



## ***Bylaws, Policies, and Procedures for First-In-Flight North Carolina \*de jure Assembly (FNCA)***

**Whereas**, the Assembly of THE People is one of the most respected principles and powerful civil rights of the American People, and

**Whereas**, the concept of an Assembly dates back to the early colonies and was included in the constitutions of the free republics of the United States of America, circa 1787, as a means for the people to rein-in an elected government acting outside the limits of delegated power, and

**Therefore, THE People** inhabiting the land of North Carolina, a Free and Interdependent state, free men and women convened under God, having been granted by the Creator dominion over all the earth—to protect and restore the blessings of liberty for ourselves and our posterity, do hereby invoke our sacred right to peacefully assemble. These rights memorialized in the unanimous Declaration of Independence of the thirteen united States of America, circa 1776, The Articles of Confederation, circa 1781, the Bill of Rights, circa 1787, as amended in 1791, and the Constitution of North Carolina, circa 1778, do hereby establish this FNCA of the sovereign people of North Carolina, a Free and Interdependent state.

This Assembly is composed of free men and women who have bound themselves to review, deliberate and “Notice” the unlawful acts and actions of public office holders. These Assembly Members have affirmed to support, preserve, defend and protect the ‘Constitution of the united States of America’ (circa 1787) and the Bill of Rights and to stand as guardians of North Carolina, one of the free republics in perpetual union with the Articles of Confederation in force after ratification by Maryland, 1 March 1781.

### **Authority**

Kimberly Ann Goguen is the Interim Head of State of Planet Earth. It is under her authority that we establish our Assemblies. She has secured our freedom and sovereignty from the Order that has held us in bondage for lifetimes. Now, in this moment, we have the opportunity to affirm our rights as sovereign beings and establish a framework for self-governance and the restoration of this planet. If there is a National Assembly, a State or Provincial Constitution derives its authority from the National Constitution.

### **Mission Statement**

We are a body of people of the state of North Carolina who are claiming our sovereignty. We are interdependent—free from enslavement, clean of corruption, and self-governing. We represent all benevolent voices of The People. We begin by holding ourselves and our political systems accountable to operate in compliance with natural law and *The Resolution of One Accord*.

Furthermore, the People are entered in a co-creative partnership with our Creator, and all those who acknowledge our Creator’s authority, in the process of restoration of our state, our country, and our world. We initiate and oversee ongoing projects to restore Freedom, Health, Well-being, Justice, Tranquility, and Prosperity to every individual of our state and our country.

\*The expressed meaning of the word “**de jure**” used herein is “**existing by right or according to law.**”

## **FNCA Serves These Primary Functions:**

1. To initiate and oversee Restoration Projects and Teams;
2. To oversee all County Assemblies;
3. To investigate and oversee all government agencies, office holders, NGOs, and corporations to ensure compliance with Natural Law, Constitutions, Lawful statutes, Ordinances, Regulations, and Codes and to review and determine the lawfulness of all listed directives;
4. To convene a three (3) person Board of Review to determine the extent of alleged Lawful violations found by the Assembly or submitted to the Assembly by the public. The Board of Review determines and initiates the necessary action for resolution;
5. The Board of Review examines alleged infractions of these Bylaws, Policies, and Procedures by any Member and works in conjunction with the Law Committee and sergeant at arms to resolve any such infractions;
6. When evidence of non-compliance is sufficient, the Board of Review issues presentments such as Notices and Orders to the Grand Jury for approval;
7. The Grand Jury will convene in a special meeting and will consist of a minimum of thirteen (13) Assembly Members who have taken the *Jural Agreement of Office Oath*;
8. Once the Grand Jury approves of any Orders and Notices, they are forwarded to the People's Government Services Department (PGSD) to be ratified and submitted to the Global Intelligence Agency (GIA) for any necessary enforcement.

## **The Scope of Review of FNCA is:**

1. Inquire into the condition and management of our governmental offices=agencies and require the reset of corporate governance to de jure governance to function in natural law as self-governing intended;
2. Investigate and report on the operations, financial accounts and records of all government officers, agencies, and corporations to include the various departments and their operational directives;
3. Inquire into any observed or reported misconduct of public officers, present and past;
4. To call forth a Law Committee for investigation and give this committee the authority to investigate and review all issues presented to the Assembly by any Member in Good Standing and any issue from a member of the public presented by any Member in Good Standing.

## **Election of Officers:**

Election of officers shall take place yearly in the month of January by secret ballot of the Assembly Members in Good Standing. To hold an office in the FNCA, the Member must be eighteen (18) years of age or older and a Member in Good Standing for at least one (1) month. Each person elected shall hold only one (1) office at a time. When necessary, an officer may hold an "Acting" capacity of another office. The natural term of each office is two (2) years. Persons may serve two (2) consecutive terms in the same office. The listed offices are to be filled by Members who meet the requirements to hold office under these Bylaws, Policies, and Procedures from 4 February to 3 February every other year. No two officers shall be related by blood or by marriage. All Officers must agree to serve on the Grand Jury by taking the *Jural Agreement of Office* oath.

