

NORTH CAROLINA SENIOR DEMOCRATS

CONSTITUTION AND BY-LAWS

Organized 1978, Amended 1991 to 2017, Amended July 2022

SECTION 1. CONSTITUTION

ARTICLE 1. NAME

- A. The name of this organization shall be the North Carolina Senior Democrats (NCSD).
- B. The NCSD shall be organized and operated in accordance with the laws of the State of North Carolina, the Rules of the North Carolina Democratic Party, and other applicable laws and regulations.
- C. The NCSD shall be an affiliate of the North Carolina Democratic Party and is bound by the NCDP Plan of Organization.

ARTICLE 2. PURPOSE

The purpose of the NCSD throughout North Carolina is to advocate for Seniors and to get out the Democratic vote. To that end, the NCSD will strive to do the following:

- A. Attract new members to the Democratic party by supporting county Senior Democrats Chapters throughout North Carolina.
- B. Elect Democratic candidates to public office.
- C. Support Democratic elected officials and causes.
- D. Perpetuate the ideals and principles of the Democratic Party.
- E. Advocate for issues of concern to seniors.
- F. Educate, encourage, and inform voters regarding the electoral process, significant issues which will appear on the ballot, and Democratic candidates.

ARTICLE 3. INCLUSIVENESS

The NCSD shall make special efforts to encourage traditionally under-represented groups to participate in the NCSD chapters. All Democrats elected and appointed to any position in the NCSD should reasonably reflect the Democratic electorate with regard to race, gender, religion, ethnic origin, sexual orientation and/or disability.

ARTICLE 4. MEMBERSHIP

- A. Any registered Democrat residing in North Carolina, who shares allegiance with the principles of the Democratic Party, and who is at least 50 years of age shall be eligible for active membership through their local chapter.
 - 1. An active member shall contribute an amount to the NCSD yearly through their Chapter. The required contribution is set by the Executive Committee in October of the previous year.
 - 2. Active Members are eligible to vote and to hold office.
 - 3. Associate Members are under 50 years of age and are not eligible to vote or hold office.
- B. The membership year shall be January 1 through December 31.

C. If a person resides in a county which does not have a Senior Democrats Chapter, that person may become a member directly through the NCSD. Direct members are eligible to vote at statewide meetings and the State Convention, and may hold statewide office.

D. If for any reason, an individual elects to become a member of a chapter other than the chapter in their county of residence, that person shall be considered an Associate Member, regardless of age.

ARTICLE 5. OFFICERS

A. Officers

1. President
2. First Vice President
3. Second Vice President
4. Third Vice President
5. Secretary
6. Treasurer

B. Duties and Responsibilities

The duties and responsibilities of the officers of the NCSD shall be defined in the NCSD By-Laws.

ARTICLE 6. EXECUTIVE COMMITTEE

The NCSD Executive Committee shall be the governing body of the NCSD and is responsible for all NCSD operations.

A. The Members of the NCSD Executive Committee shall be:

1. NCSD Officers
2. President (or designated representative) from each County Chapter in good standing
3. Congressional district representatives
4. Chairs of all Standing and Special Committees
5. NCSD immediate Past President

B. Meetings

1. NCSD Executive Committee shall meet regularly and for special purposes as defined in the By-Laws.
2. Meetings shall be conducted in accordance with Robert's Rules of Order Revised.

ARTICLE 7. BOARD OF DIRECTORS

Under the auspices of the Executive Committee, the NCSD Board of Directors shall be responsible for the day to day operations of the NCSD.

A. The voting members of the Board of Directors shall be the NCSD officers.

B. Non-voting members are Temporary and Advisory members who may be assigned by the Executive Committee.

C. The Board of Directors shall meet regularly and for special purposes as defined in the By-Laws.

ARTICLE 8. CHAPTERS

There may be only one recognized Chapter per county, known as the (county name) Senior Democrats. The Chapter must be in good standing as defined in Article 1 of the By-Laws.

