEANC business obtained in the course of service to the Association unless such disclosure is in the best interest of SEANC and its members.
- Members who have filed to run for or who hold an elected position as a member of the Council of State or the NC General Assembly shall not serve as an elected or appointed state-level officer of SEANC s, or be employed as SEANC's Executive Director, or any other senior management position or government affairs position on SEANC's staff

1.2 POLICY STATEMENT

Association members place tremendous trust in their leaders. SEANC elected officers and managers owe fiduciary obligations to the Association and, given the moral purpose of our mission, SEANC leaders owe members the highest level of ethical behavior in the exercise of all leadership decisions and financial dealings on members' behalf. Members have a right to have proper stewardship over Association resources and transparency in the expenditure of Association dues. Misuse of funds or leadership authority undermines and weakens the confidence members have in the Association. Corruption in all forms will not be tolerated in SEANC. This Code and Policy strengthens SEANC's ethics rules, practices and enforcement standards and thus enhances the Association 's ability to accomplish its important mission.

State and Federal laws and regulations govern many activities undertaken by SEANC officers and managers and must be complied with as part of our commitment to maintain high standards of conduct. Although these laws and regulations are not part of, or enforceable through this Code and Policy, their observance is part and parcel of creating the overall ethical culture for which we strive.

1.3 DEFINITIONS

For purposes of this Code and Policy, the following definitions apply:

Conflict of Interest may exist when a director, officer, staff member or SEANC member may be seen as having interests that do not adhere to the interest of SEANC and this policy.

"Relative" means parent, spouse, spousal equivalent or dependent child of that relationship, grandparent, grandchild, brother, sister, first or second cousin, corresponding in-law, "step" relation, foster parent, foster child, or any member of the employee's household. Domestic partner relatives are covered to the same extent as

spousal relatives.

"Personal Relationship" means an ongoing romantic or intimate connection than can include, but is not limited to, dating, living together in an intimate way, or being a significant other. This definition applies equally to heterosexual, gay and lesbian relationships.

"Employee" includes any individual on SEANC's payroll on a permanent part-time, full-time or temporary basis.

"Officer" includes any of the following: President, First Vice President, Second Vice President, Treasurer, members of the Board of Governors, members of the State Executive Committee, District Chairs, and District Treasurers.

"Retaliation" punishment of an employee or applicant for asserting their rights to be free from employment discrimination

"Whistleblower" an employee or member of SEANC who reports any activity that the employee considers to be illegal or dishonest to one or more of the parties specified in the Whistleblower policy.

2. CONFLICTS OF INTEREST

General Duty to Protect Members' Funds. The assets and funds of SEANC are held in trust for the benefit of the membership. The membership is entitled to assurance that those assets and funds are not dissipated and are spent for proper purposes. SEANC shall conduct its proprietary functions, including all contracts for purchase or sale or for the provision of significant services, in a manner consistent with the provisions of this Code and Policy. All officers and managerial employees of SEANC, whether elected or appointed, have a trust and high fiduciary duty to honestly and faithfully serve the best interests of the membership. The following are prohibited;

1. No officer or managerial employee of SEANC shall, to the best of his/her knowledge, have an ownership or other substantial financial interest which conflicts with his/her fiduciary duty. In particular, it shall not be permissible for any officer or managerial employee to:
    - make or attempt to influence, or participate in any way in, a decision concerning the interactions of SEANC or a district with a firm in which the officer or managerial employee, or his or her relative or business partner, has a substantial ownership or financial interest.
    - engage in any self-dealing transactions with SEANC or any of its districts, such as buying property from or selling property to SEANC, without the informed approval of the Executive Committee obtained after full disclosure, including an independent appraisal of the fair market value of the property to be bought or sold.
    - For purposes of these rules, a "substantial ownership or financial interest" is one

which either contributes significantly to the individual's financial well-being or which enables the individual to significantly affect or influence the course of the business entity's decision making. A "substantial ownership or financial interest" does not include stock in a purchase plan, profit-sharing plan or Employee Stock Ownership Plan (ESOP).

2. No officer or managerial employee of SEANC shall convert or divert any funds or other property belonging to SEANC to such individual's direct or indirect personal use or advantage.

3. No officer or managerial employee of SEANC shall receive compensation of any kind from a fund established for the provision of health, welfare, or retirement benefits for serving as an employee representative or labor-designated trustee on such employee benefit fund or plan, except for reimbursement of reasonable expenses properly and actually incurred and provided uniformly to such representatives or trustees. It is not a violation of this provision for an officer who is not a full-time employee of SEANC to be a lawfully paid employee of a retirement, health or welfare fund, provided such employment is consistent with applicable legal restrictions, and fully disclosed through appropriate available reports.

In the event an actual or potential conflict of interest is disclosed by a SEANC officer or managerial employee, or has been alleged to exist by way of a written, signed submission to the Ethics Officer, the conflict or potential conflict shall be resolved as follows:

1. The SEANC officer or managerial employee may elect to refrain from taking any actions, participating in discussion, or voting concerning matters in which the conflict of interest is implicated.
2. In the event the SEANC officer or managerial employee contends that no conflict or potential conflict of interest exists, or otherwise does not elect to recuse or refrain from taking action regarding the actual, potential, or alleged conflict, the matter shall be referred to the Ethics Officer. The Ethics Officer, in consultation with SEANC General Counsel, shall consider the nature and degree of the actual or potential conflict, and shall determine whether the SEANC officer or employee must recuse or refrain from taking action concerning the conflict. Such determination must be rendered in writing and is not appealable.

2.1 FIDUCIARY

No SEANC officer or managerial employee who serves in a fiduciary position with respect to SEANC, or who otherwise exercises responsibilities or influence in the administration of, a retirement, health or welfare benefit fund or plan, or other organization related to SEANC, shall:

- have any substantial financial interest in, or any compromising personal ties to, any

investment manager, insurance carrier, broker, consultant or other firm doing or seeking to do business with the fund or plan; or

- accept any personal payment or gift from any business or professional firm that does business or seeks to do business with, the fund, plan or organization other than contractual payment for work performed; or

- cause funds of SEANC and the related organization to be commingled; or

- cause obligations of SEANC to be paid for by the related organization, or obligations of the related organization to be paid for by SEANC, unless approved by the organization making the payment.

For purposes of these rules, (i) a benefit "fund" or "plan" means a fund or plan sponsored by SEANC, or in which SEANC participates; and (ii) an organization "related to" SEANC means an organization with a governing board at least 25% of whose membership consists of SEANC officers or employees, or at least 50% of whose funding is provided by SEANC.

This provision does not cover authorized contributions from and by SEANC to a related organization.

2.2 GIFTS AND ENTERTAINMENT

- SEANC shall not make loans to any officer or employee, or to any of their family members, except that the Executive Director may, in accordance with the most recent version of the personnel manual, approve salary advances to any SEANC employee.
- No officer or managerial employee of SEANC shall knowingly accept any non-de *minimis* personal payment or gift from any business or professional firm that does business or seeks to do business with SEANC or any of its districts, other than regular pay and benefits for work performed. With respect to an item that cannot be returned, such as holiday perishables, it shall be considered compliance with this Section to discard such an item or place it in a common area for the office staff to enjoy. Further, this Section does not cover participation in events hosted by public officials involving discussion of public policy matters.
- No SEANC staff member, or officer, shall knowingly, directly or indirectly, ask, accept, demand, exact, solicit, seek, assign, receive, or agree to receive anything of value for themselves, or for another person, in return for being influenced in the discharge of their official responsibilities, other than that which is received by the individual from SEANC for acting in their official capacity.
- No member of SEANC management or SEANC officer may solicit for a charitable purpose anything of monetary value from any subordinate SEANC employee. This subsection shall not apply to generic solicitations available to all SEANC staff members (e.g. girl scout cookies).

