



# **Operations Manual**

**Amended November 18, 2022**

## **Introduction**

This Operations Manual was developed by and for the State Employees Association of North Carolina/Service Employees International Union Local 2008 (hereinafter referred to as SEANC) to establish the guidelines necessary to accomplish the work of the organization. All policies and procedures are in support of and supplement the SEANC Bylaws. The Manual is intended to provide guidance to members and staff as they become involved in SEANC activities: the convention, committee meetings, financial management, and so forth. The Board of Governors must approve all changes to the Manual as specified by the SEANC Bylaws. Exceptions may be made to the provisions of the Manual in order to comply with the Americans with Disabilities Act or other laws and regulations.

If you have suggestions for content of the Manual, please contact:

SEANC Office-  
1-800-222-2758  
919-833-6436

Fax Numbers:  
919-829-5829  
1-800-296-4999

Address:  
1621 Midtown Place  
Raleigh, NC 27609-7553

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**RESOURCE MATERIALS**

SEANC Bylaws  
SEIU Code of Ethics adopted by SEANC  
Personnel Manual

## **Section I**

### **ROLES/RESPONSIBILITIES**

## **President's Duties**

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

**Minimum Qualifications:** Must be a current member having complied with all membership explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure.

### **Duties and Responsibilities:**

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

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

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

**Minimum Qualifications:** Must be a current member having complied with all membership explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure.

### **Duties and Responsibilities:**

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



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

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

**Minimum Qualifications:** Must be a current member having complied with all membership explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure. Must be eligible for bonding.

### **Duties and Responsibilities:**

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

## **Treasurer's Duties**

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

**Minimum Qualifications:** Must be a current member having complied with all membership explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure. Must have financial experience and be eligible for bonding.

### **Duties and Responsibilities:**

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

## **Presidential Secretary's Duties**

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

**Minimum Qualifications:** Must be a current member having complied with all membership explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure.

### **Duties and Responsibilities:**

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

## **Board of Governors**

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

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

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

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

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

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

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

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

## **Committees**

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

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

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

### **Subsidiary Bodies:**

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

### **Advisory Committees:**

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

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

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

### **State Bylaws Committee**

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

**Procedure:** Article XIII of these Bylaws places this responsibility in the hands of this Committee alone and prescribes the only method of presenting amendments to the Bylaws at the annual convention.

The State Bylaws Committee shall assume such additional duties as may be assigned in connection with the conduct of SEANC elections at the annual convention.

## **Bylaws Advisory Committee**

**Policy:** The Bylaws Advisory Committee (hereinafter referred to as “Advisory Committee”) serves as a subcommittee of the State Bylaws Committee and is chaired by the State Bylaws Committee Chairperson who is appointed by the President. The Advisory 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 Chair may ask any past Bylaws Chairperson for help with the committee duties.

**Procedure:** The Committee shall meet prior to the State Bylaws Committee meeting at the discretion of the State Bylaws Chair to review proposed bylaws amendments submitted by SEANC districts or state committees.

The Advisory Committee shall confirm that all proposed bylaws amendments have been received within the proper time frame.

The Advisory Committee shall ensure all proposed bylaws amendments are submitted on the right form and have been properly signed.

The Advisory Committee will review proposed bylaws amendments to see if it negatively affects SEANC processes (i.e., budget adoption process).

The Advisory Committee will 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.

The Advisory Committee will organize the proposed bylaws amendments packet for the State Bylaws Committee.

The Advisory Committee will review the SEANC Bylaws and recommend changes for further study.

The Advisory Committee will assist with the election process prior to and during convention.

## **SEANC Bylaws Amendment Process**

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

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

The State Bylaws Committee will consider the proposed amendment.

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

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

The State Bylaws Chair will ensure that the Bylaws are updated and uploaded to the SEANC website no later than October 1<sup>st</sup>.

-

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

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



## SEANC BYLAWS AMENDMENT FORM

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

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

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

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

Present Wording:

Wording as Amended:

Rationale:

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

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

**IMPORTANT: Mail, 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 15<sup>th</sup>). Mail to: SEANC Director of Operations, 1621 Midtown Place, Raleigh, NC 27609-7553 or email to [bylaws@seanc.org](mailto:bylaws@seanc.org); (fax: 800-296-4999) Revised 2/2/20.**

## **State Policy Platform Committee**

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

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

- Compensation, Health Care, Retirement (and Job Security<sup>22</sup>)
  - Foundation Statements will be reviewed annually by the Policy Platform Advisory Committee and may be amended by the Policy Platform Advisory Committee
  - Districts may submit amendments to Foundation Statements
    - All amendments to Foundation Statements require approval by Convention
    - Foundation Statements do not expire, but must be reviewed annually by the Policy Platform Advisory Committee and must be adopted by Convention
    - Framework Objectives address benefits, working conditions, and issues specific to Department, Agency, Unit or Job (ex. - reimbursement for employee purchased supplies and/or uniforms, etc.)
- Framework Objectives expire after three years
- Framework Objectives may be recommended for one-time renewal for two additional years by a District or the Policy Platform Advisory Committee
  - Framework Objectives reaching five years old will be deleted. Any deleted objective may be resubmitted by a District the following year
  - Adoption or renewal of a framework objective requires approval by Policy Platform Advisory Committee and adoption by Convention
    - Capstone Objectives are landmark goals that establish, restore, or expand Employee / Retiree rights (ex. - Repeal G.S. 95-98)
- Capstone Objectives expire after ten years
- Capstone Objectives may be amended by Districts or Policy Platform Advisory Committee.
  - Amendments to Capstone Objectives require approval of Policy Platform Advisory Committee, State Policy Platform Committee, and Convention
    - Individuals may submit amendments to Foundation or Capstone Objectives and may submit new Framework Objectives.
- Objectives or amendments submitted by individuals will be referred to home district of that individual for adoption prior to Policy Platform Advisory Committee review. If such an amendment or objective fails to pass the respective district, the Policy Platform Advisory Committee will not consider that item.

A list of objectives scheduled for deletion from the platform should be delivered to the District Chair and District Policy Platform Chair no later than January 1st each year. Districts should review these documents recommend suggested changes or new objectives to the District's Annual Meeting. Changes

and new objectives adopted at an Annual Meeting should be submitted to the State Policy Platform Chairperson within five (5) days following the District Annual Meeting.