ARTICLE 9. PUBLIC STATEMENTS AND ENDORSEMENTS

All verbal or written Public Statements in the name of the NCSO shall be made only by, or at the direction of:

- A. The President in conjunction with the Executive Committee.
- B. The Executive Committee.
- C. Other person(s) or committee(s) charged by the Executive Committee with that authority by the NCSO By-Laws.
- D. The NCSO shall not endorse or support the candidacy of any person for a public office while it is contested in a Democratic Party primary or who is not a Democratic Party nominee. This rule shall not apply to Democrats in non-partisan elections.
- E. An endorsement of a referendum or an initiative shall require a 60% majority vote of the NCSO Executive Committee in attendance at a regular or special meeting.

ARTICLE 10. EXPENDITURE APPROVALS

The NCSO Executive Committee shall establish expenditure limits and methods of approval. Authorized spending limits/approvals shall be included in the NCSO By-Laws.

ARTICLE 11. AMENDMENTS

Amendments to the Constitution shall be the sole responsibility of the NCSO at the annual State Convention and shall require a two-thirds (2/3) majority vote by the active members in attendance.

- A. Proposed amendments may be forwarded to the Convention by:
 - 1. The NCSO Executive Committee by majority vote.
 - 2. A petition forwarded to the convention by a majority of the Chapters.
 - 3. A petition signed by a minimum of one hundred (100) active members of the NCSO.
 - B. Proposed amendments may be presented to the NCSO Executive Committee by:
 - 1. A petition signed by a minimum of five (5) voting members of the Executive Committee.
 - 2. A petition signed by a minimum of twenty-five (25) members of the NCSO.
- a)The president shall make every effort to ensure all members of the Executive Committee are provided a copy of the proposed amendment by e-mail and/or hard copy if requested.
 - b)No fewer than ten (10) days shall be given to all members of the Executive Committee to review the proposed amendment.
 - c)The amendment may be discussed and voted upon at a regular or special meeting.
 - d)A 60% majority vote of those present and eligible to vote shall be required to forward the amendment to the Convention.

C. The president shall make every effort to ensure all delegates to the Convention are provided with a copy of the proposed amendment by e-mail and/or by hard copy, if requested, no less than fourteen (14) days in advance of the Convention.

D. Between Conventions, changes to the Constitution may be accepted by two-thirds (2/3) majority vote at a regularly scheduled Executive Committee meeting. A minimum of ten (10) days advance notice of the proposed changes shall be provided by e-mail and/or hard copy, if requested, to all Executive Committee members. All changes shall be brought to the floor of the next Convention and the decision at that Convention shall be final.

ARTICLE 12. SEVERABILITY

If a provision of this Constitution is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect either 1) the validity or enforceability in that jurisdiction of any other provision of this Constitution, or 2) the validity or enforceability in other jurisdictions of that or any other provision of this Constitution.

SECTION II. BY-LAWS

ARTICLE 1. CHAPTERS IN GOOD STANDING

In order to certify to the State Party that a chapter is in good standing and for that chapter to be entitled to a vote on their respective county's Executive Committee, a local chapter shall:

- A. Have no fewer than five active members.
- B. Elect officers at least biennially and provide their names, addresses, email addresses, and telephone numbers to the NCSD Secretary within two weeks of their installation. Each Chapter shall have at least 3 officers - President, Secretary, and Treasurer. No one person can hold more than one (1) office and no officers shall be from the same immediate family residing in the same household. However, if required by circumstances, there may be a Secretary-Treasurer, rather than separate offices. If there is a Secretary-Treasurer, there shall be a third member of the Chapter Executive Committee, such as a vice president.
- C. Collect dues or contributions sufficient to cover expenses necessary to maintain an active chapter and submit dues to the NCSD as outlined in Article 10 below.
- D. The Chapter shall submit the dues and roster of members to the NCSD Treasurer. An initial payment of Chapter dues and the roster shall be submitted by March 1 of each calendar year. The roster shall contain the name, address, phone number, and email address of each chapter member. The roster shall indicate which individuals are officers and the office each holds. Updates to the current membership information shall be sent to the NCSD Treasurer as they occur. Only those members whose dues and information have been received by the NCSD thirty (30) days before the Convention may vote at the Convention,
- E. Ensure that the Chapter Treasurer successfully completes the required NC State Board of Elections (NCSBE) training within 90 days of taking office.
- F. Ensure the Chapter Treasurer prepares and submits all reports required by the NCSBE in compliance with the requirements of the NCSBE Campaign Finance Manual.
- G. Have the Chapter Treasurer's books audited at least every two years.
- H. Have a Constitution and By-Laws, and submit it to the NCSD Constitution and Policies Committee for approval. Amendments to a chapter constitution shall also require approval of the NCSD. The Constitution and Policies Committee shall review each Chapter constitution and approve it or advise the Chapter of required changes within forty-five (45) days.
- I. The Chapter Constitution and By-Laws shall contain a provision for a grievance procedure that includes a mechanism for managing disputes within the Chapter and for the internal resolution of disputes and controversies that arise within the Chapter. The internal disputes of a Chapter shall not be subject to jurisdiction of the NCSD.

ARTICLE 2. OFFICERS – ELECTION, DUTIES, SUCCESSION, ABSENCES, VACANCIES

- A. Duties of NCSD Officers shall be of a traditional nature.
- B. NCSD Officers shall be elected at the State Convention in odd-numbered years and serve a two-year term. No officer, except the Treasurer, may serve more than two consecutive terms.
- C. Installation of the newly elected Officers shall be the last item on the agenda of the State Convention at which they were elected. All records and pertinent materials shall be transferred to the new officers within fifteen (15) days.

D. Any NCSD officer who files for elective office and who is opposed in a Democratic Party primary, or manages a campaign for a candidate in a contested Democratic Party primary, or is a treasurer appointed for campaign reporting purposes for a candidate in a contested Democratic Party primary, shall be deemed to have temporarily relinquished that office for the duration of the primary election. If the officer is the President, the First Vice President shall temporarily assume the duties of the President. If an officer other than the President who temporarily relinquishes holding office under this provision, the President may assign the duties of that officer in part or in entirety to any member in good standing for the duration of the Democratic Party primary.

E. President

1. The President shall be the executive officer of the NCSD.

2. The duties of the President shall include (but are not limited to) the following:

a) Oversee the day-to-day operation of the NCSD.

b) Preside at Board, Executive Committee, Annual Convention and other meetings.

c) Be an ex-officio member of all committees, except the Nominating Committee.

d) Oversee Vice Presidents and their committees.

e) Represent the NCSD on the NCDP Executive Committee, the NCDP Executive Council, and all other state level committees authorized by the NCDP Plan of Organization.

f) Submit the names and contact information of the District Representatives and the officers and/or representatives chosen to represent the chapters to the NCDP Executive Director.

g) Submit a copy of the NCSD Constitution and By-Laws to the NCDP Executive Director at least biennially. Amendments shall be submitted as they are approved.

h) Appoint, in consultation with the Board of Directors and approved by the Executive Committee, all committee chairs except the Nominating, Membership, Advocacy, Communications and Budget committees.

i) Appoint an Attorney in conjunction with the Board of Directors.

j) Appoint a Parliamentarian.