This section shall not apply to any of the following:

1. Food and beverages for immediate consumption provided to all SEANC employees.
2. Gifts from the covered person's extended family, or a member of the same household of the covered person.
3. Food, beverage, or transportation provided during a conference, meeting, or similar event that is available to all attendees of the same class as the recipient.

Any prohibited gift received by a covered person shall be promptly declined, returned, paid for at fair market value, or donated to charity.

3. COMPLIANCE

- Each SEANC officer and managerial employee shall annually acknowledge receipt, understanding and compliance of this Code and Policy after reading the Code and Policy.
- Each officer and managerial employee shall disclose to the SEANC Ethics Officer those interests, transactions, or relationships that give rise to a potential conflict of interest at the time that such potential conflict occurs.
- The Ethics Officer shall also conduct periodic reviews for purposes of monitoring compliance with, and enforcement of, this Code and Policy. Such reviews may consider, among other things, whether partnerships, joint ventures, and arrangements with management organizations conform to this Code and Policy, are properly recorded, reflect reasonable investment or payments for goods and services, further SEANC's tax-exempt purposes and do not result in inurement, in impermissible private benefit, or in an excess benefit transaction.
- A copy of the Code and Policy shall be provided to each District Officer, SEANC Officer and employee of SEANC. It is the duty and obligation of every person covered by the Code and Policy to read and abide by its provisions.

4.FAMILY AND PERSONAL RELATIONSHIPS

SEANC does not prohibit the employment of qualified relatives of current officers or employees, or of individuals with whom an employee is having a romantic or intimate personal relationship ("personal relationship"). SEANC also does not prohibit the retention of qualified vendors that employ relatives of current SEANC officers or employees, or individuals with whom an employee is having a personal relationship, or of qualified vendors in which such officers, employees or individuals have a financial interest. However, the existence of such relationships can lead to problems, including favoritism or the appearance of favoritism toward relatives or those who are involved in a personal relationship. Giving these individuals special treatment - or creating the impression that they receive special treatment - is inconsistent with our principles and our duty to responsibly conduct the business of SEANC. The provisions of this Part are designed to ensure that family or personal relationships do not influence professional interactions between the employees involved, with other employees, or

with vendors or potential vendors. The following standards shall apply,

- Applications for employment by relatives and those who have a personal relationship with an employee of SEANC or a SEANC vendor will be evaluated based on the same qualification standards used to assess other applicants.
- Officers, managers and supervisors will not make hiring decisions about their relatives or a person with whom they have a personal relationship or attempt to influence hiring decisions made by others.
- A supervisory employee will not supervise a relative or a person with whom he or she has a personal relationship. Unless there are particular operational difficulties, relatives or employees who have a personal relationship generally are permitted to work in the same department, provided no direct reporting or supervisor-to-subordinate relationship exists.
- No employee, including officers, managers and supervisors, will make work-related decisions, or provide input into work-related decisions made by others, involving his or her relative or employee with whom he or she has a personal relationship, even if he or she does not directly supervise that person. This includes, but is not limited to, decisions about hiring, wages, hours, benefits, assignments, evaluations, training, discipline, promotions, and transfers.
- No person shall serve as an officer or managerial employee of SEANC who has been convicted of any felony involving the infliction of grievous bodily injury or any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members or the beneficiaries of the employee benefit plan, except for the limited exceptions as may be set forth in applicable federal law.
- Any exceptions to the provisions of this Section (four) must be approved in writing by the Department/Program Head and the SEANC Executive Director, or in the case of a relative of the Executive Director, the SEANC Executive Committee.

5. NON-HARASSMENT

SEANC's policy is to maintain a work environment that is free of discrimination, reprisal and harassment in day-to-day programs, practices, and services. SEANC prohibits intentional and unintentional harassment and has a zero tolerance against discrimination. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964.

In addition to Title VII of the Civil Rights Act of 1964, this policy also takes into consideration the following anti-discrimination statutes with employees, SEANC Members/Officers, and applicants seeking employment: the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA), the Equal Pay Act of 1963, the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008, the Pregnancy Act Discrimination of 1978 and the Pregnant Workers Fairness Act of 2022. This policy is also applicable but not limited to the following,

- contractors
- volunteers
- vendors
- visitors

Harassment Defined

Harassment is unwelcomed verbal, visual, physical or sexual conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic. Harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Verbal Harassment

Verbal harassment consists of expressing words such as sexual and non-sexual slurs, jokes, insults, epithets, gestures, threats, intimidation or teasing to abuse a protected characteristic. It is a form of psychological/mental abuse because it is aimed at causing emotional or psychological harm.

Visual Harassment

Visual harassment is the use of visual materials to create a hostile work environment. It can be sexual or non-sexual, and includes but is not limited to offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails.

Physical Harassment

Physical Harassment is any unwelcomed sexual or non-sexual physical contact to make someone feel unsafe or intimidated. Physical harassment includes but is not limited to including physically threatening another, blocking someone's way, touching hair, clothing, or skin without consent, punching, kicking, clapping, or throwing objects at someone, etc.

Sexual Harassment

Sexual harassment includes all the actions defined in harassment but extends to unwelcomed or unsolicited sexual advances, requests for sexual favors whereas,

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or

- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or

- the conduct or advances or requests have the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

6.REPORTING/INVESTIGATORY PROCESS

Any SEANC member may file a written complaint concerning alleged violations of the Code and Policy. Complaints of alleged violation of the Code and Policy shall be submitted to the SEANC Ethics Officer. Verbal complaints shall be reduced to writing for further processing. Complaints shall be signed or contain the name of the complainant(s) and shall be kept confidential. SEANC shall provide an address to which written complaints may be submitted and shall post that address on its website.

The Ethics Officer shall review the complaint to determine whether it alleges a violation of the Code and Policy and, **if so**,

- refer complaint to the SEANC Executive Director if the subject of the complaint is a staff member;
- refer complaint to the SEANC President if the subject of the complaint is a member;
- refer complaint to the President if the Executive Director is the subject of the complaint,
- refer complaint to the Executive Committee if the President is the subject of the complaint

If the complaint received by the Ethics Officer does not allege a violation of the Code and Policy, the Ethics Officer shall notify the complainant of the status of the complaint following the review. The complainant shall have the right to appeal the Ethics Officer's decision within seven
(7) calendar days of receiving notification. If the complainant appeals, the Ethics Officer/Liaison shall, within seven (7) calendar days of receiving the notice of appeal, transmit the complaint and a written explanation of why the complaint was determined not to state a violation of the Code and Policy to the next level in this process. If the complainant does not make a timely appeal, the original decision will be upheld without further review.

Upon request, the Ethics Officer shall advise any person involved in the complaint handling process concerning matters related to the investigation and processing of complaints and charges alleging violation of the Code and Policy.

If the Ethics Officer concludes, after review of the allegations in a complaint that the claim or claims of Code and Policy violations are frivolous or without merit, or that further investigation is not necessary, he or she shall advise all relevant parties of his or her findings.