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

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

Please Type or Print in Ink

See Back For Instruction

SEANC  
POLICY PLATFORM MODIFICATION FORM

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

Issue or concern:

Language for amendment or proposed objective:

Need for proposed change:

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

-----SEANC USE ONLY----- *Foundation*

*Statement* \_\_\_ *Objective* \_\_\_ / *Category* \_\_\_ *Amend* \_\_\_ *Delete* \_\_\_ *Add* \_\_\_

Estimated cost: \_\_\_\_\_ Source of estimate: \_\_\_\_\_

Source of funding: \_\_\_\_\_ Number of employees affected: \_\_\_\_\_

Agency responsible for implementation: \_\_\_\_\_

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

Revised 2000

POLICY PLATFORM FORM

- District #:** Fill in district number.
- Issue or concern:** Use short descriptive title of the subject being addressed.
- Language for proposed objective:** State the policy or objective, as you would have it written in the Policy Platform.
- Need for proposed change:** Describe the present situation and why change is needed.
- Originator:** The name is helpful for future reference. This is not required.
- Signatures:** Signatures of both the District Chair and the District Policy Platform Chairs are required.
- Action:** Indicate the action taken at the district meeting(s).
- Mail:** Mail or bring one copy to the SEANC central office within 5 days after the action.

SEANC

**Foundation statement,**

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

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

**Amend, Delete or**

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

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

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

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

**Number of employees**

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

**Agency responsible for**

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

POLICY PLATFORM CATEGORIES

- Salary:** Across-the- board increases, merit, longevity, disability salary continuation
- Personnel:** Classifications, employee relations, promotional policies, staff levels, leave policies
- Retirement:** Formula, equality of benefits, death benefit, survivors' alternate benefit
- Health Care:** Coverage, dental insurance, quality of service
- External/Other:** Travel expenses, physical facilities
- Internal issues:** Operating policies and procedures, SEANC studies, membership benefits.

### **Policy Platform Advisory Committee**

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

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

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

## **Audit Committee**

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

The Audit Committee shall consist of twelve members elected by the annual convention. Applications for election to the Audit Committee will be accepted by July 15 of each year. There will be no nominations for the Audit Committee accepted from the floor at the annual convention. The Audit Committee elects its chair and Vice Chair at the first meeting after the conclusion of the annual convention and the chair or their designee will present a report to the Executive Committee at least quarterly.

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

**Term of Office:** New Audit Committee Members will be elected for 3-year terms at the Annual convention. Members may not serve more than two elected consecutive terms.

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

### **Procedure:**

1. After receiving an audit/review request or selecting a SEANC functional area to audit, the Audit Committee Chair will notify, in writing, the SEANC President, Treasurer, Director of Finance, and Audit Committee members of the request.
2. The Audit Committee Chair or designee will notify the appropriate SEANC office staff in writing of the SEANC functional area selected for an audit. Written requests will outline the specific time frame and records that the District or SEANC office staff will need to submit to the Audit Committee for their review. The records may include but are not limited to SEANC accounting documents and finance manuals; and District bylaws, minutes of meetings, check register, supporting documents of all deposits and disbursements, and monthly financial reports.
3. Once the SEANC records are available, and District records have been forwarded to the SEANC office in Raleigh, North Carolina, the Audit Committee Chair will designate 1-2 members of the Audit Committee to begin the review. These designated members will notify the SEANC office of specific District documents needed from SEANC files and coordinate the specific time they will be available to view the records from all parties.
4. After the review has been conducted, the Audit Committee members conducting the review will discuss the findings and recommendations for corrective action with the Auditee and obtain

their response. A Draft Report will be prepared with recommendations, a corrective action plan and reviewed by the full Audit Committee for information purposes. A copy of the Draft Report will then be sent to the following Senior Management, SEANC officers and staff: President, Executive Director, Treasurer, Director of Finance, Ethics Officer and Legal Counsel for their information.

5. The Executive Committee may either:
  - a. Concur with the Audit Committee recommendations
  - b. Deny Concurrence
6. The Executive Committee will notify the Audit Committee in writing of its action within 30 days of the Audit Report date. No response will be deemed concurrence. In the event the Executive Committee does not concur, it will notify the Audit Committee in writing of the specific reasons for non-concurrence and additional information, or corrective action needed to provide concurrence.
7. Upon concurrence by the Executive Committee, the Audit Committee will:
  - a. Mail the Final Audit Report to the Auditee within 10 working days for implementation of corrective actions.
  - b. Request the Auditee to sign the Audit Committee report to ensure the findings and recommendations are understood.
8. The SEANC Executive Committee will ensure the recommendations to the SEANC Office Staff are implemented in a timely manner. The District Chairperson and Treasurer will ensure recommendations made to the District are implemented.
9. The Audit Committee is responsible for follow-up with the Auditee to ensure corrective action is implemented.
10. Throughout the process, it is imperative that the SEANC President, Executive Director, Treasurer and Director of Finance be updated as to the process of audit activities. This will be done through presentations at monthly and quarterly meetings, and through draft reports of completed audits.
11. Completed work papers will be submitted to the Audit Chair to be filed.

**Duties:**

- Meet no less than six times per year with the Treasurer to review disbursements including credit card charges and wire transfers.
- Review financial statements given to the Board of Governors.
- Select an independent North Carolina licensed, Certified Public Accountant experienced in servicing non-profit employee associations to prepare the annual audit and financial reports included therein, acting as liaison with the selected auditor during the engagement.



- Follow up on audit recommendations to ensure necessary improvements have been made by the Treasurer and SEANC staff.
- Issue a report of findings and corrective actions to the State Executive Committee, Board of Governors, the Planning Committee and the annual convention and publish these on the SEANC website with an executive summary published in the SEANC Reporter.
- Receive and investigate allegations or concerns involving financial operations, fraud or financial mismanagement at the state or district level and report findings to the Executive Committee and the Board of Governors.
- Review and recommend changes to the Financial Management section of the SEANC Operations Manual.
- Review and audit district financial reports and operations to ensure compliance with SEANC Bylaws, SEANC Operations and Procedures Manual, IRS regulations and other applicable state and federal laws and regulations.
- Make audit recommendations on districts who have been fined by the SEANC Office in compliance with the SEANC Operations Manual.
- Other financial related duties authorized by the SEANC Executive Committee and Board of Governors.

## **Insurance Board**

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

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

*(The name of the “Insurance Board of Trustees” is hereby changed to Insurance Board. This change reflects the nature of the Insurance Board, which is an has been since its inception, an advisory rather than a fiduciary body. It is the intention of SEANC to update this change in the SEANC Bylaws at the first possible opportunity, which is at the September 2023 SEANC Convention.)*

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

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

**Procedure:** EMPAC shall operate with SEANC as its parent entity but shall be governed by the EMPAC Bylaws.

## **Membership Committee**

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

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

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

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

## **Planning Committee**

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

The purpose of the Planning Committee shall be to facilitate the process of long-range planning for SEANC.