3. In the absence of the President, duties shall fall in succession to:

a) First Vice President

b) Second Vice President

c) Third Vice President

d) Secretary

e) Treasurer

4. A vacancy in the office of the President shall be filled by the First Vice President.

F. First Vice President (Membership)

1. Serve as an aide to the President.
 2. Serve as chairman of the Membership Committee.
 3. Work closely with the Secretary and Treasurer to keep the membership database current.
- G. Second Vice President (Advocacy)
1. Assist the President and other Vice Presidents in all duties on request.
 2. Serve as Chairman of the Advocacy Committee.
 3. Interact with all recognized NCDP auxiliary organizations, keeping them informed of the activities of NCSD.
- H. Third Vice President (Communications)
1. Serve as chairman of the Communications Committee.
 2. Assist the President and other Vice-Presidents on request.
 3. Serve as coordinator of the Congressional District Representatives and submit their reports to the Executive Committee.
- I. Secretary
1. Record minutes of all meetings of the NCSD and the NCSD Executive Committee and keep on file all reports of the officers and committee chairs.
 2. Serve as custodian of all official documents.
 3. Serve as Chairman of the NCSD Credentials Committee and submit the report to the Convention.
 4. Send all notices of meetings and other necessary notifications or mailings.
 5. Verify quorums in consultation with the NCSD Treasurer at State Membership Meetings/Conventions.
 6. Maintain, in conjunction with the Treasurer, the lists of all members of each Chapter. The lists shall be comprised of name, address, phone number and email address.
 7. Seek and appoint an assistant to collect minutes of meetings, events, newspaper items, pictures, or anything that will preserve the history of the NCSD, including:
 - a) Prepare a scrapbook with memorabilia.
 - b) Seek a proper place for preserving the history of the NCSD.
 - c) Maintain all records of historical value.
- J. Treasurer
1. Serve as Chair of the Budget Committee.
 2. Maintain, in conjunction with the Secretary, the lists of all members of each Chapter. The lists shall be comprised of name, address, phone number and email address.

3. Be responsible for all receipts and disbursements of funds, maintain checking accounts, and reconcile all bank statements.
4. Make a financial report at every meeting of the Executive Committee, at the State Convention, and such interim reports as the President may direct.
5. File timely reports as required by the North Carolina Board of Elections (NCSBE).
6. Complete the required training provided by the NCSBE within 90 days of taking office.
7. Assist in preparing the annual budget to present to the Executive Committee.
8. Produce the books for inspection on demand by an Executive Board member.
9. Assist in an audit of the financial records at least biennially.
10. Verify voting eligibility at meetings in consultation with the NCSD Secretary.

ARTICLE 3. VACANCIES IN OFFICE

Vacancies in office, except for the President, shall be filled by the NCSD Executive Committee.

ARTICLE 4. REMOVAL FROM OFFICE

Officers may be removed from office by a two-thirds majority vote of the NCSD Executive Committee at a regular or special meeting. A minimum of seven (7) days advance notice shall be provided to the Executive Committee of such intent to remove an officer. A two-thirds (2/3) majority of the voting members in attendance shall be required to remove any officer from office. Reasons for removal include but are not limited to:

- A. Self-dealing and self-promotion using the office held.
- B. Actions bringing obvious disrepute to the NCSD.
- C. Failure to perform duties of their office for a period of two or more months.
- D. Incapacity due to health condition.

ARTICLE 5. CONGRESSIONAL DISTRICT REPRESENTATIVES

A. NCSD Congressional District Representatives shall reside within their Congressional District and shall be elected at the NCSD Convention in odd-numbered years to serve for a term of two (2) years. Congressional District Representatives shall be elected by a majority of the votes of the active members in attendance. Vacancies shall be filled by the NCSD Executive Committee.

B. NCSD Congressional District Representatives shall:

1. Serve on the Executive Board in their Congressional District and attend meetings as a voting member.

2. Attend each Chapter Executive Committee meeting or membership meeting at least one time per year. If unable to attend, a member from another organized Chapter within the District may serve as a proxy.

ARTICLE 6. STATE MEMBERSHIP MEETINGS

A. State Convention

a. The NCSD shall hold a state convention annually of its membership, preferably during the second calendar quarter of the year, either in-person or virtually. The place of the state convention shall be set at the preceding state convention by invitation and approval of the host Chapter and the NCSD Executive Committee.

b. Valid and accurate credentials shall be verified as part of the registration process by the NCSD Secretary.

c. Each Chapter in good standing shall be entitled to one vote for each active member present. This establishes the votes allotted to each Chapter. Associate members shall not be counted. All votes, with the exception of amendments to the Constitution and By-Laws shall be by a majority of the votes of the active members in attendance and voting.

d. Members of each Chapter as listed on the Chapter roster for whom the NCSD has received a contribution, and direct members who have submitted their contribution as specified under Article 10 are eligible to cast votes. Such contributions shall be received by the NCSD not later than thirty (30) days prior to the opening date of the Convention.

e. A Call to Convention shall be transmitted to the total active membership at least forty-five (45) days prior to the State Convention date and shall be posted on the NCSD website.

f. The quorum for the State Convention shall be the active members in attendance.