Board of Governors Procedures for Discipline. The process for termination of SEANC membership or removal from office pursuant to the SEANC Bylaws for a violation of this Code and Policy shall be as follows:

a) The charged member or officer shall be given a hearing before the Board of Governors and will be permitted to explain and defend the action requested.
b) Charges and specifications shall be given in writing to the charged member or officer at least seven (7) calendar days in advance of the hearing on the charges.
c) Termination of membership and removal from office shall require a finding of just cause by a two-thirds vote of the Board of Governors after which written notice shall be given to all parties involved.
d) If the Board of Governors determines the conduct of the member or officer violates the standards of the SEANC Code and Policy but does not arise to the level of requiring termination of membership or removal from office, the Board of Governors may impose a lesser corrective action including, but not limited to, an oral or written warning or reprimand, or a probationary period.

Ethics Officer - Review and Advice. The SEANC Executive Director, President, Executive Committee or Board of Governor may refer matters concerning the Code and Policy to the Ethics Officer/Liaison for review and/or advice.

Review of Claims by Ethics Officer. If the Ethics Officer/Liaison concludes, after review of the allegations in a complaint, that the claim or claims of Code and Policy violations are frivolous or without merit, or that further investigation is not necessary, he or she shall advise all relevant parties of his or her findings.

Ethics Program Annual Report. The Ethics Officer/Liaison will issue an Ethics Program Annual Report summarizing Code and Policy enforcement actions, training, compliance, and related activities and statistics concerning the SEANC ethics program and may make recommendations for such revisions to the program as he or she believes would enhance the program's effectiveness.

Reporting Procedures

Employees or SEANC members who have been subjected to or witnessed conduct which violates this policy should immediately report the matter to their director or any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Operations. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

SEANC prohibits any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including separation.

7.PROTECTION OF WHISTLEBLOWERS

SEANC encourages all employees to bring to its attention, as set forth in this policy, any allegation that this Code and Policy has been violated. Such allegations shall be referred for appropriate action or investigation. If, after the conclusion of an investigation, a violation is found to have occurred, then appropriate disciplinary and/or corrective action shall be taken. Further, SEANC expressly prohibits retaliation against employees for making good faith complaints, reports or inquiries pursuant to this Code and Policy. Any act of alleged retaliation should be reported immediately and will be promptly investigated. SEANC reserves the right, however, to discipline persons who make bad faith, knowingly false, or harassing complaints, reports or inquiries.

SEANC will treat all reported claims in a confidential manner, except to the extent necessary 1) to conduct a complete and fair investigation, 2) for review of SEANC operations by SEANC's independent public accountants, and/or SEANC's legal counsel, or 3) as otherwise authorized for release or use by the reporting individual. Notwithstanding the exceptions in this section, SEANC will keep confidential the identity of any person(s) filing a complaint of violation of the Code and Policy, unless disclosure is authorized by the complainant(s) or required for SEANC to carry out its fiduciary or other legal duties.

The ultimate punishment for violation of this Code and Policy is removal from office and/or termination of membership. Membership in SEANC is a basic right of all current, retired and future state employees who meet the membership criteria contained in the SEANC Bylaws and should be terminated only for the most egregious conduct. The decision to terminate a member's 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 on its members behalf. Generally, removal from SEANC membership or office should require

extreme misconduct such as conviction of a felony or serious misdemeanor while a member or officer, or any serious violation of this Code and Policy.

Failure to Cooperate with Investigation. Unreasonable failure by a covered individual to fully cooperate with an investigation into, or a proceeding involving, an alleged violation of this Code and Policy, shall constitute an independent violation of this Code and Policy.

8. MISCELLANEOUS

Ownership of Certain Investment Vehicles Permitted. As long as there is compliance with the terms of the Code and Policy, this Code and Policy is not intended to preclude officers or managerial employees of SEANC from owning publicly traded shares of any employer that does business with SEANC or its districts, through a mutual fund or other similar investment vehicle, provided that all transactions affecting such interests are consistent with rates and terms established by the open market. Further, this Code and Policy does not apply to investments held in a blind trust.

Applicability to Third Parties. The principles of this Code and Policy apply to those investments and activities of third parties that amount to a subterfuge to conceal the financial interests of SEANC officers or managerial employees.

Duty to Safeguard SEANC Status. SEANC officers and managerial employees will assist SEANC in safeguarding its separate legal status with respect to related organizations.

Related Organization Code of Ethics. SEANC will condition contributions to a related organization on that organization's adoption and submission to SEANC of a code of ethics.

APPENDIX B

Uniform District Bylaws Template

Uniform District Bylaws Template

Bylaws of District [District Name]

Article I: Name

Section 1: The name of this organization shall be the [District Name] District of the State Employees Association of North Carolina, hereinafter referred to as the "District."

Article II: Purpose

Section 1: The purpose of the District is to represent and advocate for the interests and rights of state employees within its jurisdiction, and to support the objectives of SEANC.

Article III: Membership

Section 1: Membership in the District is open to any SEANC members choosing to be represented by our District.

Section 2: Members shall be entitled to all the rights and privileges associated with SEANC membership.

Article IV: Leadership and Officers

Section 1: The leadership of the District shall consist of the following officers and will be on the district executive committee:

a. Chairperson

b. Treasurer

c. (Optional)

d. (Optional)

Section 2: The term of office for each officer shall be [Specify the term length, e.g., two years] or as determined by the District.

Section 3: Duties of Officers:

a. The Chairperson shall 1) Attend Board of Governors meetings. 2)Conduct a district meeting after every Board of Governors meeting. 3) Conduct a district meeting after every Board of Governors meeting. 4) Appoint district committee chairs that will serve on State Committees. 5) Ensure the accuracy and timeliness of monthly required reporting. 6) Schedule by April 1st the district annual meeting. 7) Lead district delegation to the annual convention and appoint delegates if elected delegates are unable to attend. 8) Attend scheduled district chairperson training and/or orientation workshops. 9.) Designate and approve individuals to attend scheduled training and orientation workshops and other meetings. 10) Distribute district bylaws, State Bylaws and the Code of Ethics Policy at first meeting following the convention.

b. The Treasurer shall 1) Provide financial oversight of all district finances. 2) Work with the Chairperson and the district executive committee to develop a budget for the district. 3) Provide required monthly financial reports to the SEANC Finance office timely. 4) Prepare and provide the district executive committee financial status reports at every meeting. 5) Ensure timely deposit or district funds into authorized financial institutions. 6) Facilitate audits and financial reviews that may be required by the SEANC Finance office or leadership as necessary.

Section 4: The District Executive Committee shall include all officers identified in Article IV Section 1 of our district bylaws. Additional members may be appointed by the Chairperson at an open district meeting.

Article V: Meetings

Section 1: Regular meetings of the District shall be held [Specify frequency, e.g., monthly] at a time and location determined by the District's officers.

Section 2: Special meetings may be called by the Chairperson or upon written request of 10 of the District members.

Section 3: Notice of all meetings shall be provided to members at least seven days in advance.

Article VI: Quorum

Section 1: A quorum for District meetings shall consist of [Specify percentage, e.g., one-third] of the voting members.

Article VII: Amendments

Section 1: These bylaws may be amended by a two-thirds vote of the members present at a regular or special meeting, provided that notice of the proposed amendment(s) is given at least 15 days in advance.