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

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

## **Retiree Council**

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

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

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

## **Emerging Leaders**

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

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

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

## **District Chair Duties and Responsibilities**

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

### **Duties and Responsibilities:**

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

### **Membership:**

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



**Communications:**

\_\_\_\_ 1. Organize a Communications Committee to be headed by a District Communications Chair.

\_\_\_\_ 2. Submit district news to The Reporter for publication. Indicate number of times articles were submitted. \_\_\_\_.

\_\_\_\_ 3. Submit local media articles on state employees to the SEANC office.  
(Attention: Communications Department).

\_\_\_\_ 4. Publish district newsletter. Number of issues: \_\_\_\_\_.

\_\_\_\_ 5. Sponsor a community action project. Nature of the project sponsored: \_\_\_\_\_  
\_\_\_\_\_.

**Policy Platform/Bylaws:**

\_\_ 1. Review policy platform and recommend proposed changes through the policy platform process. Submit proposals to the SEANC office no later than five days following the annual district meeting or no later than July 15.

\_\_\_\_ 2. District Policy Platform Chair, or designee, attends State level Policy Platform meeting.

\_\_ 3. Review SEANC Bylaws. Submit changes recommended and approved at the district annual meeting to the SEANC office no later than five days following the district annual meeting or no later than July 15.

\_\_\_\_ 4. District Bylaws Chair, or designee, attends State level Bylaws Committee meeting.

**Legislative:**

\_\_\_\_ 1. Participate in legislative activities as authorized by SEANC.

\_\_\_\_ 2. Sponsor a district level legislative social, forum or otherwise make contact with legislative representatives.

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

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

**Reports:**

\_\_\_\_\_ 1. Submit list of district officers, delegates and committee chairs (elected) to the SEANC office no later than ten (10) working days after the District annual meeting.

\_\_\_\_\_ 2. Submit district monthly financial statement to the Treasurer by the 30th of the following month, which includes a copy of the monthly bank statement. Failure to provide monthly financial reports can result in District accounts being frozen and rebates being held in escrow until the reports are received.

\_\_\_\_\_ 3. Submit Final District Audit Report for previous year to the Treasurer by October 30. Failure to provide the Audit Report in a timely manner can result in District accounts being frozen and rebates being held in escrow until the report are received.

\_\_\_\_\_ 4. Review district Bylaws for conformity with any changes adopted by Convention and/or changes adopted at district annual meetings. Submit revised Bylaws to the SEANC office by December 1.

\_\_\_\_\_ 5. Notify the SEANC office and Regional Representatives of District meeting dates no later than October 1<sup>st</sup>.

\_\_\_\_\_ 6. Notify the SEANC office of changes in district officers and delegates, including contact information within ten (10) working days of change.

\_\_\_\_\_ 7. Select district candidates for SEANC scholarships and submit to the SEANC office (Attention: Scholarships) by May 1<sup>st</sup> of each year.

\_\_\_\_\_ 8. Annual Meeting: Submit time, date and location of District Annual Business Meeting to the SEANC office by the February Board of Governors meeting. Notify all district members of the time, date and place of the District Annual Meeting no later than fifteen (15) working days prior to the meeting date.

\_\_\_\_\_ 9. State Level Awards: By the date established, submit district nominees to State Awards Chair for Member of the Year, Distinguished Service, Chair of the Year and District of the Year.

\_\_\_\_\_ 10. Submit District meeting minutes to the SEANC office within three weeks of meeting.

Additional District Activities:

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### **District Chair Substitute**

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

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

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

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

### **Procedure:**

### **Duties:**

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

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

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

### **Responsibilities:**

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

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

**Regional Representative Resources:**

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

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

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

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

The President will designate election assistants for each Region.

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

## **Section II**

### **POLICY/PROCEDURES**

### **District Bylaws Process**

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

**Procedure:** The District Bylaws Chair shall appoint a committee to review the District Bylaws. On an annual basis, following the SEANC Annual Convention, the District Bylaws Committee will review the changes made to the SEANC Bylaws as adopted during the most recent SEANC Convention and update District Bylaws accordingly. Any necessary changes to the District Bylaws should be reviewed and adopted at the District's next monthly meeting.

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Disciplinary Trial and Appeals**

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

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

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

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

### **Disciplinary Trial Process:**

#### **Charges**

A written charge shall be sent to the Executive Committee. The SEANC President will appoint an investigation committee. The written charge will include date, name, district number, address, e-mail, telephone number, description of charge, signature, signature of person receiving document. Committee members should have some investigating experience and are known for good integrity. The SEANC Ethics Officer will be available for consultation as needed. During the investigation, the findings will be kept confidential until a report is created. The Committee will have the authority to resolve the matter if possible. The Committee 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.

#### **Trial Notification**

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

#### **Trial Procedure**

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

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

#### Appeals Trial

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

#### Board of Governors Review of Trial proceedings

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

## **Procedure for Deleting Members**

A member becomes delinquent once dues have not been posted for three months. Example:

January 15—member joins and misses the payroll deadline. Their payroll information will NOT be sent to their payroll to be deducted.

February—member's first payroll deduction request is sent by the 10<sup>th</sup> of the month March—  
first payroll deduction is received and posted.

\*No payment will be posted in February through no fault of the member and should not be considered delinquent until no payment is posted in APRIL.

### **NON-PAYMENT**

Member will be called and emailed in their first month of non-payment to find out why their first deduction did not occur.

### **DELINQUENT**

SEANC member is identified as delinquent when their membership dues stop being received.

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

1. An email and phone call to the member notifying them of delinquency in dues during first month of delinquency. A letter will be mailed if there is no email or phone number listed.
2. Reach out to members that are on the monthly agency separation lists and BEACON error reports to see if they have switched agencies or have retired.
3. Send a final email or letter to members who have not responded and not been identified as separated from state government.

## **DELETION PROCESS**

After all steps above have been taken, and there is no response from the member, they will be deleted.

This policy ensures that staff has a reasonable time to contact the member and research why their deduction has stopped. The member will receive an email or letter that they have been deleted with instructions on how to reinstate their membership if they failed to respond to above notices.