## Officers and their Duties:

1. **Officers.** The officers should be president, vice president, secretary, co-secretary, treasurer, sergeant at arms, co-sergeant at arms, and public relations. There should be a minimum of president, secretary, and treasurer at all times. Other officers such as historian or chaplain may be added.
2. **Officers' Responsibilities.** The officers work together in harmony to consider the priorities, desires, and passions of the Assembly and how best to achieve the Assembly goals. Officers are committed to "getting the job done" and helping each other. Often officer responsibilities may change and overlap. Hence, the officers plan and prioritize activities, meetings, communications, projects, and committee's functions. All officers act together as a Board of Directors (Board) and any three (3) can act together as the Board of Review. If officers cannot agree on certain matters, decisions will be made by simple majority vote.
3. **Technical Responsibilities.** All officers are responsible for procuring and maintaining the electronic equipment necessary for creating and maintaining necessary files and communication until the Assembly can provide funding. The equipment includes and is not limited to cell phones, personal computers, printers, monitors, and whatever is necessary for a secure and stable internet connection. This includes and is not limited to the standard software of Microsoft Office. Officers agree to share documents in Microsoft Office or .pdf format. Officers are required to monitor and participate in all social media communication platforms related to Assembly business.
4. **Officer Positions.**
  - a. **President** - The president serves as primary Assembly administrator and meeting moderator. The duties of the presiding officer are, in general:
    - Open the meeting at the time at which the Assembly is to meet by taking the chair and calling the Members to order;
    - Announce the business before the Assembly in the order in which it is to be acted upon.
    - Recognize the Members entitled to the floor;
    - State and put to vote all questions that are regularly moved or that necessarily arise in the course of the proceedings and to announce the result of the vote;
    - Preserve order and decorum;
    - Maintain the rules of order while the Members are engaged in debate;
    - Regulate all points of order, subject to appeal, unless, when in doubt, the presiding officer prefers to submit the question to the decision of the Assembly;
    - Inform the Assembly when necessary, or when any question is raised, on any point of order or practice pertinent to the pending business;
    - Review and authenticate all acts, proceedings, or orders of the Assembly;
    - Receive all messages and communications pertaining to the priority business of the Assembly and, when applicable, to communicate them to the Assembly;
    - Guide and direct the proceedings of the Assembly, subject to the control and will of the Assembly;

- Suggest the proper form of proposals or motions and the proper course of procedure or order of business;
  - Encourage robust discussion of Assembly business;
  - Encourage the interaction of Assembly Members, by soliciting and encouraging volunteers to assist in duties as needed;
  - Provide oversight and assistance in committee selection, committee business, including coordinating projects, project managers, and Restoration Teams.
- b. **Vice President** - Assist the president as needed, and coordinate and assist the committee task force and assignments. The vice president shall also serve as moderator in the president's absence.
- c. **Secretary** - Generally assist the president in all matters while keeping an accurate record (minutes) of the proceedings of each meeting in the manner and scope of a scribe, and handle in-coming and out-going general-purpose mail (postal mail and emails). The duties of the secretary are, in general, as follows:
- Keep track of all meetings and committee meetings, assist in drafting notices and filing records of the same;
  - Provide documents to the Board;
  - Maintain custody and care of the Assembly records except records that are specifically assigned to others, as the treasurer's books;
  - Share Assembly records that are public records on the Assembly's Google Drive;
  - Keep a register, or roll, of the Members and calls the roll when required;
  - Furnishes committees with all papers referred to them;
  - Securely keeps a signed copy of all required paper-work for each Official Member;
  - Keep a list of all standing committees, special committees in existence, and copies of the committees' minutes.
  - Keep a record of all proceedings, stating what was done and is to be published.
  - Record the names of all committee Members.
  - Endorses the reports of committees, the date of their receipt, what further action was taken, and preserves them among the records.
  - Keep the Minutes. The record of the proceedings of the Assembly is called the Minutes. The essentials of the record are as follows: (a) the kind of meeting, whether "regular" or "special;" (b) name of the Assembly; (c) date of meeting and place, (d) the fact of the presence of the officers, (e) whether the minutes of the previous meeting were approved by consensus, (f) all the main motions, points of order and appeals, (g) and the hours of meeting and adjournment. Generally, the only names recorded are of the Member who introduces a main motion,
  - Checks the P.O. Box, record correspondence when received and forward to the appropriate Board Member for action.
  - The duty of the secretary is mainly to record what is accomplished by the Assembly. Only summaries of committee reports are entered in the minutes. If a report containing resolutions that have been agreed to, the resolutions should be entered in full as finally adopted by the Assembly, thus: "The committee on [date] submitted a

report with a series of resolutions which, after discussion and amendment, were adopted as follows:” then should be enter the resolutions adopted. If the report is of great importance, the Assembly should order it “to be entered in the minutes,” in which case the secretary copies it in full into the record.

