

BYLAWS OF THE GROUP INSURANCE AND BENEFITS COMMITTEE (GIBC)

I Charge

The Group Insurance and Benefits Committee is concerned with all types of group insurance and retirement programs for employees. It is also concerned with other fringe benefits that promote the welfare of the faculty and/or staff of the University. It is the responsibility of the Committee to make policy recommendations relative to maintaining and strengthening our present programs and developing new programs to the Benefits Office. The Benefits Office will then forward these recommendations as appropriate to the Associate Vice Chancellor for Human Resources who will carry forward pertinent issues to the Vice Chancellor for Finance and Business.

GIBC was created in accordance with North Carolina General Statute §58-31-60. This statute states that the committee membership should not exceed nine members but NC State gained an exemption from this when the statute was adopted and thus its membership structure of eighteen voting members is allowed. However, the committee may reduce the membership at any time, if appropriate.

II Composition of GIBC

- A. The Office of the Provost appoints committee members. This includes input from the Faculty Senate, Staff Senate and employee interest surveys. Upon approval of committee membership, the Office of the Provost sends appointment letters to the new committee members.
- B. GIBC meets on an academic year schedule from August through May.
- C. Length of term: 3 years, unless otherwise stated
- D. Reappointment: outgoing Chair may serve a fourth year (if necessary) to provide continuity.

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III Committee Positions

A. Chair

- i. Charge Duties: The duties of the Chair shall be: to call and preside at all meetings of the GIBC; to abide by rules of order established in the bylaws when conducting meetings; to maintain and update a calendar of events relevant to GIBC for the coming year; to prepare a written annual report of the past year's progress and make it available to all members of GIBC by the end of May; and train the Chair-Elect.
- ii. Nomination and Election: Persons are nominated for the position of Chair by the voting members of GIBC from members currently serving on GIBC. Nominations are accepted in September and October with elections held in November. Persons elected as the Chair serve as the Chair-Elect until assuming the Chair position. The Chair position customarily rotates from an SPA to an EPA position. Voting members cast a written vote during the first meeting after nominations are closed. Dates of Appointment: August to May.

B. Past-Chair

- i. Charge Duties: The outgoing Chair shall serve in the office of past Chair. The duties of the past Chair shall be to assist as requested by the Chair and to attend GIBC meetings. If the past Chair is not serving an active term (i.e. the term was extended to allow service as past Chair), the past Chair serves as a non-voting member of the GIBC.
- ii. Dates of Appointment: August to May.

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C. Chair-elect

- i. Charge Duties: The Chair-Elect will be trained for the responsibilities to be assumed as Chair and shall preside at all meetings of the GIBC in the absence of the Chair or in the event the Chair requests the Chair-Elect to serve during the course of a meeting. The Chair-Elect will also serve by appointment on committees and shall be a voting member of the GIBC. The Chair-Elect shall automatically succeed the Chair and shall assume office at the August meeting.
- ii. Nomination and Election: See Nominations and Election for Chair.
- iii. Dates of Appointment: November to May.

D. Administrative Support Position

- i. Charge Duties: The GIBC Administrative Support position works with the Chair and the GIBC to facilitate the smooth execution of meetings. The Administrative Support person prepares all paperwork needed for meetings, including minutes, agendas, and other handouts deemed necessary for a meeting. The Administrative Support person distributes meeting minutes and agendas through accepted dissemination methods. The Administrative Support person schedules all meetings and arranges for the meeting locations, serves as the intermediary for coordinating meeting schedules, and maintains the Committee's website. This person is also responsible for ensuring that the GIBC adheres to all State and University policies, procedures, and regulations regarding records retention and the transfer of records to University Archives.

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- ii. Appointment: This person is a part of the job description of an employee in the Benefits Office at North Carolina State University.
- iii. Dates of Appointment: To be determined by the Director of the Benefits Office.
- iv. The Administrative Support person is not a voting member of the committee.

E. Ex-officio/non-voting (XONV) members:

- i. Appointment: Ex-officio/non-voting members are determined by the administrative office to which the committee reports. Those representing offices to which the committee directly tenders advice shall be non-voting members (currently these offices are: Benefits Office, CALS Extension Personnel Office, Provost Office).
- ii. Voting rights: XONV members are not voting members of the Committee
- iii. Length of term: 3 years
- iv. Reappointment: May be re-appointed for an additional 3 years as necessary

F. Ex-officio/voting (XO) members:

- i. Appointment: Ex-officio members are determined by the administrative office to which the committee reports. Those who act in a support or staff capacity (currently the Association of Retired Faculty representative) shall be voting members.
- ii. Voting rights: XO members are voting members of the Committee
- iii. Length of term: 3 years
- iv. Reappointment: May be re-appointed for an additional 3 years as necessary

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G. Subcommittees

- i. Creation of Subcommittees and Charges: The GIBC Chair will create and charge subcommittees as needed.
- ii. Membership: Members of GIBC who demonstrate an interest or desire to serve may be made members of subcommittees at the discretion of the Chair. The Chair will determine the maximum number of members to serve on subcommittees. A minimum of two members must serve on a subcommittee.
- iii. Duration, extensions, renewals: A subcommittee will exist for a maximum of one year or until its purpose is served, whichever is less. A subcommittee may be recharged after the one-year time limit with a majority of the GIBC members' approval.

IV Operating Procedures of the GIBC

- A. Meetings are called by the Chair and scheduled by the Administrative Support Person.
- B. Materials such as agendas and minutes from prior meetings are prepared and disseminated by the Administrative Support Person via electronic and/or hardcopy to all members of the Committee.
- C. Quorum (50% +1) of voting members must be established for meeting to proceed as a voting meeting.

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D. Meeting agendas may include the following as appropriate:

- i. Approval of minutes from previous meeting
- ii. Chair report
- iii. Program reviews
- iv. Subcommittee reports
- v. Special guests/presentations reports
- vi. Unfinished business
- vii. New business
- viii. Recommendations
- ix. Adjournment

E. Committee approval of action items

- a. Must be a 50% + 1 vote of voting members present to be a majority
- b. Any voting member may request a polling of members who voted
- c. Votes via proxy are not permitted.
- d. Any voting member present may request an electronic vote. Request must be approved by 2/3rds of the voting members present at meeting.

V. Records

A. Definition of records: minutes, agendas, reports of subcommittees, handouts from meetings, and other items defined by State Statute or NCSU policies on official records.

B. Minutes to be kept by the Administrative Support Personnel and to be disseminated by the Administrative Support Personnel in a timely manner.

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- C. Subcommittee minutes and reports must be sent to the Administrative Support Person within one business day of meeting for inclusion in the written records.
- D. Agendas and minutes of GIBC meetings must be posted to the Committee's website in a timely manner per University procedures.
- E. Records to be retained in keeping with all State statues on record retention and NCSU policies on records retention.