### **Exceptions:**

- Staff has the flexibility to delete members based on information received from separation reports from agencies and BEACON error reports. Staff will make every effort to contact these members to ask if they have switched agencies, retired or continue their membership if they are eligible before deleting the membership.
- Staff can delete members immediately that contact the SEANC Office to let us know they have left state government and are no longer eligible for membership.

**Note: There will be no deletions during the month of JULY.**

## **DISTRICT RESPONSIBILITY**

Each District will appoint a Membership Retention Chair to work the delinquent list.

- District Chairs and District Membership Chairs receive Monthly District Delinquent Email list of all delinquent members in their Train and encourage District members to reach out to these delinquent members to retain their membership.

## **Lobbying Guidelines**

**Policy:** 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.

### **Procedure:**

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

#### 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 laws

#### 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.

## **Unlawful Workplace Harassment**

**Policy:** All SEANC employees are guaranteed the right to work in an environment free from unlawful workplace harassment and retaliation, and SEANC prohibits unlawful harassment of its employees.

### **Definitions:**

*Unlawful workplace harassment* is unwelcome or unsolicited speech or conduct based upon race, age, sex, religion, national origin, citizenship, marital status, veteran's status, sexual orientation, disability, or any other class protected under state law that creates a hostile work environment or circumstances involving quid pro quo.

*Hostile work environment* is one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive.

*Quid pro quo harassment* consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

*Retaliation* is adverse treatment that occurs because of opposition to unlawful workplace harassment.

**Coverage:** Unlawful Workplace Harassment can result from the behavior of supervisors, fellow employees, SEANC Members and Officers, or third parties, such as vendors or contractors.

### **Procedure:**

#### Reporting

Anyone who feels they have suffered from unlawful workplace harassment is encouraged to request a confidential session with workplace Designees. Every effort will be made to remove any misunderstandings concerning the guidelines of appropriate or inappropriate behavior and/or to eliminate harassing behavior if it exists.

A written complaint must be filed with the Executive Director within 30 days of the alleged harassing or retaliatory action. Upon receipt of the complaint, the Executive Director, or a designee, will conduct a prompt investigation. This investigation will determine the validity of the complaint and include a recommendation of any action to be taken. This investigation must be completed within 60 days of receiving the complaint. Appropriate remedial action should be taken as soon as is possible.

If the complaint implicates the Executive Director, the complaint shall be filed with the SEANC President. Upon receipt of such a complaint, the President or his designee will conduct the investigation and the results will be reported to the Executive Committee, in Executive Session, for appropriate action.

If the complaint implicates a SEANC Member or Officer, the Executive Director should notify a non-involved Officer, so that contact between that person and the complainant can be terminated until the investigation is completed.

#### Disciplinary Action for Unlawful Workplace Harassment

1. Any employee who is found to have committed any form of unlawful workplace harassment will be subject to disciplinary action pursuant to the SEANC Personnel Manual.
2. If a SEANC Member, other than an elected Officer, is found to have committed any form of unlawful workplace harassment or retaliation with respect to a SEANC employee, the Executive Director will refer the investigation report to the Executive Committee, in executive session, for its referral of the charges to the Board of Governors, in executive session, for appropriate action, up to and including termination of membership pursuant to the SEANC Bylaws.
3. If an elected Officer is found to have committed any form of unlawful workplace harassment or retaliation with respect to a SEANC employee, the Executive Director will refer the investigation report to the Executive Committee, in executive session, for its referral of the charges to the Board of Governors, in executive session, for appropriate action, up to and including removal from office and termination of membership pursuant to the SEANC Bylaws.
4. If a complaint is successfully resolved at any level, it shall not be referred to the next higher level.

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

### **Access to Financial Records**

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

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

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

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

SEANC Request for Financial Information

TO: SEANC Treasurer  
FROM: \_\_\_\_\_  
DISTRICT: \_\_\_\_\_  
DATE: \_\_\_\_\_

Information Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

## The Budget Process

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

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

### Process -The Planning Committee

The purpose of the Planning Committee shall be to facilitate the process of long-range planning for SEANC. Specifically, the committee shall initially develop and subsequently maintain a five-year plan relative to SEANC operations, and shall in concert with the President, Executive Director, Director of Finance, and General Treasurer present a balanced annual budget for approval. The Planning Committee shall have the vested authority to recommend revenue cutbacks or revenue increases to ensure that SEANC operates within a balanced budget.

Initial development of the annual general fund budget is assigned to the President, Executive Director, Director of Finance, Treasurer, and Planning Committee Chair and be completed June 15<sup>th</sup>.

Designated line items of the general budget are pro-rated at a pre-determined percentage to be funded by the Insurance Fund. The Insurance Board Chair shall present a balanced Insurance Fund Budget to the Planning Committee Chair by August 15<sup>th</sup> of each year after the general fund budget has been approved.

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

1. Review of current and past records of SEANC budget.
2. Review line-by-line receipts of General Fund income.
3. Review line-by-line disbursements of General Fund expenses.
4. Additional input should be obtained from sources to include State Officers, Committee Chairs, and SEANC Directors.
5. Written narrative explanations should be prepared for all line items.

6. The General Treasurer and Planning Committee Chair shall present a completed initial balanced budget to the full Planning Committee no later than June 15 for their review, revisions if necessary, and approval for recommendation to the Executive Committee.



### The State Executive Committee

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

### The Board of Governors

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

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

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

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

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

## Staff Credit Card Use

**Policy:** Credit cards are issued to the SEANC Executive Director, Executive Assistant, Staff Directors, IT Specialist, Meeting & Convention Planner, Member Relations Representatives, the Senior Lobbyist, and others as approved by the Treasurer, Director of Operations, and Audit Committee. Use of the cards is limited to the purchase of lodging, meals and travel while conducting official SEANC business as indicated in the policy on Travel Expense Reimbursement. Cards may also be used for the purchase of equipment, materials, services, and supplies and materials necessary to conduct SEANC business. Credit card limits are restricted to \$5,000. If a vendor contract is in place, staff should not use credit card for purchase. Any exception must be approved by the President, Director of Operations and the Treasurer.

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

1. Number the receipts sequentially by date
2. Place this number beside the corresponding cost on the Expense Voucher
3. Identify (by name) others who are included on the charges
4. Indicate the line item or committee to be charged

Listed below are the line items for expense charges:

- Executive Committee
- District Meetings
- State Committee Meetings
- Other SEANC Events

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

Each cardholder is required to sign the following statement.

I understand these procedures and will abide by them.