- d. **Co-Secretary** - Generally supports the Secretary, and in the absence of the Secretary, assumes all their responsibilities.
- e. **Treasurer** - Responsible for general financial oversight and keeping accurate treasury records. At least one (1) other appointed Assembly Member audits all treasury records and approves all purchase requests. Other general responsibilities of the treasurer are, and are not limited to:
- Submit a report at each FNCA meeting.
  - Accept donations;
  - Pay Assembly bills;
    - Requests to spend Assembly funds must be submitted to the treasurer and approved by at one (1) other Officer prior to purchase.
  - Establish a financial committee to manage the needs of the state and its people;
  - Oversee and present budgets, accounts and financial statements to the finance committee;
  - Project funding;
  - Financial planning and budgeting reporting;
  - Banking, book-keeping, and record-keeping;
  - Control of fixed assets (including real and personal property);
  - Develop and implement daily, monthly and quarterly cash forecasting models;
  - Manage accounts in regard to risks and losses;
  - Ensure sufficient funds are available to meet ongoing operational requirements;
  - Recommend priorities in fund management;
  - Evaluate the financial aspects of business policies to advise the Assembly;
  - Ensure Proper Stewardship of Project Funds;
    - Ensure that all Needs Assessment and Project Funding Request materials are accurate and correctly reflect the organization’s mission and projected use of requested project funds;
    - Ensure that project funding recipients receive informed, accurate and ethical advice about the value and tax implications [if any] of project funding;
    - Ensure that project funds are used in accordance with the Project Funding Request;
    - Ensure proper stewardship of all Project Funding, including requesting audits and timely reports on the use and management of such funds;
- f. **Sergeant at Arms** – Assist the president in ensuring orderly meetings and ensure all Bylaws, Policies, and Procedures and traditions are respected by everyone. The sergeant at arms is the calming and rational influence for the Assembly. The sergeant at arms may be an appointed officer. The sergeant at arms responsibilities may include:

- Assist the president to keep meetings peaceful and in alignment with the Biven's Decision;
  - Ensure harmony on the various social media platforms;
  - Track the progress of submitted grievances on the Grievance Tracker spreadsheet;
  - Oversee *Grievance Procedures* until full resolution is attained;
  - Oversee running security checks for those applying for Assembly Membership or staff;
  - Assist all officers as needed;
  - Serve as liaison to Sheriffs and other law enforcement officials;
  - Serve to ensure security for the Assembly and officers;
  - The sergeant at arms votes with Assembly Members and does not vote with the other officers.
- g. **Co-Sergeant at Arms** - Generally support the sergeant at arms, and in the absence of the Sergeant at Arms, assumes all responsibilities of the sergeant at arms.
- h. **Public Relations** - The public relations officer will focus on: developing and executing strategies for creating a positive image for the Assembly with the people of North Carolina and the world. These strategies include forming relationships with Members and other Assemblies to generate potential funding opportunities, coordinate activities of mutual interest, assist in management of Assembly goals and strategies, arrange interviews, write press releases, create website and other marketing materials, foster internal communication, speak on behalf of the Assembly, and act as Assembly representative.

#### Committees:

##### 1. Core Activity Committees and Sub-Committees:

- Law Committee
- Law Enforcement Committee
- Security Committee
- Treasury Committee
- Health & Wellness Committee
- Family Services Committee
- Food Solutions Committee
- Shelter Committee
- Nature Preservation and Protection Committee
  - Water Issues and Resolution
  - Air Issues and Resolution
  - Land Issues and Resolution
  - Fire Issues and Resolution
- Educational Development Committee
- Infrastructure Committee

- Transportation Committee
- Innovations Committee

1. **Committee Chair.** The Committee chair oversees all core committee activity and all sub-committees.
2. **Committee Responsibilities.** Committees are responsible for addressing grievances, creating and overseeing projects in their area of interest. Each committee shall have Needs Assessment and Project Management sub-committees that assist in managing projects and Restoration Teams.
3. **Committee Selection.** Committees naturally come together in their areas of passion. Committee Members volunteer or are recruited by other Members. Committee chairs can be appointed by the president or elected by their committee.
4. **Records.** All committees will keep a summary of meeting activities in a “Committee Workbook” and provide the secretary with a copy. All other committee documents and meeting records are confidential to the committee until their results are finalized and approved by the officers to be released to the public.

### **County Assembly Administrative Oversight:**

The lineage of authority is from the Nation to the State, from the State to the County and so on. This establishes the sovereignty of the State, County, or City authority to exercise self-governance under their higher-level authority. Members of the State Assemblies are automatically Members of their local County Assembly. All County Members must first join the State Assembly and sign all the required paperwork before being approved for the County Assembly. Members are allowed to hold office in either the State or the County Assembly but not both at the same time. Only Members in Good Standing with the State Assembly may be allowed to hold office in the County Assembly.

FNCA is the State Assembly for North Carolina. All Assemblies forming in counties or cities must file their ratification paperwork with the FNCA for review. When the FNCA deems the County to be ready, FNCA will submit the County paperwork to the People’s Government Service Department (PGSD). The County is also required to submit their operating budget, projects, and Orders to FNCA for oversight. Funding will be received by the FNCA and then disbursed to the County Assemblies. County and city administrative oversight is entrusted to the FNCA. The individual County Assemblies will conform to the Bylaws, Policies, and Procedures for FNCA as set forth herein.