Article VIII: Dissolution

Section 1: In the event of the dissolution of the District, all remaining assets shall be transferred to SEANC for its charitable or educational purposes.

Article IX: Parliamentary Authority

Section 1: The rules contained in the latest edition of Robert's Rules of Order shall govern the District in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the District may adopt.

Article X: Adoption

Section 1: These bylaws shall become effective upon approval by a two-thirds vote of the District members present at a regular meeting.

[Signature of District Chairperson]

[Date]

APPENDIX C

Uniform District Bylaws Exception Form

Uniform District Bylaw Exception Form

Requester's Information:

Name: [Name of Requester]

SEANC District/Department: [District/Department Name]

Position/Title: [Position or Title]

Contact Information: [Phone number, Email]

Bylaw Details:

Name of Bylaw: [Specify the name of the bylaw requesting an exception]

Section/Article: [Identify the specific section or article of the bylaw]

Reason for Exception:

Please describe in detail the reason for requesting an exception to the specified bylaw. Include relevant circumstances or justifications for the exception request.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Proposed Alternative or Resolution:

Suggest an alternative approach or resolution that aligns with the intent or objective of the bylaw while accommodating the exceptional circumstances. If applicable, outline any proposed amendments or modifications.

_____
_____
_____
_____
_____
_____

Supporting Documentation (if applicable):

Attach any supporting documents or additional information that may support the exception request.

Approval and Review Process:

The submitted request will be reviewed by the appropriate SEANC Bylaws Committee.

Approval or denial of the exception request will be communicated to the requester within five business days after the SEANC Bylaws Committee meets.

Acknowledgment:

By submitting this form, I acknowledge that the information provided is accurate to the best of my knowledge. I understand that the decision regarding the bylaw exception request is subject to review and approval by the designated SEANC authorities.

Signature: _____ Date: _____

APPENDIX D

Internal Audit Program

Internal Audit Program for the State Employees Association of North Carolina

I. Introduction

A. Overview of the Internal Audit Program's purpose, scope, and objectives.

B. Explanation of the importance of internal auditing in maintaining transparency, compliance, and operational efficiency within SEANC.

II. Governance and Leadership Assessment

A. Review the governance structure, including the roles and responsibilities of the Board, committees, and executive leadership.

B. Evaluate the effectiveness of governance practices in promoting accountability and ethical conduct.

III. Risk Assessment

A. Identify and prioritize key risks that may impact SEANC's operations and objectives.

B. Assess the adequacy of risk management processes and mitigation strategies.

IV. Internal Control Evaluation

A. Review existing internal control mechanisms and procedures across various departments and functions.

B. Assess the effectiveness of internal controls in safeguarding assets, ensuring compliance, and fraud.

V. Compliance and Legal Review

A. Ensure adherence to relevant laws, regulations, and SEANC's policies.

B. Review compliance with internal and external reporting requirements.

VI. Operational Efficiency and Effectiveness

A. Evaluate operational processes to identify areas for improvement and efficiency gains.

B. Assess the utilization of resources and alignment with strategic objectives.

VII. Audit Methodology

A. Define the audit standards, procedures, and methodologies to be followed.

B. Establish a risk-based approach for prioritizing audit activities and allocating resources effectively.

VIII. Audit Execution

A. Conduct audits based on the established audit plan and schedule.

B. Gather evidence, conduct interviews, and perform testing to evaluate controls and processes.

IX. Reporting and Communication

A. Prepare comprehensive audit reports detailing findings, recommendations, and action plans.

B. Communicate audit results to the SEANC Executive Director, Executive Committee and relevant stakeholders.

X. Follow-up and Monitoring

A. Monitor the implementation of audit recommendations and corrective actions.

B. Conduct follow-up audits to ensure the effectiveness of remedial measures.

XI. Continuous Improvement

A. Evaluate the Internal Audit Program periodically and make enhancements based on lessons learned.

B. Seek feedback from SEANC leadership, SEANC Audit Committee and stakeholders to improve the audit process.

APPENDIX E

SEANC Scholarship Foundation Bylaws

SEANC Scholarship Foundation, Inc. Bylaws, Policies and Procedures, coming soon.

APPENDIX F

EMPAC Bylaws

EMPAC Bylaws can be found on the SEANC website here:
https://seanc.org/empac-bylaws/

Members can only view this document.

APPENDIX G

Expense Authorization and Purchase Order

Expense Authorization and Purchase Order

Person making Request: _____ Date: _____

Check ☐ Wire ☐ EFT ☐

CC authorization ☐

Budget Line item: _____

Reason for Request:

_____

_____

_____

Description	Quantity	Unit Cost	Total Cost

Total Requested Amount: _____

Vendor: _____

Address: _____

_____

_____

_____

Approved: _____
Supervisor

Approved: _____
Executive Director
Director of Operations

Approved: _____
Treasurer

APPENDIX H

Member List Distribution Agreement

Membership List Distribution Agreement

I, _____, am requesting a complete SEANC Membership List. We value our members and their personal information. I am requesting the list for the following purpose:

_____
_____
_____
_____
_____

Printed name and address: _____

Approved (yes or no)

If approved, I agree not to distribute the Membership List for any other purpose than is disclosed on this Agreement.

_____

Signature

APPENDIX I

Records Retention Schedule

Records Retention Schedule

Accounting and Finance

Type of Records	Retention Period
-Accounts payable ledgers and schedules -Accounts receivable ledgers and schedules -Notes receivables ledgers and schedules -Subsidiary ledgers -Annual audit records, including work papers and other documents that relate to the audit -Bank statements -Bank reconciliations -Expense analyses/expense distribution schedules -Expense reports -Invoices (to customers, from vendors) - -Purchase orders (except purchasing department copy) -Sales records -Any documentation related to vouchers. -Vouchers for payment to vendors, employees, etc. (including allowances and reimbursement of employees/officers/etc. for travel and entertainment expenses) -Withholding tax statements -Fidelity bonds -Petty cash documentation	7 years
-Annual financial reports -Annual audit reports -Annual budgets -Capital stocks and bond records: (ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.) -Cash book -Charts of accounts -Checks (canceled) (canceled for important payments, i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction) -Financial statement (year-end, other optional) -General/private ledgers, year-end trial balance	Permanently
Correspondence: -Accounting -General -Personnel -Vendors	 5 years 3 years 7 years 7 years

-IRS and DOL -Legal	Permanently Permanently
Depreciation Schedules: -Equipment and furniture -Real property	 10 years Permanently
Equipment leases (after expiration)	6 years
Fixed assets records	10 years
Internal Revenue Service returns: -Payroll tax records -Social Security -Excise tax records -Tax bills, receipts, statements -Tax workpaper packages – originals -Sales/use tax records -Form 990 -Tax returns – income, franchise, property -Tax-exemption documents and related correspondence -IRS rulings -Annual information returns – federal and state -IRS and other Government audit records -Tax returns and worksheets, revenue agents report, and other documents relating to determination of income tax liability	 7 years 7 years 7 years 7 years 7 years 7 years Permanently Permanently Permanently Permanently Permanently Permanently Permanently
Ledgers and Journals: -Cash receipts and disbursements journal -Payroll journal -General ledger	 10 years 10 Years Permanently
Duplicate deposit slips	2 years
Requisitions	1 year
Sales commission reports	3 years