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

**Credit Card Use by SEANC Officers and Executive Committee Members**

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

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

1. Number the receipts sequentially by date
2. Place this number beside the corresponding cost on the Expense Voucher
3. Identify (by name) others who are included on the charges
4. Indicate the line item or committee to be charged

Listed below are the line items for expense charges:

- Executive Committee
- District Meetings
- State Committee Meetings
- Other SEANC Events

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

Each cardholder is required to sign the following statement.

I understand these procedures and will abide by them.

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

Last four digits of Card Number \_\_\_\_\_

## **Expenditure Authorizations and Purchase Orders**

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

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

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

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

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

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

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

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

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

Purchase Orders are numbered and controlled by the Accounting Specialist. Once a number is assigned, it must be used or invalidated by the Finance Department accounting office. When the item ordered is

received, the supervisor will sign and date receipt of item. A copy of the Purchase Order will be returned to the Finance Department. This copy will be attached to the payment.

## **Loans to SEANC Districts**

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

### **Procedure:**

- 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





## **Operating Reserves**

**Policy:** It shall be the policy of SEANC obtain and maintain a cash reserve not less than twelve (12) months' operating expenses to be available in the event of financial emergencies.

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

## **Tax Requirements of Each District**

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

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

### **Raffles**

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

### **District Audit**

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

### **Federal Tax Identification Number**

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

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

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

## **Wire Transfers**

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

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

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

- Any email request for a wire transfer from the Executive Director or any other Director must immediately be reported to the IT Specialist for screening.
- Itemized invoice.
- Written Purchase Order Request signed by the person originating the request and providing detailed information as to the reason a wire transfer is needed.
- Signature of a Department Director.
- Signature of the Executive Director or Director of Operations. -
- Signature of the SEANC Treasurer.

SECU will not accept a wire transfer request without approval from the Executive Director, Director of Operations and the SEANC Treasurer.

A list of approved corporate vendors is maintained in the Finance, Information Technology, Insurance and Executive Director's offices.

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

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

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

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

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

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

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

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

## Travel Expense Reimbursement

**Policy:** SEANC provides reasonable reimbursement to designated SEANC officials for travel expenses incurred when on SEANC business. The following procedures will apply.

### **Procedure:**

Board of Governors

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

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

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

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

### State Committees

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

### Executive Committee

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

## Transportation

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

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

Reimbursement of mileage expenses is only permitted when accompanied by a mapping application map printout showing the most direct roundtrip mileage from the member's home address to the SEANC office (1621 Midtown Place, Raleigh, NC 27609) or other meeting location. The mapping application map must be attached to the SEANC Travel Reimbursement Form in order to comply with audit requirements. Members should take responsibility for printing their own map showing mileage traveled. SEANC staff will assist those without computers/printers. Some of the more commonly used trip routing applications include Apple Maps, Google Maps, MapQuest, Yahoo Maps, Rand McNally, AAA Trip Tik (members only).

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.

## Meals

Members and staff shall be reimbursed for meals at per diem rates when traveling overnight on SEANC business.

Reimbursement 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.

Meals will be reimbursed at the following per diem rates:

| In-State  |         | Out-of-State |         |
|-----------|---------|--------------|---------|
| Breakfast | \$8.60  | Breakfast    | \$8.60  |
| Lunch     | \$11.30 | Lunch        | \$11.30 |
| Dinner    | \$19.50 | Dinner       | \$22.20 |
| Total     | \$39.40 | Total        | \$42.10 |

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

## Lodging

Members and staff should utilize safe, economical and geographically reasonable accommodations consistent with the purpose of travel or function attended. Whenever possible, members and staff should secure a state employee rate for lodging. SEANC corporate discounts should be utilized if a state rate is unavailable.

## Other Travel Expenses

Other travel expenses eligible for reimbursement include:

- Ground transportation to and from airport.
- Fees for checked luggage.
- Customary gratuities for baggage handling, valet services, taxis, etc. (must have a receipt)
- Internet usage based on reasonable cost up to \$50 per day.

## Miscellaneous

The President will submit an approved list of persons to be reimbursed at all authorized meetings to the SEANC Meeting & Convention Planner. If a District Chair brings a guest to a Board meeting, he/she will be responsible for all related expenses (i.e., meals, hotel and travel)

Request for reimbursement must be submitted on the most recent version of the SEANC Expense form available on the SEANC website. Reimbursement for expenses will be made to members and Staff within ten (10) working days after receipt of an approved expense statement. Expense statements submitted for payments that are over thirty (30) days from the date the expense was incurred will not be reimbursed by SEANC, unless the Treasurer grants an exception





## **Treasurer Guidelines**

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

**Procedure:** Specific responsibilities include:

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

### **Budget - Current Year**

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

### **Audited Financial Statement**

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

### **Financial Statements – Monthly**

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

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

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

## District Financial Statements

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

### Remote Approval of Disbursements

From time-to-time circumstances may arise that require the disbursement of SEANC funds when the Treasurer is not available to countersign a check in a timely or cost-efficient manner. All requests for remote approval of disbursements require the following authorization.

- Requests for remote approval of disbursements shall be prepared by the Director of Finance and submitted to the Executive Director and/or the Director of Operations for review and approval.
- The Director of Finance shall submit the request by email to the Treasurer. This request shall include the justification for the request for the remote approval and contain proper backup documentation including any itemized invoices, purchase orders, expense authorization forms, or other documentations. All such backup documents shall be signed by the appropriate Department Director and the Executive Director or Director of Operations.
- The Treasurer may approve request for disbursements by reply email. Staff shall print the Treasurer's approval and add it to the backup documentation for the disbursement.

### Fiscal Year

The SEANC fiscal year runs from October 1 to September 30.

## **Petty Cash**

**Policy:** 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.

### **Procedure:**

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, 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 the signature of any payee who receives cash as a gratuity. Actual receipts for goods or services purchased shall be attached.
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 the Accounts Receivable Specialist 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 Director of Finance.

## **401(k) Benefit Management**

**Policy:** SEANC shall sponsor a 401(k) Retirement Plan for its employees as part of its benefits package.

### **Procedures:**

#### Board of Trustees

The 401(k) Retirement Plan (“the Plan”) shall be managed by a 5-member Board of Trustees comprised of the SEANC General Treasurer, Executive Director, Director of Finance, and two employees selected by the SEANC senior management team.

Employee Trustees will serve a 2-year term of office that expires on September 30 of each even-numbered year. Employee Trustees may serve consecutive terms. A vacancy in the position of Employee Trustee due to death, resignation, removal, disqualification or otherwise may be filled by a selection of the SEANC senior management team for the unexpired portion of the term.