It is the task of the FNCA to address any Failure of a County Assembly to address flagrant abuses by any Member, to determine the cause, make recommendations, and if necessary, to initiate a County Administrative Oversight (CAO) “Board of Review” action.

### **Qualification and Selection Process for CAO Board of Review Members:**

When necessary, a three (3) Member CAO Board of Review is convened with the authority to summon and subpoena all necessary evidence to deliberate and validate a claim or cause of action. Potential candidates are given information about the duties of this CAO Board of Review and the time commitment required by the Board of Directors.

## Meetings:

1. **Regular meetings.** The regular public meetings of FNCA are held weekly on Wednesdays at 7:00 p.m. on Zoom.  
Meeting ID: 861 3024 0169 Passcode: Life
2. **Special meetings.** The president may call a special meeting, or five (5) Members may submit a written request to the secretary to call a special meeting. Previous notice of the meeting shall be sent to the Members at least three (3) days prior to the meeting if possible. The notice can be given by e-mail, postal mail, telephone, and/or in the Telegram or GForce chat groups.

## Requirements and Qualifications for FNCA Membership:

The procedure for becoming a Member is clearly explained in the *FNCA Member Application Process* found in Appendix A.

1. Be at least sixteen (16) years of age;
2. Be domiciled on the land within the geographic boundaries of North Carolina;
3. Prior convictions of malfeasance in any public office, or any felony or other high crime must be fully revealed to Assembly Members. Membership may be granted on a case-by-case basis depending on the nature of the felony conviction and must be approved by simple majority vote of 50% plus one (1) by the FNCA;
4. Must relinquish any title of nobility;
5. Must relinquish any de facto corporate public official position;
6. Must relinquish any membership with another North Carolina State Assembly;
7. Must autograph under oath of affirmation, the “Declaration of Interdependence,” the “Declaration of Unalienable Rights,” “The Resolution of One Accord (9/8/2021)” and these First-In-Flight North Carolina de jure Assembly (FNCA) Bylaws, Policies, and Procedures (in blue ink).

## Addenda to these Bylaws, Policies, and Procedures:

Any proposed addenda or changes to the operations and functions of the FNCA that affect the spirit of the Bylaws, Policies, and Procedures must be submitted in writing to the president. The addendum shall be reviewed by the Assembly at a regularly scheduled meeting and shall be approved or rejected by simple majority vote of 50% plus one (1). If the changes to these Bylaws, Policies, and Procedures are extensive, Members must be provided copies of the proposed changes seventy-two (72) hours in advance of a regularly scheduled meeting. All addenda that are in force as of this writing shall remain in force as approved by the Assembly on the dates recorded in the FNCA meeting minutes and on the Bylaw, Policies, and Procedures signature page. The latest revision of these Bylaws, Policies, and Procedures supersedes all prior revisions. Extensive revisions to these Bylaws, Policies, and Procedures necessitate Members sign them again.

## ***Appendix A***

### ***FNCA Member Application Process***

Applicants who meet the membership requirements and qualifications as stated in the *Bylaws, Policies, and Procedures for First-In-Flight NC de jure Assembly (FNCA)* are invited to become Official Members of the First-In-Flight NC de jure Assembly. Filling out the FNCA Membership form is required to become an Official Member. Member candidates are further required to read and sign: *Bylaws, Policies, and Procedures for First-In-Flight NC de jure Assembly (FNCA)*, *The Resolution of One Accord*, and the *Official Notice and Certification with Appendices B, and D*. Anyone desiring to participate in the jural process must also sign Appendix C.

Personal identifying information is only shared with the FNCA de jure Assembly Officers and the Global Intelligence Agency. A “chosen name” is whatever one wishes to be called. First and middle names are most commonly used. Names will appear in Zoom meetings and using your chosen name shields your identity from the general public. Weekly public Zoom meetings will be recorded and posted on the internet.

All documents must be signed in blue ink. When returning executed documents electronically, please scan in color, include your first name in the file name and email to [ncasecretary@protonmail.com](mailto:ncasecretary@protonmail.com). Completed forms may also be mailed to the Assembly. If sending forms by postal mail, please email us to notify the secretary when to expect them. Our mailing address is: FNCA de jure Assembly, P.O. Box 1019, Angier, NC 27501.

References should be an Assembly Member or someone who knows you well and agrees to vouch for your character (not a spouse or family member). If potential members have a reference from an Assembly Member, this Member will serve as a mentor and help answer any questions. If applicants do not have a reference from the Assembly, a Member will be assigned to serve as mentor.

After the Assembly has received the following forms: the *FNCA Membership Form*, *The Resolution of One Accord*, and the *Bylaws, Policies, and Procedures for First-In-Flight NC de jure Assembly (FNCA)*, potential applicants will be contacted for an interview. Once the interview is complete, applicants will take the Oaths of Office that are in the *Official Notice and Certification with Appendices B, C, and D*. Three (3) witnesses are required to witness autographing of the *Official Notice and Certification with Appendices B, C, and D*.