B. Special Membership Meetings

a. Special Meetings may be called by:

1. The President.

2. A majority of the Executive Committee.

3. Upon written request of fifty (50) members of the NCSD.

ARTICLE 7. EXECUTIVE COMMITTEE

A. The Executive Committee shall be composed of:

1. Elected NCSD officers.

2. President or designated representative from each Chapter in good standing.

3. Congressional District Representatives.

4. Chairs of all standing and special committees.

5. NCSD immediate Past President.

B. The Executive Committee shall:

1. Have general supervision of the affairs of the organization.
2. Transact all business referred to it by the general membership.
3. Adopt policies and procedures to be included in the Policy Manual.

C. Meetings:

1. The Executive Committee shall meet at least four (4) times a year, in person or by virtual media.
2. A quorum for the Executive Committee shall consist of four (4) of the elected officers and 40 percent of the member Chapters.
3. No member shall be entitled to cast more than one vote.
4. Special meetings may be called by the President or by the request of four (4) members of the Executive Committee.

D. Reports

1. All officers and committee chairs shall present a report to the Executive Committee at each meeting, and an annual written report to be filed with the Secretary.
2. At the January Executive Committee meeting each year, each Chapter President shall submit a written report on the activities of the Chapter during the preceding calendar year.

ARTICLE 8. BOARD OF DIRECTORS

A. The Board of Directors shall consist of the officers of the NCSA and shall be responsible for the day-to-day operations of the NCSA in accordance with policies and procedures established by the Annual Convention and the Executive Committee.

B. Meetings

1. The Board of Directors shall meet no less often than every other month in odd-numbered years, and monthly in even-numbered years.
2. A quorum is defined as four (4) officers.
3. Special meetings may be called as necessary by the President, or by request of four (4) members for a specific purpose.
4. The agenda for special meetings shall be restricted to the stated purpose. Amendments to the agenda may be added by unanimous consent.

C. Chairmen of Standing and Temporary Committees shall report to the Board of Directors.

ARTICLE 9. STANDING COMMITTEES

The Standing Committees shall be:

A. Constitution and Policies

- B. Nominating
- C. Membership
- D. Advocacy
- E. Communications
- F. Budget
- G. Audit

With the approval of the Executive Committee, special committees may be appointed by the President for specific functions, with a specific duration.

Duties of Committees:

- A. The Constitution and Policies Committee shall
 1. Review the Constitution and By-Laws biennially.
 2. Review all proposed amendments to the NCS D Constitution and By-Laws and make recommendations to the Executive Committee and/or to the annual Convention.
 3. Work with the NCS D Executive Committee to compile and annually update an NCS D Policy and Procedures Manual.
 4. The Chair of the Committee shall present to the members of the Committee, in writing or electronically, all proposed amendments. Upon favorable action of the Committee on any amendment, the chair shall present the amendment to the Executive Committee, in writing or electronically. Upon favorable action of the Executive Committee, the Constitution and Policies Chair shall present the amendment, in written form, to the President in time for it to be posted on the website and transmitted with the call to Convention.
 5. Review Chapter Constitutions and By-laws, and amendments thereto, and rule on their acceptability in a timely manner as specified in Article 1.
- B. The Nominating Committee shall
 1. Elect a chair from among its members, recruited at the Annual Convention in even-numbered years.
 2. Present a slate of nominees for office in odd-numbered years.
 3. Provide to the membership sufficient biographical information to acquaint the membership with each nominee's qualifications. This information shall be transmitted via the call to convention at least forty-five (45) days prior to the Convention.
- C. The Membership Committee shall
 1. Be chaired by the First Vice President (Membership VP).
 2. Be composed of a representative of each Chapter.

