

CONSTITUTION

NORTH CAROLINA HIGHWAY PATROL STATE AUXILIARY

ARTICLE I - NAME

Section 1. The name of this organization shall be the North Carolina Highway Patrol State Auxiliary.

ARTICLE II - OBJECTIVE

Section 1. The North Carolina Highway Patrol State Auxiliary is organized exclusively as a charitable organization under the existing section 501c3 of the Internal Revenue Code, as amended, or the corresponding section of any future federal tax code. To that end, the North Carolina Highway Patrol State Auxiliary lessens the burden of government and provides support to the families of the North Carolina State Highway Patrol through the following means:

- (a) Provide scholarships for higher education to members of the auxiliary or direct line descendants of members of the auxiliary.
- (b) Provide disaster relief funds to patrol families affected by fire, flood, wind, storm, and other natural disasters.
- (c) Provide receptions at patrol graduations, memorial service, and other events.
- (d) Periodically provide the North Carolina Highway Patrol and/or its individual members with items that compliment their state issued supplies.

Section 2. The North Carolina Highway Patrol State Auxiliary shall strive to aid and assist, promote fellowship, and create a bond among the families of the North Carolina State Highway Patrol through the following means:

- (a) Provide assistance in establishing and organizing auxiliaries where none exist.
- (b) Provide an opportunity for auxiliary members to meet for planning, fellowship and enrichment activities.
- (c) Provide assistance to patrol families in time of bereavement and hardships.
- (d) Promote respect and appreciation through the support of the North Carolina State Highway Patrol.

ARTICLE III - MEMBERSHIP

Section 1. Membership in the North Carolina Highway Patrol State Auxiliary shall be classified as active and honorary in accordance with the qualifications set forth in the Bylaws.

Section 2. The right to hold office or be nominated for office shall be confined to active members whose membership dues are current.

ARTICLE IV - ORGANIZATION

Section 1. In order to advance the objectives of the North Carolina Highway Patrol State Auxiliary, assistance will be provided in establishing auxiliaries in each district and/or county upon request.

ARTICLE V – OFFICERS AND EXECUTIVE BOARD

Section 1. The general officers of the State Auxiliary shall be President, Vice-President, Secretary, Treasurer, Chaplain and Historian.

Section 2. There shall be four elected Directors (communications, membership, publicity, sales).

Section 3. The Executive Board shall consist of one representative elected from each Troop, past President as ex-officio member, the general officers and four directors. The President shall act as Chairperson of the Executive Board.

ARTICLE VI - MEETINGS

Section 1. State meetings shall be held semi-annually during the spring and fall months at a time and place designated by the Troop hosting the meeting.

Section 2. Troop meetings shall be held before the Executive Board meetings at a time and place designated by the Troop Representative.

ARTICLE VII – QUORUM

Section 1. Fifty (50%) percent of all duly elected Officers, Directors and Troop Representatives shall constitute a quorum at any Executive Board meeting.

Section 2. Fifty (50%) percent of all members registered shall constitute a quorum at any state meeting.

ARTICLE VIII – AMENDMENTS

Section 1. Each proposed amendment to the Constitution of the State Auxiliary shall be voted upon by the membership provided such amendment be presented to the Executive Board at the winter or spring Executive Board meeting for consideration at the spring or fall meeting.

Section 2. Adopting of any such amendment shall require a majority vote of the membership present at a state meeting provided a quorum is present.

ARTICLE IX - FUNDS

Section 1. Funds of the North Carolina Highway State Auxiliary shall be held in an approved banking institution as determined by the Executive Board.

Section 2: No funds of this corporation shall inure to the benefit of any member, officer, or director or to any private person.