New applicants are considered “Members in waiting” until all required paperwork is complete, until six (6) weekly meetings have been attended, and after the sixty (60) day “getting to know you” period is complete. Exceptions may be granted by the president or secretary on a case-by-case basis. Once all requirements are complete, applicants will be considered a Members in Good Standing and be granted all the rights and privileges of being Assembly Members.

## ***Appendix B***

### ***Code of Conduct and Ethics Policy***

#### **Assembly Code of Conduct:**

The Assembly and its Members must, at all times, comply with all applicable laws and regulations that are in alignment with Natural Law and *The Resolution of One Accord* and the *Code of Conduct and Ethics Policy*.

The Assembly will not condone the activities of Members who violate the law or engage in unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, or bribery. The Assembly does not permit any activity that fails to withstand the closest possible public scrutiny.

#### **Public Trust, Transparency, and Conflicts of Interest:**

The Assembly adopts this *Code of Conduct and Ethics Policy* in recognition of its responsibility to the public trust, in recognition of the importance of fairness and objectivity in its conduct of business, as a means of assuring that every decision of the Assembly is made in the interest of the Assembly and the communities it serves, and as a means of publicly codifying its expectations of the Officers, staff, volunteers, and others serving the Assembly.

This *Code of Conduct and Ethics Policy* applies to all persons holding positions of responsibility and trust on behalf of the Assembly, including but not limited to the Officers, staff, and volunteer committee Members. The Assembly recognizes that it can accomplish its mission most effectively when the Assembly Officers, volunteer committee Members, and other groups associated with the Assembly represent the diverse interests, cultures, occupations, and expertise of the community. Thus, the Assembly recognizes that Officers and others representing or affiliated with the Assembly may from time to time face possible conflicts of interest or situations in which the appearance of a conflict of interest could be detrimental to the Assembly and the communities it serves.

A Member should refrain from entering into any vote, particular transaction, or establishing any business relationship with others if the Member's duty of loyalty and diligence to the Assembly is or may be impaired.

Examples of actions or activities, which may create an actual conflict of interest, or give the appearance of a conflict:

- Serving on a board of an organization that is a current or potential grantee of the Assembly or being a company principal of an organization seeking grants from the Assembly without the approval of the Assembly officers;
- Engaging in any activity which conflicts with the interest or purpose of the Assembly;
- Accepting any remuneration, compensation or gift in any form whatsoever from current or potential grantees of the Assembly. Likewise, no Member shall provide gifts or favors to others where these might appear to be intended to improperly influence others in their relations with the Assembly;
- Failure to disclose to the Assembly Officers that an immediate family member is affiliated with a grantee or applicant.

- Failure to disclose any personal gain that may be garnered from conducting any business on behalf of the Assembly.

### **Disclosure of Conflicts:**

All Members are under the continuing obligation to make full disclosure to the Assembly Officers of all situations involving either actual or potential conflicts of interest, whenever such situations may arise. If the Assembly determines that a conflict of interest or appearance of such conflict exists, the Member may be asked to correct or remedy the situation immediately. Depending on the circumstances, a Member may be subject to discipline, up to and including removal as a Member for having engaged in conduct which constitutes a conflict, or for failing to disclose promptly a situation involving an actual or potential conflict of interest.

### **Policies on Conflict of Interest:**

In addition to the disclosure requirement, each Member is under an obligation to inform the Assembly of any position held, of any businesses, or avocational activities which may result in a possible conflict of interest or bias, either for or against, a particular grantee, action, or policy, at the time that such grant, action, or policy is under consideration by the Officers or any volunteer committee of the Assembly. Any duality or possible conflict of interest on the part of any Member, shall be disclosed to the Officers and made a matter of record as soon as the issue in question is raised and a possible conflict is known.

When the Assembly Officers are to decide upon an issue about which a Member has an unavoidable conflict of interest, that Member shall physically absent him/herself without comment from not only the vote, but also from the deliberation, unless directly requested by the Officers to the purpose of providing factual information or answer factual questions that may assist the Officers in making a wise decision. In no case shall that Member vote on such matter or attempt to exert personal influence in connection therewith.

Disclosure and abstention shall be recorded in the minutes of the meeting(s) at which the issue is discussed and decided.

In any situation not specifically covered by the previous sections of this policy, Members shall consider carefully any potential conflict of their personal interest with the interest of the Assembly and refrain from any action which might be perceived as an actual or apparent conflict of interest.

### **Duties of the Assembly Officers:**

The Assembly Officers shall be responsible for the application and interpretation of the *Code of Conduct and Ethics Policy* as they relate to volunteer Members and staff. In carrying out their duties and responsibilities and setting the general policies pursuant to which the Assembly operates, Officers endeavor to promote fair dealing by the Assembly and its Members, staff, donors, community recipients, and suppliers.