3. Work to increase membership, with a goal of forming Chapters in all one hundred (100) counties of North Carolina.

D. The Advocacy Committee shall

1. Be chaired by the Second Vice President (Advocacy VP)

2. Be comprised of a representative from each Chapter.

3. Keep the membership informed on local, state, and national legislation to enable the membership to make informed decisions.

4. Present legislative proposals to the annual Convention and/or the Executive Committee for appropriate action.

5. Be responsible for working cooperatively with all auxiliary organizations chartered by the NCDP.

E. The Communications Committee shall

1. Be chaired by the Third Vice President (Communications VP)

2. Be composed of three or more members.

3. Provide the tools and training for all other officers and members as needed to communicate effectively both inter- and intra- organizationally.

4. Develop messaging prompting seniors to advocate for and act on behalf of NCSD and NCDP issues.

5. Prepare news releases and other information concerning the NCSD for the media. Media is defined as, but not limited to, Printed, Audio-Visual, Internet, Social Media. Such releases are to be distributed as set forth in Article 9 of the Constitution.

6. Report regularly to the Executive Committee and the President concerning the support it receives from members and officers as well as tasks performed and services rendered to same for the period.

7. Report recommendations for improvements, services, tools and other pertinent items to the Executive Committee, at least annually.

F. The Budget Committee shall

1. Be chaired by the Treasurer.

2. Prepare the proposed budget for presentation to the Executive Committee and adoption at the Annual Convention.

3. Receive requests for funds or appropriations not included in the budget and present recommendations to the Executive Committee.

G. The Audit Committee shall be a temporary committee, consisting of at least three (3) members, and shall audit the Treasurer's accounts biennially and present a report to the Executive Committee. The Chairman shall be appointed by the President and the other members of the Committee shall be recruited by the Chairman. Following the audit and the report to the Executive Committee, the Audit Committee will be dissolved.

ARTICLE 10. FINANCES AND CONTRIBUTIONS

- A. The fiscal year of the NCSD shall be the calendar year (January to December).
- B. Chapter Treasurers shall collect dues and voluntary contributions for the support of their Chapters and the NCSD.
- C. To be a Chapter in Good Standing, each Chapter shall send a contribution for each active member to the NCSD Treasurer. The amount of contribution per active member shall be set by the NCSD Executive Committee by October of each year for the following calendar year and membership dues shall be paid within the following calendar year, as set forth in Article 1.
- D. A Senior Democrat residing in a county without a Chapter may become a member by contributing an amount to the NCSD, as set by the Executive Committee.
- E. Contributions for associate members are optional.
- F. All voluntary contributions from individuals are accepted to the limit set by the NC State Board of Elections.

ARTICLE 11. EXPENDITURE APPROVALS

- A. Expenditure authorizations and limits for specific purposes may be established by the Executive Committee.
- B. Expenditures approved in the Budget or by the Executive Committee require no other approval.
- C. Non-Budgeted Expenditures shall be approved as follows:
 - 1. Expenditures less than \$100 require the approval of the President.
 - 2. Expenditures of \$100 or more, but less than \$250 require the approval of a majority of the Board of Directors.
 - 3. Expenditures of \$250 or more require the approval of a majority of the Executive Committee.
 - 4. Between meetings of either the officers or the Executive Committee, authorization of expenditures may be obtained by polling via telephone or email. A list of those polled along with their aye or nay vote shall be submitted to the next meeting of the officers or Executive Committee, and included in the minutes.