ARTICLE X - DISSOLUTION

Section 1. In the event of the dissolution of the North Carolina Highway Patrol State Auxiliary and/or its subordinate auxiliaries, the Executive Board shall, after payment of any and all liabilities or making provision for any and all liabilities, dispose of any remaining assets to an organization or organizations operating for substantially the same purposes as this auxiliary or to such organization or organizations operating exclusively for one or more exempt purposes within the meaning of section 501c3 of the Internal Revenue Code, as amended, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for public purpose.

Adopted – April 1976
Amended – April 1977
Amended – October 1990
Amended - October 1993
Amended – October 2007
Amended – April 2009
Amended – October 2009

BYLAWS

NORTH CAROLINA HIGHWAY PATROL STATE AUXILIARY

ARTICLE I – CLASSES OF MEMBERSHIP

Section 1. Active Membership: All spouses of active, retired, and deceased members of the North Carolina State Highway Patrol are eligible for “active” membership.

Section 2. Honorary Membership: May be given to any person upon nomination and selection by a majority of the membership at state meetings. These members may not hold office nor have any voting rights and may not attend business sessions of the state meetings.

ARTICLE II – MEMBERSHIP DUES

Section 1. The annual membership dues of the State Auxiliary shall be reviewed annually by the Executive Board. Any proposed changes shall be approved by the membership.

Section 2. The annual membership dues shall be due and payable at the beginning of the membership year. The membership year shall be from January 1st through December 31st. The fiscal year shall be January 1st through December 31st.

Section 3. Any active member, whose annual dues have not been paid within ninety (90) days after the beginning of a new membership year, shall be considered delinquent and will be dropped from membership. For reinstatement, current dues must be paid.

ARTICLE III – ELECTION/TERM/VACANCIES

Section 1. Election

- (a) The President, Vice-President, Secretary, Treasurer, Chaplain, Historian and four Directors (communications, membership, publicity, sales) shall be elected from the active membership.
- (b) The mode of election of the President, Vice-President, Secretary, Treasurer, Chaplain, and Historian shall be by ballots cast by a majority of the membership present.
- (c) The mode of election for the four Directors (communications, membership, publicity, sales) shall be by ballots cast by a majority of the membership present.
- (d) The Troop Representative shall be elected by the Troop membership in each Troop and be from the active membership of the State Auxiliary.

Section 2. Term of Office

- (a) All general Officers and Directors shall be elected and installed at the end of the Fall Convention with the duties beginning January 1st. All Troop Reps elected by their individual Troops shall be installed along with the Officers and Directors at the Fall Convention.
- (b) No general officer or elected directors shall be eligible to hold the same office for more than two (2) consecutive years.
- (c) Troop representatives elected by their respective Troop shall serve at the pleasure of the Troop and the length of the term shall be set by the Troop.

Section 3. Vacancies

- (a) When a vacancy occurs in the general officers group or among the elected directors, the President shall have the authority to fill such vacancy with the approval of a majority of the Executive Board.
- (b) When a vacancy occurs in the Troop Representative group, the Troop shall elect a new representative and notify the President.

ARTICLE IV –DUTIES OF OFFICERS AND EXECUTIVE BOARD

Note: The Policy and Procedures Manual outlines in detail the duties of the Officers and Executive Board.

Section 1. The President shall preside at all state meetings and meetings of the Executive Board. The President shall perform other duties that may be delegated by the membership or the Executive Board, and the duties that are usually incumbent upon the office of the President. The President shall appoint the Parliamentarian. The President shall have the authority to appoint any committees (standing or ad-hoc) as may be necessary for the proper transaction of the State Auxiliary's business and shall co-sign all checks.

Section 2. The Vice-President shall perform the duties of the President in the absence of the President and perform other duties assigned by the President or the Executive Board.

Section 3. The Secretary shall keep records of all state meetings, records of meetings of the Executive Board, other necessary correspondence, and perform other duties as the Executive Board may require.

Section 4. The Treasurer shall receive and disburse all monies, shall keep an accurate and complete account of all financial transactions, shall co-sign all checks, shall submit a quarterly financial statement to the Executive Board and shall perform other duties as the Executive Board may require. The Treasurer shall receive all membership dues and distribute membership cards according to policy. The Treasurer shall see to the completion of the year-end tax return before the Spring Convention and the filing of same by the established IRS deadline.

Section 5. The Historian shall keep a neat and up-to-date scrapbook that will be displayed at state meetings.

- (a) The scrapbook shall contain photographs taken at meetings and auxiliary sponsored events, newspaper clippings of outstanding accomplishments of members and/or families and other items of interest that depict the history of the auxiliary.
- (b) Members shall submit clippings or photographs of interest to the Historian.

Section 6. The Chaplain will provide the inspirational portion of each meeting with scripture and prayer and perform other duties as the Executive Board may require.

Section 7: There shall be four Directors (communications, membership, publicity, sales) elected by the membership. Duties of these Directors shall be outlined in the Policy and Procedure Manual.

Section 8. The Troop Representatives shall be voting members of the Executive Board and shall be responsible for:

- (a) The organization of auxiliaries within their respective Troop.
- (b) Presenting proposals from the Troop for consideration by the Executive Board.
- (c) Acting as Chairperson at Troop meetings.
- (d) Preparing a list of nominees for consideration for office prior to the Fall convention.
- (e) Keeping the President and Chaplain informed of any situation that may need immediate attention.
- (f) For submitting all required financial reports by established deadline.

Section 9. The Executive Board, subject to the provisions of the Constitution and Bylaws, and actions of the State Auxiliary, shall have general supervision over the state organization.

- (a) Shall be the controlling factor in determining and giving effect to the policies of the State Auxiliary.
- (b) Shall meet at such time and place as may be designated by the President or upon request of four (4) members of the Executive Board.
- (c) Only troop representatives may send a substitute auxiliary member from their respective troop to Executive Board meetings as a voting member.

Section 10. The Parliamentarian shall be appointed by the President and serve without voting privilege. The Parliamentarian shall make sure that all business meetings are conducted in the proper order using Roberts Rules of Order, Revised. The Parliamentarian shall preside at the meeting of the Troop Representatives to prepare a list of nominees for office.

Section 11. Committee Chairpersons, appointed by the President, shall serve on the Executive Board without voting privileges.

Section 12. Ad-Hoc Committee Chairpersons, appointed by the President and being of a temporary nature, shall not have voting privileges on the Executive Board.

ARTICLE V – FINANCIAL ACCOUNTING

Section 1: An audit of the financial records shall be conducted annually by a committee of three auxiliary members. These members shall be appointed by the President and should possess financial accounting knowledge. The audit shall be completed in January following the close of the fiscal year.

Section 2: An audit of the financial records by an independent CPA may be conducted upon written request of three members of the auxiliary or at such time as the Executive Board shall deem such an audit necessary.

Section 3. No officer or committee shall be authorized to create any financial liability, other than stipulated in this document, unless it shall have been approved by the membership or the Executive Board.

ARTICLE VI – AMENDMENTS

Section 1. Each proposed amendment to the Bylaws of the State Auxiliary shall be voted upon by the membership provided such amendment be presented to the Executive Board before the spring meeting or the fall meeting.

Section 2. Adopting of any such amendment shall require a majority vote of the members present at a state meeting.

ARTICLE VII – PARLIAMENTARY PROCEDURE

Section 1. The proceedings of each meeting of the North Carolina Highway Patrol State Auxiliary shall be governed by the applicable provisions of Robert's Rules of Order, Revised, when not in conflict with the Constitution or the Bylaws.

ARTICLE VIII – DISSOLUTION OF CORPORATION

Section 1. In the event of the dissolution of this corporation, and/or its subordinate auxiliaries, or in the event it shall cease to carry out the objectives and purposes herein set forth, all of the assets of the corporation shall be distributed as outlined in Article X of the Constitution of the North Carolina Highway Patrol State Auxiliary.

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