### **Duties of Members:**

- To comply with all Assembly policies, procedures, rules, regulations, and contracts.
- To comply with all reasonable and lawful instructions given by or on behalf of the

Assembly.

- To be honest and fair in dealings with Assembly Officers, Members, funding grantees, the general public, and to treat them with courtesy and respect.
- To be faithful and diligent, and actively pursue the Assembly's best interest at all times.
- To refrain from making any statements to the media about the Assembly's business, unless expressly authorized to do so by the Assembly Officers.
- To refrain from making any statements about the Assembly on social media, or any other public platform, that may harm the Assembly's reputation.
- FNCA employees must refrain, in connection with the Assembly, from accepting any financial or other benefit from any entity other than the Assembly, unless acceptance of such benefit is in accordance with the Assembly's other workplace policies or is otherwise disclosed to the Officers and expressly permitted by the Assembly.
- To immediately disclose any potential, perceived or actual conflicts of interest as stated above.
- To refrain from engaging in conduct that in the opinion of the Assembly causes damage or potential damage to the Assembly's property or reputation. Must respect Assembly property.
- To refrain from using Assembly internet or email to send or access and/or download sexually explicit or other offensive material.
- To maintain both during and after membership term with the Assembly, the confidentiality of any confidential information, records or other materials acquired during the course of membership.
- Behave, at all times, in a way that upholds the Assembly's core values and the integrity and good reputation of the Assembly.
- Each Member has the affirmative responsibility to report to the Assembly Officers any and all knowledge of any action or conduct that appears to be contrary to the *Code of Conduct and Ethics Policy* by using the *Grievance Procedure*.

**Equity:**

Respect the rights, culture, and dignity of all individuals and adhere to the principles of equity and non-discrimination when dealing with fellow Members, funding grantees, customers, suppliers and others in the community.

Any form of discrimination, including harassment or disparaging remarks, based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history), is out of alignment with *The Resolution of One Accord*.

## **Members and Assembly Privacy:**

We are committed to protecting the privacy of Members' personal information. Members personal information will only be collected, used or disclosed as authorized or required for business reasons. Members shall hold confidential any privileged information related to Assembly business.

## **Use of Computer Systems and Software:**

Our computer systems and software form the backbone of our community services and our operations infrastructure. Every effort should be made to protect the Assembly's computer systems and associated software from various threats to their security such as accidental or deliberate destruction of data or equipment, interruption of service, disclosure of confidential information, theft or corruption of data. Any security concerns with respect to our system or software, or any viruses or data network attacks, weaknesses or unexplained system changes should immediately be reported to the IT Department, Risk & Security Division.

## **Use of Assembly Property:**

Protect Assembly's physical property and revenues. Assembly property includes, but is not limited to: premises, equipment, supplies, furnishings, Member search accounts, funds, reports, records, trade secrets, computer software, hardware and networks, internet accounts and intangible items such as the details of business application systems.

Ensure that property under the Assembly's control is used in accordance with Acceptable Use of Information Technology Security Policy and is protected from use by unauthorized individuals.

## **Return of Assembly Equipment:**

On the date the Officer, Member, or staff terminates their relationship with the Assembly, they immediately return all equipment to the Assembly. All confidential documents, data, and other intangible property of the Assembly must also be returned. The Officer, staff, or Member may not be entitled to any post-termination payments until all equipment and property has been returned to the Assembly.

## **Proper Reporting of Financial Transactions:**

Assembly Officers, Members, or staff, are accountable for any funds over which they have control and are to follow the set procedures for handling, recording and protecting funds. This includes using best practices to ensure that the Assembly receives good value for the expenditure. Assembly Officers, Members, or staff refrain from using Assembly funds for personal benefit.

Compliance with this policy and internal controls is expected at all times, and the Assembly's books of account, reports, records and other documents must accurately account for and report all assets, liabilities and transactions affecting the Assembly. We must:

- Maintain accurate and reliable records relating to business, clients, grantees, and staff to meet our legal and financial obligations and in accordance with our accounting and business practices;

- Properly and promptly record all disbursements of funds;
- Cooperate and ensure full disclosure in communications with both internal and external auditors and with the Assembly Officers;
- Promptly disclose knowledge of any untruthful or inaccurate statements or records whether intentionally or unintentionally made;
- Promptly bring to the attention of the Officers any transaction that appears to have an illegitimate commercial purpose; and
- Information must only be destroyed in accordance with approved retention schedules and procedures.

### **Consequences for Violations of the Code of Conduct:**

Members deemed to violate this *Code of Conduct and Ethics Policy* will be subject to losing Assembly privileges as stated below. Members reporting suspected violations shall report using the *Grievance Procedure* listed in Appendix C.

Verified failure to exemplify high standards of behavior and attitude within the philosophy and direction of the FNCA, violation of these *Bylaws, Policies, and Procedures for First-In-Flight North Carolina de jure Assembly (FNCA)*, or failure to maintain status of Member in Good Standing will result in immediate suspension of all the Member's privileges with immediate removal from any office held by the Member. All Member privileges include and are not limited the following rights: to engage in Assembly business of any kind, to vote, to hold office, to chair or be in committees, and to file grievances.