The Board of Trustees shall elect a Trustee to serve as Chair for a 4-year term. The Chair shall preside at meetings of the Board of Trustees and is authorized to call special meetings of the Board of Trustees. The next election of a Chair shall occur at the first regular meeting after October 1, 2020, and every four years thereafter. A vacancy in the position of Chair due to death, resignation, removal, disqualification or otherwise may be filled by election of the Board of Trustees for the unexpired portion of the term.

#### Duties of Trustees

Trustees shall perform their duties in good faith, in a manner they reasonably believe to be solely in the best interest of the Plan participants, and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

Additional duties of the Trustees shall include:

1. Select a Plan investment advisor and review the Plan investment advisor’s performance annually.
2. Select a Plan investment manager and review the Plan investment manager’s performance annually.
3. Monitor Plan investments and review fund selection, returns, expenses and fees on a regular basis.
4. Review Plan operations and regulatory compliance annually.
5. Review the Summary Plan Description annually.

#### Regular Meetings

Regular meetings of the Board of Trustees shall be held on a quarterly basis. Special meetings may be called at the request of the Chair or any three Trustees.

#### Fidelity Bond

SEANC shall maintain a fidelity bond of not less than \$250,000 to protect the Plan from loss that may result due to actions by the Trustees or others who are responsible for handling Plan funds.

#### Summary Plan Description

The Summary Plan Description (“SPD”) is a document that details the key features of Plan. The Plan was originally effective on October 1, 1984. An amended version of the SPD with restated provisions became effective on March 6, 2015. The SPD has been amended since to confirm changes to the Board of Trustees.

The SPD governs eligibility conditions and requirements, vesting schedule, employee contributions, employer contributions, distributions (including in-service and hardship distributions), participant loans, and claims procedures.

The SPD may be amended by majority vote of the Board of Trustees. Employees shall receive notice 30 days prior to the effective date of any Plan changes, including changes in funds offered by the Plan.

## **Section IV**

# **MEMBER SERVICES**

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

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

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

When a member has suggestions/concerns related to the operating policies and procedures, the following steps should be taken.

1. Members shall contact their District Chairs in writing to express their suggestions/concerns. The Chair will contact the Member to confirm that the suggestions/concerns have been received. If the suggestions/concerns are related to the District, the chair should review and bring them to the District for resolution. If these concerns are not resolved satisfactorily at this level, proceed to Step 2.
  - The District Chair or member shall contact the Regional Representative of the Executive Committee in writing. The Regional Representative shall review the issue and contact the District Chair or member. If the issue cannot be resolved at this level, proceed to step3.\_
  - The Regional Representative shall contact the President in writing who will review the issue for disposition or referral to the appropriate body.
2. If the suggestions/concerns are more related to the overall SEANC operation or the Regional level, the District Chair or member shall contact the Regional Representative of the Executive Committee in writing. The Regional Representative will confirm receipt and shall review the issue and contact the District Chair of member.
  - The Regional Representative shall contact the President in writing who will review the issue for the disposition or referral to the appropriate body.

The member shall be notified of the resolution in a timely manner.



## **Membership List Distribution**

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

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

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

The President or designee must approve all requests.

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

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

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

**Membership List Distribution Agreement Form**

TO: Member Relations Director

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
District Chair Signature

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

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

**Policy:** SEANC shall 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 meeting. The policy shall be in effect for such members less than 70 years of age for the one (1) year and renewed annually. Such coverage is always afforded to SEANC Staff while traveling to and from SEANC sponsored events.

**Procedure:** SEANC provides coverage for SEANC Board of Governors while traveling to and from SEANC approved meetings. The amounts of the limits are:

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

## **Advertising, General**

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

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

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

Revenue generated is credited to the general fund.

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

SEANC reserves the right to reject an ad if it is perceived as inappropriate to the Association.

## **Advertising, Political**

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

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

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

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

Revenue generated is credited to the general fund.

**Section V**  
**COMMUNICATIONS**

## **Communication Methods**

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

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

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

**Websites:** Well-maintained websites are effective in disseminating timely information, solidifying the association's "brand image," and promoting important state employee issues. 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 newspaper published six times a year by staff with input from members. The newspaper keeps members informed of legislative activities regarding state employees, member services, SEANC meetings and events and includes human-interest stories about SEANC members.

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

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

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

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

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

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

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

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

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

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

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

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

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



## **SEANC Logo**

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

### **Procedure:**

#### Logo Use

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

#### Logo Standards Guide

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

## **Websites/Bulletin Boards**

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

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

### **Timelines**

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

### **Brand Image**

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

### **Affiliation**

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

### **Monitoring**

Websites found to be out of compliance and/or outdated should be updated as quickly as possible and outdated content should be immediately removed. Requests will be directed to district 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](http://www.SEANC.org).

If a district chooses to discontinue use of its website or finds it has no one willing or capable to maintain it, the district should remove the site from the public view immediately. Likewise, should a district choose to discontinue use of its bulletin board provided by SEANC on the official website of the SEANC office, [www.SEANC.org](http://www.SEANC.org), the Communications/Public Relations Department should remove the bulletin board until the district chooses to use it again.

### Enforcement

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

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

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

**Section VI**  
**CONVENTION**

## Annual Convention

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

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

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

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

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

The President sets the agenda for each convention.

No food items may be sold on the convention floor.

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

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

The Bylaws Advisory Committee certifies the number of eligible delegates.

## **Exhibits**

**Policy:** Vendors providing services to SEANC members may purchase booth space at the convention. Exhibits shall display services and products that will benefit SEANC members. Districts may also rent tables and booths for fundraising activities, etc.

**Procedure:** The Meeting & Convention Planner handles the logistics for vendors. Exhibitors may be invited to participate by the President or Meeting and Convention Planner. Others who are interested may contact the President or Meeting and Convention Planner.

## **Expense Reimbursement**

**Policy:** Expense reimbursement for the convention will be the same as for other SEANC business activities. General officers, convention coordinators, staff and committee members are eligible for expense reimbursement as approved by the current SEANC President, Treasurer and Executive Director.

**Procedure:** Refer to Travel Expense Reimbursement (Financial Management Section) for details. Districts are responsible for their delegates' expenses.

## **Convention Facilities**

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

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

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

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

The Presidential Suite is a hospitality room that 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.



## **Guests**

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

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

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

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

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

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

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

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

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

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

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

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

## **Organization and Management**

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

**Procedure:** The Meeting 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.

### **Convention Registration**

**Policy:** 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 will be imposed upon the district.

**Procedure:** 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 will be deducted from the District's membership dues rebate.

## **SEANC Elections Procedures**

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

**Procedure:** The officers to be elected include President, First Vice-President, Second Vice President, and Treasurer. These officers shall be elected from nominees submitted by the Board of Governors to the annual convention or from nominations from the floor at the annual convention. The names of all candidates shall appear on the official ballot. Candidates for office should announce their candidacy in writing or in person to the Board of Governors no later than forty-five (45) days prior to the annual convention. The term of office for all officers shall be two (2) years and shall begin October 1, following the adjournment of the annual convention. Officers will continue to serve until a successor is duly appointed and installed. 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.

### **Nominating Process**

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

### Recognition of Candidates

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

### Seconding Speeches

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

### Balloting Process

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

### Election Results Report

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 Committee.

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

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

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

**Section VII**  
**RECORDS**



## **Archives and Historical Records**

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

**Procedure:** The archives will be maintained at the SEANC office.

# **State Employees Association of North Carolina Records Retention Policy**

**Objective:** To create and maintain a systematic method for ensuring that the Association's records are protected and maintained and that they are discarded when no longer needed or valued.

## **Section 1. Purpose**

The purpose of this policy is to ensure retention of certain records of the State Employees Association of North Carolina, (SEANC) are adequately protected and maintained for regulatory, legal, or business purposes. This policy also ensures that records that are no longer needed by SEANC or are of no value are discarded at the proper time. This policy is also for the purpose of assisting SEANC staff in understanding its obligation in retaining electronic file documents, including email, web files, text files, sound and movie files, PDF documents and all Microsoft Office and other formatted files.

## **Section 2. Definitions**

- A. A record is recorded information, regardless of medium or characteristic, which can be retrieved at any time. It includes all original records, tape, electronic media, and other information containing media that are generated and/or received in connection with transactions of the organization's business. If not indicated otherwise, these are the records to which the Records Retention Schedule applies.
- B. Non-records material includes duplicate copies of correspondence, duplicate copies of records used for short-term reference purposes, blank forms, stocks of publications, directories, and transitory messages used primarily for the informal communication of information. Transitory messages do not set policy, establish guidelines or procedure, certify a transaction, or become a receipt.

## **Section 2. Administration of the Policy**

- A. Attached to this policy, at Appendix 2, is a Records Retention Schedule that is hereby approved as the initial maintenance, retention, and disposal schedule for the physical records of SEANC and the retention and disposal of electronic records. The Executive Director and /or Director of Operations, is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Records Retention Schedule is followed.
- B. The Executive Director and/or the Director of Operations is also authorized to make modifications to the Records Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for SEANC.
- C. The Executive Director and/or the Director of Operations shall: 1) monitor local, state and federal laws affecting record retention 2) annually review the records retention and disposal program; 3) monitor compliance with this policy; and 4) draft and implement operational procedures to ensure compliance with this policy.
- D. While records should be destroyed when the retention period has passed the historical or archival value of some records should be considered in light of future research, public relations, or corporate mission purposes. Managers may request exception to this policy by presenting an assessment of the particular situation to the Executive Director.
- E. The Records Retention Schedules does not apply to non-records. Non-records are maintained for as long as administratively needed and may be discarded when the business use has terminated.

## **Section 4. Suspension of Records Disposal in Event of Litigation or Claims**

If SEANC is served with a subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning SEANC or the commencement of any litigation against or concerning SEANC, such employee shall inform the Executive Director or Director of Operations and any further disposal of documents shall be suspended until such time as the Executive Director, with the advice of counsel, determines otherwise. The Executive Director shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

## **Section 5. Applicability**

This policy applies to all physical records generated in the course of SEANC operations, including all drafts and final versions of documents. And, this policy applies to the electronic documents described in Section 1.

## **Section 6. Reservation of Authority**

Except as otherwise expressly delegated in this policy, the Board of Governors of the Association reserves the right to modify, amend or abolish this policy by majority vote at any regular meeting of the Board or any special meetings of the Board called for this purpose.

## Appendix 1

### Correspondence and Internal Memoranda

**General Principle:** Most correspondence and internal memoranda should be retained for the same period as the record they pertain to or supports. For instance, a letter pertaining to a particular contract should be retained along with the contract permanently. Records that support a particular project should be maintained with the project materials and files and take on the retention time of the particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These can be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded within 2 years. Some examples include:
  - Routine letters and notes that require no acknowledgement or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
  - Form letters that require no follow-up
  - Letters of general inquiry and replies that complete a cycle of correspondence.
  - Letter or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
  - Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

### Electronic Documents

1. **Electronic Mail:** Email communications, messages and documents transmitted by email are similar to paper documents. They may be considered records, subject to the Records Retention Schedule. To determine whether an email is such a record, the email will be treated as if it were a paper document or record. If a paper document would be retained as a record because of its content, then an email message with the same content must be treated as a paper record, subject to the Records Retention Schedule.
2. **Electronic Documents:** including Microsoft Office Suite and PDF files. Retention depends on the subject matter. The length of time that an electronic document should be retained must be based upon the content of the file, the category under the various section of this policy, and its determination of a record under the Records Retention Schedule.
3. **Electronic Records Management:** System documentation, digitization and scanning records, metadata, and information maintained by the system and listed in the approved records retention and disposition schedule prior to their destruction or other disposition. Records will be retained for the period required by this records retention schedule.
4. **Shared Drive Management:** Employees use shared storage for collaboration and access. Procedures for the use of this shared storage shall comply with this retention schedule. Shared Drive Management will no longer be used after full implementation of the scanning process and Docuware.

## **Pension Documents and Supporting Employee Data**

**General Principle:** Pension documents and supporting employee data shall be kept in a manner that SEANC can establish at all times whether or not any pension is payable to any person and if so the amount of such pension.

## **Tax Records**

**General Principle:** SEANC must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

**SEANC Districts:** SEANC tax returns include the finances of all SEANC districts. It shall be the responsibility of each district to maintain all documentation required by SEANC to file such returns. SEANC will provide the manner in which documentation shall be maintained by all districts and such documentation shall be made available to SEANC upon request.

## **Discarding of Documents**

Documents that contain confidential or proprietary information must be disposed of in a manner that does not divulge such confidential or proprietary information. Contracts with vendors that perform this service must include language guaranteeing that no documents have been duplicated or reviewed and that all documents have been permanently destroyed.

## Appendix 2

### Accounting and Finance

| Type of Records   | Retention Period   |
|---|--|
| <ul style="list-style-type: none"> <li>-Accounts payable ledgers and schedules</li> <li>-Accounts receivable ledgers and schedules</li> <li>-Notes receivables ledgers and schedules</li> <li>-Subsidiary ledgers</li> <li>-Annual audit records, including work papers and other documents that relate to the audit</li> <li>-Bank statements</li> <li>-Bank reconciliations</li> <li>-Expense analyses/expense distribution schedules</li> <li>-Expense reports</li> <li>-Invoices (to customers, from vendors)</li> <li>-Purchase orders (except purchasing department copy)</li> <li>-Sales records</li> <li>-Any documentation related to vouchers.</li> <li>-Vouchers for payment to vendors, employees, etc. (including allowances and reimbursement of employees/officers/etc. for travel and entertainment expenses)</li> <li>-Withholding tax statements</li> <li>-Fidelity bonds</li> <li>-Petty cash documentation</li> </ul> | 7 years  |
| <ul style="list-style-type: none"> <li>-Annual financial reports</li> <li>-Annual audit reports</li> <li>-Annual budgets</li> <li>-Capital stocks and bond records: (ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.)</li> <li>-Cash book</li> <li>-Charts of accounts</li> <li>-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)</li> <li>-General/private ledgers, year-end trial balance</li> <li>-Internal audit reports</li> <li>-Financial statements (year-end)</li> </ul>  | Permanently  |
| Correspondence: <ul style="list-style-type: none"> <li>-Accounting</li> <li>-General</li> <li>-Personnel</li> <li>-Vendors</li> <li>-IRS and DOL</li> <li>-Legal</li> </ul>   | 5 years<br>3 years<br>7 years<br>7 years<br>Permanently<br>Permanently |
| Depreciation Schedules: <ul style="list-style-type: none"> <li>-Equipment and furniture</li> <li>-Real property</li> </ul>  | 10 years<br>Permanently  |
| Equipment leases (after expiration)   | 6 years  |

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

### Association Records

| Type of Record  | Retention Period |
|---|------------------|
| Corporate records:  | Permanently      |
| -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  |                  |
| -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<br>-Property assessments<br>-Property licenses<br>-Property rights of way<br>-Member records (applications, cancellations, change of district request)<br>-Patent and related papers<br>-Scrap and salvage records (inventories and sales, etc.)<br>-Trademark registration and copyrights |             |
| Internal audit reports  | Permanently |
| 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:<br>-FLMA leave requests<br>-Time off<br>-Medical Certifications *  | 3 years  |
| -Retirement documents:<br>-Retirement records<br>-Pension records<br>-Plan description<br>-Annual reports  | 7 years  |
| Contract   | 7 years  |
| Records of earnings  | 7 years  |
| Salary and wage rate changes   | 7 years  |
| Worker's compensation records  | 7 years  |
| Personnel Files **<br>-Application forms<br>-Requests for accommodations<br>-Hiring<br>-Promotion<br>-Bonuses<br>-Position or status change records<br>-Performance evaluations<br>-Demotion<br>-Layoff<br>-Termination papers<br>-Rates of pay<br>-Compensation<br>-Withholding information | Duration of employee's work-life, and 7 years after end of employment  |

|   |   |
|---|---|
| -Garnishments<br>-Test results<br>-Training<br>-Qualification records<br>-Employment contracts (temporary employees)<br>- Accident reports/Claims (Settled Cases)                         |   |
| Training manuals  | Permanently   |
| Non-Hired Employment Records:<br>-Applicant applications and resumes (solicited or unsolicited)<br>-Results of post offer<br>-Results of background checks<br>-Any related correspondence | 1 year<br>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)  | 5 years          |
| Insurance records:<br>-Current accident reports<br>-Claims<br>-Policies | 5 years          |

**Legal Files and Papers**

| Type of Records  | Retention Period |
|--|------------------|
| -Legal memoranda and opinions (including all subject matter files)<br>-Litigation files<br>-Court orders<br>-Request for departure from records retention schedule<br>-Correspondence (legal and important matters only) | Permanent        |

**Payroll Records**

| Type of Record  | Retention Period                |
|---|---------------------------------|
| Payroll records:<br>-Additions/deduction to wages<br>-Employee identifying information<br>-Salary rate or basis of payment<br>-Hours worked<br>-Individual wage records<br>-Overtime earnings<br>-Overtime hours worked<br>-Payment dates and periods<br>-Payroll registers (gross and net)<br>-Employee deduction authorizations | 7 years after end of employment |



|  |             |
|--|-------------|
| -Payroll deductions<br>-Garnishments<br>-Timecards/sheets<br>-W-4 forms<br>-NC-4 forms |             |
| Retirement and pension records   | Permanently |

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## **Record Security and Preservation**

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

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

## Meeting Minutes

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

**Procedure:** A copy of meeting minutes shall be provided to the respective committee members ~~within~~ two weeks 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 persons taking part in the meeting.
- Whether the minutes of the previous meeting were approved or reading of the minutes was dispensed with.
- All main motions (except those withdrawn), and points of order, appeals, whether sustained or lost, and all other motions
- The hours of meeting and adjournment.
- The date, time and location for the next meeting, if known.

The following rules also apply to the minutes:

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

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

## **Facilities Use**

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

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.

**Procedure:** 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:

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

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

## Vehicle Use

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

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

Operators are responsible for 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 have a valid North Carolina driver's license and must show their license and provide an acceptable DMV driving record prior to being assigned a vehicle.

### Vehicle Citations

The driver will be responsible for all tickets (including parking tickets) received from law enforcement during the assignment of the vehicle. SEANC will pay for parking tickets received when staff is working at the NC General Assembly. SEANC will not reimburse the employee for the expense of the ticket. In the event a traffic ticket is issued, the affected driver will notify the SEANC Executive Director or designee within 24 hours, providing a copy of the traffic ticket and a statement giving information on the incident. If the incident happens on weekends or holidays, the SEANC Executive Director or designee will be notified on the next working day.

### Accidents

The driver will notify the SEANC Executive Director or designee of all accidents as soon as possible, 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 Executive Director or designee. And the 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 claim. A written reply from the operator of said vehicle regarding the complaint should be received by SEANC within ten (10) working days unless an extension is granted. The investigation will be resolved within thirty (30) days of initial complaint. No revocation will occur based on an anonymous claim.

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

## **Crisis Management Plan**

SEANC maintains a crisis management plan, which is updated as needed.



**Section IX**  
**SCHOLARSHIP**

**SEANC Scholarship Foundation**

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