ARTICLE 12. GRIEVANCE PROCEDURE

- A. All grievances and/or disputes within a Chapter shall be resolved by using the grievance procedure process in their approved By-Laws, as required in Article 1, Section I, of the NCSD By-Laws. Grievances within a Chapter may not be referred to the NCSD.
- B. When a member files a grievance against an NCSD officer or event, it shall be submitted to an NCSD officer or to the Chairman of the Constitution and Policies Committee. It shall be submitted in

writing and sent by U.S. mail with a postmark. A copy of the grievance may also be submitted by email. However, no action will be taken until the formal, written copy is received. The grievance must include the information as outlined in the Policy and Procedures Manual. The grievance must be postmarked within thirty (30) days of the incident or event, or within thirty (30) days after the petitioner, through the exercise of due diligence, could have discovered the incident or event giving rise to the grievance, whichever is later. In no event shall the NCSD consider any incident or event occurring more than six (6) months prior to submission of the grievance.

C. If the grievance is submitted to an NCSD officer, that officer shall immediately refer it to the Chairman of the Constitution and Policies Committee who shall advise the NCSD President and the Respondent(s) of the grievance. The Chairman of the Constitution and Policies Committee shall determine if the grievance is timely. If the grievance is ruled untimely, the Chairman of the Constitution and Policies Committee shall advise the NCSD President, the Petitioner(s) and the Respondent(s) according to the procedure in the Policy and Procedures Manual. If the grievance is ruled timely, the Chairman of the Constitution and Policies Committee shall appoint a Grievance Committee consisting of five (5) members randomly chosen from the members of the Executive Committee. The Grievance Committee shall elect a Chairman of the Committee. The Chairman of the Constitution and Policies Committee shall immediately cease and desist from any further interaction with the grievance procedure.

D. Before a formal hearing is scheduled, the Grievance Committee shall determine if the grievance is meritorious or non-meritorious, in whole or in part. If ruled meritorious, the Grievance Committee shall make every effort to resolve the grievance in a manner which assures that the grievance or dispute is settled impartially, equitably, and according to rules of justice and fairness. If the matter is not resolved informally, the Grievance Committee shall conduct hearing(s) as outlined in the Policy and Procedures Manual. Upon completion of the hearing(s) the Grievance Committee shall submit its recommendations to the Executive Board for action, if any, which shall be final. If the grievance is against a member of the Executive Board that member shall not be a member of the Grievance Committee nor participate in the deliberation of the final resolution.

ARTICLE 13. AMENDMENTS

A. Amendments to the By-Laws shall be the sole responsibility of the NCSD at the annual State Convention and shall require a two-thirds (2/3) vote by the active members in attendance.

B. Proposed amendments may be forwarded to the State Convention by:

1. The Executive Committee by majority vote.
2. A petition forwarded to the Convention by a majority of the Chapters.
3. A petition signed by a minimum of one hundred (100) active members.

C. Proposed amendments may be presented to the Executive Committee by:

1. A petition signed by a minimum of three (3) members of the Board of Directors.
2. A petition signed by a minimum of five (5) voting members of the Executive Committee.
3. A petition signed by a minimum of twenty-five (25) active members of the NCSD.

D. The President shall make every effort to assure all members of the Executive Committee are provided a copy of the proposed amendment by e-mail and/or by hardcopy, if requested.

1. No fewer than five (5) days shall be given to all members of the Executive Committee to review the proposed amendment.
 2. The amendment may be discussed and voted upon at a regular or special meeting.
 3. A majority vote shall be required to forward the amendment to the Convention for adoption.
- E. The President shall make every effort to assure all delegates to the Convention are provided a copy of the proposed amendments by e-mail and/or by hardcopy if requested, no fewer than fourteen (14) days in advance of the Convention.
- F. Between Conventions, changes to these By-Laws may be accepted by a majority vote at a regularly scheduled Executive Committee meeting. A minimum of five (5) days advance notice of the proposed changes shall be provided by e-mail or hardcopy, if requested. All changes shall be brought to the floor of the next Convention and the decision at that Convention shall be final.

ARTICLE 14. SEVERABILITY

If a provision of these By-Laws is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect either:

- A. The validity or enforceability in that jurisdiction of any other provision of these By-Laws, or
- B. The validity or enforceability in other jurisdiction of that or any other provision of these By-Laws.