Exemplifying high standards include but are not limited to complying with The Resolution of One Accord and this *Code of Conduct and Ethics Policy*. Violations of either may be documented using the *Grievance Procedure* found in Appendix C. High standards also do not permit verbally disrupting meetings, dishonest and/or unethical behavior, misuse of the grievance process, harassment, sending spam emails, stealing Member information, recording telephone conversations or meetings without permission of all involved, and/or being found to be in violation of any membership requirements.

The Board of Review or Law Committee shall weigh whether violations are deemed to provide harm or detriment to Assembly Members or to the pursuit of Assembly business. The Board of Review or Law Committee results will be brought before the Assembly to decide whether a Member may lose their "good standing" status and/or be expelled from the Assembly.

### **Protection from Retaliation:**

Assembly Members or staff who report legitimate, substantiated, unethical conduct or violations of the *Code of Conduct and Ethics Policy* in accordance with the *Grievance Procedure* are protected from reprisal. Any reprisal or attempted reprisal against an Assembly Member or staff who makes a report in compliance with the *Grievance Procedure* is considered to be in breach of the *Code of Conduct and Ethics Policy*. Refer to the *Grievance Procedure* for full details.

Assembly Members who feel they have been discriminated against as a result of reporting unethical conduct or violation of the *Code of Conduct and Ethics Policy* should report the discriminatory actions directly to an Assembly Officer.

## ***Appendix C***

### ***Grievance Procedures***

#### **Grievance Definition:**

A grievance may be a real or imagined wrong or other cause for complaint or protest, especially for unfair treatment. A grievance is usually perceived as a particular or ongoing incidence of unfair treatment.

#### **External or Public Grievances:**

The grievance process was initially instituted as part of the Assembly process as a means to restore the People's freedoms and to remedy the abuse of the People's natural resources. External grievances may be brought to the Assembly by the general public or discovered by the Assembly and assigned to the appropriate committee. Our Assembly's primary purpose is to work on behalf of the public interest to correct wrongs that directly impact the public's health and wellbeing. Researching issues to resolve public grievances, writing briefs, orders, and submitting proposed remedies for ratification are a means to fulfill a major part of the Assembly's mission.

#### **Internal Grievances:**

This Grievance Procedure offers a means of internal dispute resolution by which an Assembly member, who feels another member has wronged them in some way, may have his/her grievances addressed. Internal grievances should be submitted as a last resort. Persons submitting internal grievances must submit an Internal Grievance Form to the [www.firstinflightncassembly](http://www.firstinflightncassembly) grievance portal, the sergeant at arms, any member of the Board, or Law Committee.

As the Assembly Member assigned to oversee internal grievances may vary, the Member assigned is herein referred to as the Responsible Member. The person submitting the grievance must verify that they have reached out directly to the person with whom they have an issue and tried reasonably to resolve the dispute, unless there is a fear of personal safety.

#### **Notice of Internal Grievance:**

The person submitting the grievance must submit evidence that they have reached out directly to the person with whom they have an issue and tried reasonably to resolve the dispute or submit evidence substantiating a fear for personal safety.

The respondent must be given notice that a claim has been made against them with full transparency about the supporting evidence, specific accusations, damage done by the alleged actions, and proposed resolution. This transparency must be assured by the Responsible Member assigned for grievance oversight.[1]

Every attempt should be made by the claimant and the respondent (accused) to resolve the issue within their Assembly according to their due process, before formally submitting to the People's Government Service Department (PGSD), Global Intelligence Agency (GIA), or a National Assembly. Any internal grievances, submitted beyond the Assembly level, must be submitted in writing with specific claims, dates, and supporting evidence. [1]

## FNCA Internal Grievance Process Follows These Steps:

### Step 1: Filing a Grievance

- The claimant must complete and submit the written grievance using the *Grievance Form*, to the Responsible Member. The claimant documents should include specific claims, instances and dates, and include all supporting evidence.
- Upon initial receipt of the alleged grievance, the Responsible Member first logs the receipt of the grievance on the Grievance Tracker Spreadsheet. Copies of the grievance or grievance summary are then sent to all Board members to forward to the Law Committee.
- The respondent is then notified and provided with all relevant documentation to ensure full transparency.
- After receipt of all supporting evidence, the respondent must acknowledge the alleged grievance and submit a response in writing within 72 hours. If the respondent needs more time, he or she submits a written request to the Responsible Member.
- The Responsible Member for grievance oversight must be copied on all correspondence between the claimant and the respondent.
- In turn, the claimant must acknowledge or reply to the respondent's written response within 72 hours or the complaint will be dropped.

### Step 2: Review of Grievance

Upon receipt of an *Internal Grievance Form* and documented evidence, the Responsible Member will present the grievance to the Law Committee to determine one of the following courses of action:

- Dismissal
- Forward to Mediation
- Forward to Law Committee
- Forward to Peoples Government Service Department
- Forward to the Global Intelligence Agency

The Law Committee shall use the following guidelines to determine the suitable course of action while reviewing the submitted allegation(s).