Association Records

Type of Record	Retention Period
Corporate records: -Corporate seal -Articles of incorporation -Bylaws -Strategic plans -Minutes of Board of Governors -Minutes of Executive Committee -Stockroom withdrawal forms -Contracts and related correspondence (including any proposal that resulted in the contract and all other supportive documentation) -Mortgages -Notes and leases: expired, still in effect -Deeds	Permanently

-Bills of sale -Property appraisals by outside appraisers -Correspondence (legal and important matters Only) -Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans -Licenses and permits -Union agreements -Property insurance policies -Property assessments -Property licenses -Property rights of way -Member records (applications, cancellations, change of district request) -Patent and related papers -Scrap and salvage records (inventories and sales, etc.) -Trademark registration and copyrights	
Internal audit reports (longer retention periods may be desirable	3 years
Inventories of products, materials, and supplies	7 years
Internal reports (miscellaneous)	3 years
Magnetic tape and tab cards	1 year
Option records	7 years
Physical inventory tags	3 years
Receiving sheets	1 year
Stenographer's notebook	1 year

EMPLOYMENT RECORDS

Type of Record	Retention Period
I-9 Forms	1 year after the date employment ends or 3 years after the first day of employment if worked less than two years
Leave of absence: -FLMA leave requests -Time off -Medical Certifications *	3 years
-Retirement documents: -Retirement records -Pension records -Plan description -Annual reports	7 years
Contract	7 years
Records of earnings	7years
Salary and wage rate changes	7 years
Worker's compensation records	7 years

Personnel Files ** -Application forms -Requests for accommodations -Hiring -Promotion -Bonuses -Position or status change records -Performance evaluations -Demotion -Layoff -Termination papers -Rates of pay -Compensation -Withholding information -Garnishments -Test results -Training -Qualification records -Employment contracts (temporary employees) - Accident reports/Claims (Settled Cases)	Duration of employee's work-life, and 7 years after end of employment
Training manuals	Permanently
Non-Hired Employment Records: -Applicant applications and resumes (solicited or unsolicited) -Results of post offer -Results of background checks -Any related correspondence	1 year 4 years if file contains any correspondence which might be construed as an offer.
Personnel policies	Permanently
EEO-1/EEO-2 – Employer information reports	2 years after superseded or filing (Whichever is longer)

*Any conditional medical records (ex. Light duty, limited work hours, etc.) should be kept in separate employee medical personnel file.

**Kept should a former employee initiate a lawsuit or grievance, these records may be relevant and must be kept for the duration of 7 years or until the final disposition of the charge, lawsuit, or grievance.

Insurance

Type of Records	Retention Period
Insurance policies (expired)	3 years
Insurance records: -Current accident reports -Claims -Policies	Permanently

Legal Files and Papers

Type of Records	Retention Period

-Legal memoranda and opinions (including all subject matter files) -Litigation files -Court orders -Request for departure from records retention schedule -Correspondence (legal and important matters only)	Permanent

Payroll Records

Type of Record	Retention Period
Payroll records: -Additions/deduction to wages -Employee identifying information -Salary rate or basis of payment -Hours worked -Individual wage records -Overtime earnings -Overtime hours worked -Payment dates and periods -Payroll registers (gross and net) -Employee deduction authorizations -Payroll deductions -Garnishments -Timecards/sheets -W-4 forms	7 years after end of employment
Retirement and pension records	Permanently

APPENDIX J

SEANC Bylaws Amendment Form

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.

District Number: _____

Chairperson: _____

Date of District Approval: _____

Proposed Amendment: Article: _____

Section:_____

Current Wording:

Proposed Amendment:

Rationale:

I, Chairperson _____, certify that the proposed Bylaws change above was approved by my district at our Annual Meeting in accordance with our District Bylaws.

IMPORTANT: Mail, email or deliver one (1) completed copy to the SEANC office within ten (10) working days following the district annual meeting (no later than July 15th). Mail to: SEANC Director of Operations, 1621 Midtown Place, Raleigh, NC 27609-7553 or email to bylaws@seanc.org. (fax: 800-296-4999) Revised 2/2/20.

APPENDIX K

Audit Committee

Audit Committee Manual

(Coming Soon)

APPENDIX L

Insurance Board Operational Policies and Procedures

Operational Policy/Procedures - State Employees Association of North Carolina Insurance Board (5/26)

NAME: The name of the Governing Board of the SEANC Group Insurance Programs shall be the Insurance Board (hereinafter IB) and be a subsidiary body of SEANC.

PURPOSE: It shall be the purpose of the Insurance Board to select, recommend, and promote the Insurance Programs of SEANC and to serve the Board of Governors in an advisory capacity of any matters relative to insurances and the administration thereof. The IB shall operate with SEANC as its parent entity but shall be governed by SEANC Bylaws.

MEMBERSHIP AND ELECTION PROCESS

1. The Insurance Board shall be comprised of eleven (11) active members of SEANC. The members shall be comprised of two (2) premium paying insured members from each of the five (5) regions of SEANC, to be elected by the delegates from the applicable region at the annual convention. While insurance related knowledge is beneficial, it is not a prerequisite for candidacy. The ballot shall be composed of no more than one (1) candidate from each SEANC District. At the Convention, the ballot shall be in regional grouping to reflect all five (5) geographical regions. In each of the geographical regions, the nominee receiving the highest number of votes will serve a two (2) year term. Nominations may not be accepted from the floor at Convention. In succeeding annual elections, one (1) member from each general geographical region shall be elected in same manner for a term of two (2) years.

2. In addition to the elected members, there shall be one (1) Presidential appointee, a premium-paying member appointed at the discretion of the SEANC President.,

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

4. All terms are to begin October first following the respective appointment or election.

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

6. The Insurance Board shall have the authority to remove any Committee member of the Insurance Board that is absent (unexcused) for two consecutive board meetings. Removal may occur only after charges and specifications are made in writing and the person charged has been given an opportunity to explain or defend the action requested.

7. The following procedure will be used to fill the vacancy of an elected IB Committee member. The candidate who finished second in the balloting in which the departing IB Committee member was elected will fill the remainder of the unexpired term. If the number two candidate is unavailable, the available candidate next receiving the most votes will fill the vacancy. If no candidate on the original ballot is available, said position will be filled by the IB Chair obtaining a qualified candidate, present the candidate's name to the IB Committee for a simple majority vote of the Insurance Board.

8. The President of SEANC will appoint a new qualified member to complete the unexpired term of the Presidential appointee.

9. No single District will be allowed more than one (1) Member, and this limitation will also apply to the Presidential appointee. If a District has a member of the Insurance Board whose term is not expiring September 30 following Annual Convention, the District will not be allowed to place a nominee on the current year ballot. The District Executive Committee may submit the name of a member of their District along with a brief resume of the nominee to the Insurance Board Chairperson and the Director of Insurance no later than July 15th. The Insurance Board Chairperson shall submit the names of all nominees to the State Bylaws Chair by August 1st. Voting members of the Insurance Board are the elected members and the Presidential appointee.

10. If a natural disaster occurs that prevents the convening of the Annual Convention of SEANC, the members shall serve until successors have been elected.

OFFICERS

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

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

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

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

5. The Chairperson of the Insurance Board shall serve as a voting member of the SEANC Board of Governors.

6. The Chairperson of the Insurance Board shall serve as a voting member of the Investment Advisory Committee.

7. The Chairperson of the Insurance Board shall serve as a voting member of the Planning Committee.

8. The Chairperson will be responsible for Orientation of newly elected IB members within sixty (60) days of their election or appointment to include a written document of pertinent related information that can be used as a future reference.

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

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

DUTIES OF COMMITTEE MEMBERS

1. To attend all IB meetings, annual meetings for assigned districts, and the SEANC Annual Convention.

2. To become knowledgeable of the various products offered by SEANC through various offerings.. Members will attend the Training sessions provided by the SEANC Insurance Department to staff and IB members on the products offered. The IB Chair will offer orientation at the first IB meeting. Annual reports provided by the various insurance vendors/agents at the Convention IB meetings. IB Regional Representatives being available to mentor new IB Committee members.

3. Each IB Committee member will be assigned certain districts within his/her region. Each member will be required to keep his/her assigned districts informed of new insurance products and changes to insurance products being offered. Members may be invited to attend district monthly and/or annual meetings to provide an IB report. IB members are encouraged to contact their assigned Districts' Insurance Committee Chairs and the District Chairs to report information (report from IB Chairperson) after each IB meeting.

4. Mileage will be reimbursed to attend assigned District monthly and/or annual meetings at the approved mileage rate. The IB member will be required to provide documentation as required by the Board of Governors and be approved by the IB Chairperson for this reimbursement.

5. Review and recommend changes to the IB Section in the SEANC By-Laws and the SEANC Operational Manual.

PROPERTY USE, ASSIGNMENT AND SECURITY

1. All insurance contracts, and other pertinent documents pertaining to the IB, will be stored in a secure place at the SEANC Office as deemed appropriate by the Director of Insurance, SEANC Legal Counsel, and/or Executive Director. The IB Chair and Secretary will have ready access to these files.

2. Access capability to these files will be transferred immediately to the newly elected IB Chair.

3. Pertinent documents pertaining to the IB shall include agendas and minutes of IB meetings, monthly financial statements, and other relevant documents deemed required.

4. A SEANC owned laptop shall be assigned to the IB Chair and will be responsible for following SEANC IT security and appropriate use policies and procedures. The laptop will be reassigned and turned over to the incoming Chair on the day of election. Laptop should be checked out by SEANC IT staff prior to reassignment.

FUNDS

1. Under the direction of the SEANC Executive Director, the Chief Financial Officer will be responsible for the collection of insurance premiums and issuance of all monies received and disbursed; and shall maintain an up-to-date record of the amount and location of all monies on deposit or held in trust and savings accounts. The Chief Financial Officer will present a monthly insurance report to the Insurance Board for review.

2. Revenue generated in connection with the insurance programs shall be used for the administration thereof and the benefit of SEANC.

3. An audit of all revenue generated by the insurance programs shall be made at least annually in conjunction with the SEANC audit. The audit shall be made by a North Carolina licensed Certified Public Accountant selected by the SEANC Executive Committee.

4. The Insurance Board shall request additional audit (s) of specific insurance related revenue by a Certified Public Accountant selected by the Insurance Board. Cost will be paid from the IB Committee budget subject to approval of the SEANC Executive Committee.

MEETINGS HELD ELECTRONICALLY & HYBRID

Meetings may be conducted through use of Internet meeting services designated by the Chairperson that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by the Insurance Board to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted by IB shall supersede any conflicting rules in the parliamentary authority but may not otherwise conf*lict with or alter any rule or decision of SEANC. An anonymous vote conducted through* the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the policies/procedures or rules that a vote be conducted by ballot.

SEANC STAFF RESPONSIBILITIES

SEANC Insurance Department full-time staff are designated to support the IB and IB members.

AMENDMENTS

The Insurance Board may FURTHER be governed by this document except that the policies/procedures and amendments thereto shall be subject to the advice and consent of the Board of Governors.

IB Committees – Appointed by IB Chairperson

Education & Training Committee: Present details of all insurance products to members via zoom and in person sessions.

Purpose for Educational – To educate the SEANC Members about the Affordable Group Insurance Policies offered to them through their membership, answer questions, highlight benefits, review types of policies and new additions of policy offerings. To further increase revenue from commissions of the insurance products by educating the members and signing up new policies.

1. Present an annual schedule for Ed sessions.
2. Contact vendors for availability to present or supply power points.
3. Plan training/educational sessions to be held at Convention when possible. (5/26)

Nominating Committee: Solicit and present nominees for the offices of Chair and Vice Chair.

RFP Committee: Prepare guidelines and specifications for a REQUEST FOR PROPOSAL for a replacement or a new product.

Strategic Plan Committee: This strategic plan outlines innovative approaches to expand SEANC's insurance membership base identifying initiatives and goals to that effect with a timeline attached for accountability. The Committee will be responsible for updating and maintaining this document as needed as it is a working document. (5/26)

Mentoring Program Committee: Intended to assist both the mentee and mentor to set a foundation (education) of the IB history, purpose, procedures and ongoing progress. See addendum below: (5/26)

SEANC INSURANCE BOARD MENTORING PROGRAM

The Insurance Board mentoring program is intended to assist both the mentee and mentor to set a foundation (education) of the IB history, purpose/procedure and ongoing progress.

The mentor and mentee will be matched to formalize a relationship of listening and guiding, by advising with respect and trust.

The mentor will:

1. Help the mentee to understand and define the goals of the IB.
2. Set expectations to educate the mentee on the SEANC Insurance products.
3. Take genuine interest in the person.
4. Put the responsibility of growth in the mentee's hands.
5. Help the mentee to develop some independent thinking.
6. Empower the mentee by instilling confidence.
7. Help build trust through honesty, through your own lessons and experiences.

Knowledge Transfer:

1. Understanding the IB trends and how a insurance product is selected.
2. Overview of IB history and culture.
3. Recounting past projects and challenges.
4. Sharing proven methods to present info to Districts.

Skills Development:

1. Guidance of how to communicate to members/Districts
2. How to approach member concerns.
3. Strategies for prioritizing dissemination of information.

Guidance:

1. Discussion of District activities/events.
2. Introduction of staff (Member Relations Reps and Regional Reps) and District Chairs.
3. Help with developing “talking points” for District meetings.
4. Encourage attendance to the Educational Sessions and Trainings. (5/26)

Confidentiality Form: IB members are asked to sign a form annually as an agreement to maintain confidentiality regarding financial, new product, and other information as designated.

Point of Clarification: IB members are not authorized to sell insurance unless licensed by the State of North Carolina and will not be required nor asked to become licensed.

Rev. Oct. 1, 1997
Rev. February 2024
Rev. July 2024
Rev. September 2024
Rev. February 2025
Rev. May 2026

APPENDIX M

State Membership Committee Operational Policies and Procedures

State Membership Committee Operational Policy/Procedures Manual (2/26)

POLICY: The State Membership Committee, as per the SEANC Bylaws, serves as a SEANC Standing Committee. It consists of a Chair, one member from each region, a Presidential Appointee, and an Officer Liaison appointed by the SEANC President. In cases where multiple members represent a region, only one may vote on membership issues or other committee matters. While all SEANC Officers (except the Treasurer) are ex-officio members of all committees and are encouraged to actively participate and vote, it is preferred that only the Officer Staff Liaison votes with the committee. In case of any conflict between these operational procedures and the SEANC Bylaws, the Bylaws take precedence.

PURPOSE: The Membership Committee recommends courses of action on membership issues to the President and Board of Governors. It plans and implements statewide and regional programs, assisting districts in recruiting and retaining active and retired SEANC members. The Committee convenes at least quarterly, prior to Board of Governors Meetings, or as needed, either in-person or virtually. The Committee Chair provides necessary reports to the SEANC President and Board of Governors.

PROCEDURE/DUTIES:

State Membership Committee Chair:

1. Lead the State Membership Committee in fulfilling its duties.
2. Organize and conduct quarterly meetings, reporting progress at each Board of Governors Meeting.
3. Foster communication among committee members, District Membership Chairs, SEANC officers, and staff, considering input from the SEANC membership.
4. Facilitate state and regional membership meetings as required.
5. Conduct the election of a Vice-Chair at the first meeting to assume Chair duties in their absence.

State Membership Committee Members:

1. Actively participate in all committee meetings.
2. Collaborate with SEANC Communications/IT Departments to develop and execute new membership recruitment/retention strategies, utilizing digital platforms.
3. Organize at least 2 Regional Membership Meetings/Trainings per fiscal year, inviting all District Membership Chairs.
4. Collaborate with the Member Relations Director and appoint a Secretary for administrative tasks.
5. Determine membership incentives quarterly and annually.
6. Collaborate with Regional and Member Relations Representatives to enhance recruitment/retention efforts.

District Membership Chairs/Committees:

1. Each district must have a Membership Chair, encouraging member participation in recruitment/retention.
2. Appoint/Elect a District Membership Chair and Committee, allocating at least ten percent of annual dues rebate for membership growth.

3. Assist with regional membership meetings/training sessions.
4. Develop a district plan for membership events and attend regional meetings.
5. Conduct necessary training sessions and set membership goals.
6. Ensure compliance with membership requirements for consideration for District of the Year.

Meetings:

1. Quarterly meetings shall be scheduled by Committee Chairs as necessary.
2. SEANC members may attend State Membership Committee Meetings at their own expense.
3. Meetings may be conducted in person or electronically, in accordance with SEANC Bylaws.
4. Meeting expenses must align with the committee's allocated budget unless approved by the SEANC Executive Committee and Board of Governors.

SEANC Mascot Policy:

Mission/ Purpose:

1. The SEANC Mascot name was chosen by contest of member suggestions with the winning suggestion being: "C. Nick Strong"
2. To enhance membership recruitment / retention efforts of SEANC.
3. As a public relations / social media boost for the SEANC image.
4. To encourage more active involvement and activism by current members.
5. To draw attention to SEANC events while also increasing attendance at these events.
6. Bring attention to SEANC from younger potential recruitment candidates.

Mascot Procedures:

1. How to request the mascot at your event:
   a. Submit a written email request to Director of Member Relations for the mascot at your event specifying how your event meets the following considerations.
2. Considerations when requesting the Mascot for a District Event
   a. What is the size of the agency where the event will occur?
   b. How many potential membership candidates have traditionally turned out for these events?
   c. How far is the event from the SEANC Office?
   d. What are the benefit(s) of having the mascot at the event?
   e. How much would it cost for the mascot to be transported to the event site?
   f. Who is covering the cost of the mascot being present at the event?
   g. Is the cost/benefit ratio worth the fiscal output?
3. Behind the Suit

a. When recruiting an individual to wear the C. Nick Strong suit, always consider the weight of the suit and the amount of time the individual will be on his/her feet.
b. The individual recruited to wear the suit should not wear heavy cologne / perfume / body scents when wearing the suit.
c. Is the event indoor or outdoors?
    - What is the weather forecast? Stormy, rain, snow, very windy, very hot, etc.
    - Is the event in an air-conditioned environment?
    - The suit is very expensive to have cleaned so consider issues such ambient temperatures and possible perspiration and associated odor by the individual(s) wearing the suit.
    - Is there a site close to but out of site of the event site for the mascot to take a brief respite and hydration?
    - Is the event long enough to have 2 individuals ready to wear the suit?

APPENDIX N

Retiree Council Operational Policies and Procedures

Retiree Council Operational Policy/Procedures Manual (2/25)

Mission / Policy:

1. The Mission of the Retiree Council shall be to remain knowledgeable of issues pertaining to state retirees while representing all retirees of the State of North Carolina in issues affecting them and to further educate North Carolina State Retirees on issues which affect all NC retirees.
2. The name of the Governing Council of the State Employees Association of North Carolina Retiree Council shall be the SEANC Retiree Council (Council).
3. The Council shall operate as a SEANC Standing Committee, as outlined in the SEANC Bylaws.
4. "The Retiree Council shall report to the President and the Board of Governors," per SEANC Bylaws.
5. In case of conflict between these procedures and the SEANC Bylaws, the SEANC Bylaws take precedence.

Council Purpose/Duties:

1. To assist in disseminating information to retirees.
2. Recommend to the President and Board of Governors a course of action on retiree issues.
3. Present SEANC Bylaw Amendments and Policy Platform suggestions, via a District as required, to the appropriate Bylaws or Policy Platform Committees for consideration at the SEANC Annual Convention for a vote of approval/disapproval.
4. Plan and implement statewide and regional programs to recruit and retain retired employees as SEANC members.
5. Work with the State Treasurer to maintain Retirement System solvency for the best outcomes for state employees and retirees regarding the Retirement System and the State Health Plan.
6. Assist the SEANC Government Relations Department with General Assembly lobbying for COLAs and/or Retirement Formula increases per the SEANC Policy Platform and any other issues related to retirees.
7. The Council will review annually or as often as necessary the Retiree Council Operational Policy / Procedures Manual with the most recent revision maintained as Appendix N of the SEANC Operations Manual.
8. The Board of Governors will be the final approving authority before any revisions to Appendix N: SEANC Retiree Council Policy / Procedure Manual.

Procedure / Organizational Structure:

1. The Council shall elect a Chair and Vice-Chair at the Council Meeting at the SEANC Convention. While the outgoing and incoming members of the Council will attend this meeting, only the incoming members of the new Council will vote during this election process.
2. The Retiree Council shall be comprised of fifteen members with three retired members elected from each of the five SEANC Regions by delegates of their respective Region at the Annual Convention.
3. SEANC members wishing to represent their Region as a Council member shall announce their candidacy to the Council Chair and the designated SEANC Member Relations staff member by July 15 to be eligible to run for the seat at Convention. There will be no nominations accepted from the Convention floor.
4. An individual must be a retired state or local government retiree to serve on the Council.
5. No District shall have more than one member serving the Council at one time. Exceptions to this rule shall be at the discretion of the Council Chair when no qualifying members are nominated and elected at Convention and ad hoc members appointed by the Chair.

6. Council members serve three-year staggered terms resulting in the election of one representative from each Region at each Annual Convention.
7. Members may not serve more than two consecutive terms.
8. All terms begin with the new SEANC Fiscal Year beginning October 1 following election at the Annual Convention.
9. An elected SEANC Officer shall be appointed by the SEANC President to serve as the Officer Liaison and voting member of the Retiree Council. This shall be the only voting member of the Council not required to be a NC state or local government retiree.
10. Should a vacancy occur in the membership of the Council, the Council Chair shall nominate for appointment by the SEANC President a retired member from the appropriate region to fill the unexpired term.
11. In the event a Council member from a Region is not elected at Convention, the sitting Council Chair shall place a name in nomination to the Council for approval to serve the remaining designated term.
12. In the event of a natural disaster or other emergency preventing the SEANC Annual Convention to convene, the current Council shall continue to serve until a Convention can be conducted and successors have been elected.
13. Should a Council member move to another Region and change membership to a District in the new Region, the member shall resign their Council position so that an individual from their original Region may be appointed as representative to the Council.

Retiree Council Chair Duties:

1. Represent the Retiree Council and present issues or concerns of retirees while serving as a voting member of the SEANC Executive Committee and Board of Governors.
2. Chair the Council and schedule and preside at all Council quarterly meetings. Should the Chair not be able to attend, the Vice Chair shall conduct the meeting.
3. Schedule, develop an agenda and organize state/regional retiree meetings and forums in coordination with the SEANC Member Relations Department.
4. Meetings may be in-person or via Zoom or other virtual meeting platform. Budgeting constraints should be considered when scheduling meetings.
5. Ensure representation at State Retirement System Board meetings and forums.
6. Encourage and facilitate open communication and discussion among committee members, District Retiree Chairs, SEANC officers, and SEANC staff, and consider any input from the SEANC membership at large.
7. Encourage all Districts to conduct/facilitate state and regional retiree meetings and forums as necessary or required by this policy.
8. Determine for which Districts within the respective Regions that Regional Council Representatives are responsible.
9. In coordination with the SEANC Member Relations and Communication Departments, develop and publish via email a quarterly Retiree Council newsletter.
10. Assign responsibilities to Council Representatives and appoint a Council Secretary.
11. Delegate duties to the Vice Chair as required or in the absence of the Chair.
12. Ad hoc members may be appointed as deemed necessary by the Council Chair while staying within current budgetary constraints. These members should be able to add to the effectiveness and productivity of the Council.

13. The Immediate Past Council Chairperson shall serve as an ex officio member of the Council and advise the incoming Chair to maintain continuity of Council progress and projects. The Immediate Past Chair shall be provided per diem as the other Council members.

Retiree Council Members' Duties:

1. Attend and participate in all Retiree Council meetings.
2. Collaborate with SEANC Communications/IT Departments to develop member recruitment/retention and information sharing strategies.
3. Make contact and work with the corresponding Regional Representative (Executive Committee) and Member Relations Representative (MRR) for those Districts within the Retiree Council Representative's Region to enhance recruitment/retention efforts withing the Region and Districts.
4. Attempt to organize, schedule, and conduct Regional Retiree Meetings/Trainings per SEANC fiscal year (October 1 – September 30). All District Retiree Committee Chairs shall be invited and highly encouraged to attend. District Chairs may be invited and encouraged to attend and support their respective District Retiree Chairs/Committees. These meetings may be conducted via Zoom/other virtual meeting platform or may be conducted in person at strategic locations within the Regions/Districts with any incurred travel, venue or other personnel expenses being paid by the respective District.
5. Lobby the General Assembly members in the respective Region regarding Retiree issues. Consider Lobby Days(s) at the General Assembly in coordination with the SEANC Government Relations Department.
6. Attend Teachers and State Employees Retirement System (TSERS) Board Meeting at the NC Treasurer's Office, or other designated location, as assigned by the Council Chair. Report back to the Council information of importance from TSERS Board Meeting.
7. Council members absent, without approved absences, from two consecutive Council meetings shall be considered for removal from the Council by the Council.
8. Council members failing to meet the requirements of SEANC membership shall be removed from the Council.

District Retiree Chair/Committees:

1. Each district shall elect or appoint a District Retiree Chair per their District Bylaws and form a District Retiree Committee. In smaller Districts or where there is limited active member participation in the District, the District Chair will serve as District Retiree Chair and the Executive Committee may serve as the District Retiree Committee.
2. The District Retiree Chair shall take an active role and encourage retiree participation in district activities, particularly those concerning retiree issues.
3. Conduct Retiree Forums annually to update retired members on relevant issues. When geographically feasible, districts are encouraged to join other nearby districts in planning a retiree forum.
4. Coordinate and attend regional retiree meetings/forums/training sessions.

Council Secretary and Liaisons

1. The Council Chair shall appoint a Secretary to the Council.
2. The Secretary shall take minutes and prepare minutes for review by the Chair and presentation at the next Council Meeting for approval per Roberts Rules of Order.
3. The Council Secretary shall serve as the Council Archivist and shall maintain all records while serving as Secretary.

4. Council Staff Liaison(s) shall be assigned by the SEANC Executive Director, normally the SEANC Member Relations Director, to work with the Council Chair to ensure all necessary equipment, forms, documents and other required items are available to conduct productive and meaningful meetings.
5. Other Member Relations or SEANC staff may attend the committee meetings as necessary or as determined by the Committee Chair and Member Relations Director.
6. Staff Liaisons shall serve in an advisory capacity to the committee and may not exercise the right to vote as they are Associate Members per the SEANC Bylaws.

Meetings:

1. Standards for Council meetings shall be in compliance with SEANC Bylaws and Roberts Rules of Order.
2. Meetings are scheduled quarterly, typically the week prior to BOG Meetings, or as needed by the Committee Chair, to conduct Council business.
3. Any SEANC member may attend State Retiree Council Meetings, with expenses borne by their respective District.
4. Meetings may be conducted in person or virtually, adhering to SEANC Bylaws.
5. Meetings will normally be conducted at the SEANC Office unless otherwise determined by the Chair.
6. Meetings will normally be one day from 10:00am to 3:30pm, provided all scheduled Council business has been completed or otherwise determined by the Chair.

Fiscal Responsibility

1. The SEANC Planning Committee shall provide a recommended Council budget amount to the Board of Governors for approval.
2. Budget considerations for meetings must align with allocated committee funds, with exceptions approved by the SEANC Executive Committee and Board of Governors.
3. Council members will be reimbursed at the current SEANC rate for mileage and per diem. Hotel reservations shall be completed by the designated Staff Liaison and expenses covered by the Council within the allotted budget amount.
4. Electronic / virtual meetings may be conducted, as determined by the Chair, to save funds for other meetings or Council purposes.

Retiree Forums

1. SEANC Retiree Forums throughout North Carolina serve several important purposes:
   A. Information Sharing
   B. Continued Advocacy
   C. Education
   D. Community Building
   E. Geographic Accessibility
   F. Membership Retention

2. RETIREE FORUM PLANNING FORM
   A. Obtain the Retiree Forum Planning Form from the designated Retiree Forum staff coordinator and provide the following via email:
      1) Secure a venue/location and provide full address
      2) Schedule a date and time frame for the event
      3) Provide a district contact name, email, and telephone number

4) Provide RSVP instructions if asking for RSVP
5) Will food/snacks be provided
6) Contact the designated Retiree Forum staff coordinator if you need assistance with your invitation.

3. Contact the designated Retiree Forum staff coordinator if you need assistance with your invitation.

APPENDIX O

SEANC Formal Motion Form

SEANC FORMAL MOTION FORM

Mr./Mrs./Ms. President, I move

MOTION MADE BY:

(Name)

District # **Region:**

MOTION SECONDED BY:

(Name)

District # **Region:**

(Note: When presenting a formal motion for consideration, please PRINT and forward to the Secretary.)

ACTION TAKEN ON MOTION: Voice Hands Standing

Voted on: For _____ Against _____ Abstained _____ PASSED FAILED

Date: _____
(Month, Day, Year)

Recording Secretary:_____

President:_____

No. ____ No. ____ No.____ No. ____
Executive Committee ___ EC Ex. Ses. ___ BOG ___ BOG Ex. Ses. ___

END OF MANUAL