#### A. Grounds for a grievance to be immediately dismissed:

- The claimant is not a Member of the Assembly;
- The claimant has lost status as a "Member in Good Standing" of FNCA as defined in the Assembly Bylaws, Policies, and Procedures;
- The grievance is submitted by someone other than the person allegedly harmed;
- The grievance is unsubstantiated, or personal and/or petty.
  - Persons repeatedly filing petty and unsubstantiated grievances may themselves be submitted to the grievance process by the respondent.
  - Repeated filing of petty and unsubstantiated grievances will be considered to be harassment.

If any of the above statements is true, the claimant and all Board members are notified in writing that the grievance has been dismissed and the reasons given are included.

B. Grounds for grievance submittals that qualify as minor complaints instead of legitimate grievances and are to be remanded to mediation:

- Failing to abide by the less serious aspects of the *Bylaws, Policies, and Procedures for First-In-Flight North Carolina \*de jure Assembly (FNCA)* including *The Resolution of One Accord* and the *Code of Conduct and Ethics*.
- Disrespect
- Dishonoring another
- Other: \_\_\_\_\_

If any of the above statements is true, the claimant and all Board members are to be notified in writing that the grievance has been remanded to mediation and the reasons given are included.

C. Grievances that fall into any of the following categories are considered legitimate.

- Failing to abide by the more serious aspects of the *Bylaws, Policies, and Procedures First-In-Flight North Carolina \*de jure Assembly (FNCA)* including *The Resolution of One Accord* and the *Code of Conduct and Ethics*.
- Criminal in Nature
- Malicious Action
- Harm Done
- Dangerous/Life Threatening
- Verbal or Written Threats
- Coercive Behavior
- Blackmail
- Unethical behavior
- Harassment
- Fraudulent Activity
- Other: \_\_\_\_\_

If any of the above statements is true, the claimant and all Board members are to be notified in writing that the grievance has been assigned to the Law Committee for further evaluation.

### **Step 3: Mediation**

The parties are assigned an impartial member (mediator), to lead the mediation session, by the sergeant at arms or Law Committee. Any members included in the grievance must recuse themselves from the Law Committee.

Mediation is a confidential discussion about the incidents reported. Mediators are impartial listeners who lead the claimant and the respondent through the mediation process to see if an agreement can be reached. The two parties speak directly to the mediator. The mediators may ask clarifying questions and summarize statements for clarity. Mediation is an opportunity for all participants to speak in turn and to practice active listening. The outcome of the mediation session is entirely up to the persons involved in the grievance.

In mediation, both persons will have a chance to share their perspective on the situation with the mediator present. The key question is, “What bothers each person about what happened?” Mediators will lead the two parties, at the same time, through a process to see if a solution can be found with which both people can be comfortable.

Mediators ask participants to brainstorm possible solutions for improving their relationship. Mediation provides an opportunity for the people involved to reach a resolution that satisfies both. The key question is, "What can each person do to make things better?" Once an agreement is reached, it is written out and signed by both parties. Written agreements may be kept confidential. The mediator informs the sergeant at arms or Law Committee that an agreement has been reached or there is further action required to achieve a complete resolution.

#### **Step 4. Process for Legitimate Grievances:**

If the Law Committee recommends that the complaint qualifies as a legitimate grievance, the grievance documentation is further considered by the Law Committee to recommend a resolution. If the accusations are of a serious criminal nature, accusations and supporting evidence may be forwarded directly to the Peoples Government Service Department (PGSD) or the GIA.

Both parties must be given the fair opportunity to present their case including testimony, recordings, emails, text messages, and any pertinent documentation that helps prove or disprove the accusations. Hard evidence will be considered irrefutable. Contradictory testimonies will be considered "hearsay" and not factored into any final decisions.[1]

If necessary, the Law Committee may request further information from either claimant and respondent and/or appoint an investigative officer to gather relevant facts and evidence to include in a report to consider.

In the case of a non-criminal accusation, an unbiased arbitrator who will be appointed by the Law Committee, will review the evidence presented, compare against the allegations, and conclude if the respondent has committed the acts of which he/she has been accused. A resolution will be proposed based on the evidence by the Law Committee. The Law Committee will present the resolution to the Assembly and a vote will be cast by the Members of the Assembly to support or deny the proposed resolution.[1]

If the accusations are of a criminal nature, then a proper Grand Jury should be formed to investigate the accusations, discuss the irrefutable evidence privately, and present their findings and recommended resolution to the Assembly when their investigation is complete.[1]

Reference:

[1] PGSD, *Grievance Policy*, 8/3/2021.

***Bylaws, Policies, and Procedures for  
First-In-Flight North Carolina \*de jure Assembly (FNCA)  
Signature Page***

Approved in Assembly, on Date: **May 05, 2021,** **September 08, 2021**  
**June 16, 2021,**  
**August 18, 2021**

Print First and Last Name:

Autograph of Member:

