


This template is to be used by all chapters when revising its current chapter by-laws.

1. Items that appear as grey boxes  are to be replaced by appropriate text specific to your chapter and for each article or section. Each has a bookmark associated with them are named appropriately.
2. Items that appear in **RED** are examples provided by the constitution and by-laws committee of SEIU 1984. These should be removed before you submit them for review.
3. Items that appear in **BLUE** are addition comments that the constitution and by-laws committee of SEIU 1984 have added to assist you with creating your by-laws. These should be removed before you submit them for review.

Revised 10/16/13
THE STATE EMPLOYEES' ASSOCIATION OF NEW HAMPSHIRE, INC.
SEIU Local 1984

SEA CHAPTER [REDACTED], [REDACTED]
Example (SEA CHAPTER #9, Glencliff Home Employees)

BY-LAWS

ARTICLE I. Name

(a) The name of this Chapter is SEA Chapter [REDACTED], [REDACTED].
Example ("SEA Chapter #9, Glencliff Home Employees")

(b) This chapter is organized under Article V, and approved under Article VII. Section 5 (e) of the Constitution of the State Employees' Association of New Hampshire, Inc., dated April 29, 1969, as amended. (Hereafter known as the "Constitution".)

ARTICLE II. Membership

(a) Before any employee is allowed to become a member of this chapter, the employee shall comply with Article III, Section 1a of the Constitution.

(b) In addition a member of this Chapter may be [REDACTED].
Example ("In addition a member of this Chapter shall be, a Full Time or Part Time Employee at the Glencliff Home.")

ARTICLE III. Officers

(a) The officers of this chapter shall include a President, Vice President, Secretary, and Treasurer.

(b) Officers shall be elected from the chapter membership according to the election procedures in the Constitution. Officers shall be installed at the end of the Annual meeting. All such officers shall be members in good standing as defined by the Constitution. The officers shall be elected for a two (2) year term.

(c) All officers may succeed themselves.

ARTICLE IV. Duties of Officers

(a) President. The president shall be the executive head of this chapter with full power to enforce the provisions of the bylaws. He/She shall conduct all meetings of the chapter and Executive Committee, and vote to break or make a tie. He/She shall be a member ex-officio of all committees except the Nominating Committee. He/She in the absence of the Treasurer shall be authorized to sign all checks or requests for the distribution of funds.

(b) Vice President. The vice president shall, in the absence or disability of the president, assume the duties of the president, including the duty of signing checks or requests for the distribution of funds. He/She shall in the absence or disability of the treasurer assume the duties of the treasurer. The vice president shall also perform such other duties as the president may order. He/She shall be a member of this chapter's Executive Committee with voting privileges.

(c) Treasurer. The treasurer shall receive all monies, and be the custodian of the funds of this chapter. He/She shall sign all checks or requests for the distribution of funds, give a financial report at each regular meeting of this chapter, and submit to the annual

meeting of this chapter an itemized financial statement for the fiscal year. He/She shall submit the books and records for audit annually as required by the Constitution or when required by the Executive Committee. The treasurer shall also perform such other duties as the president may order. He/She shall be a member of the chapter's Executive Committee, with voting privileges.

(d) Secretary. The secretary shall keep the minutes of all meetings of the chapter and the chapter's Executive Committee. The secretary shall also carry out such correspondence as may be required to conduct the business of the chapter. He/She shall notify the President of the Association as to the time and place of scheduled meetings and that such scheduled meetings were held. He/She shall provide the President of the Association a copy of the minutes of all meetings of the chapter and of the chapter's Executive Committee within seven (7) days of such meetings. The secretary shall send the names of officers, councilors, delegates and alternates to the President of the Association within seven (7) days following an election. The names of delegates must be submitted to the President of the Association no less than thirty (30) days prior to the Association's annual convention. He/She shall be a member of the chapter's Executive Committee with voting privileges. The Secretary shall maintain the most recent copy of the Chapter Bylaws and when requested provide a copy to any member.

(e) Should a vacancy occur in any chapter office, it will be filled in accordance with Article III (b) above and announced at the next regular meeting.

ARTICLE V. Executive Committee

(a) The chapter Executive Committee shall consist of all Chapter Officers and the Immediate Past President.

(b) The chapter Executive Committee shall manage all affairs of the chapter, exercise the wishes of the majority of the chapter members, and verify all bills prior to payment.

(c) Within at least a 48-hour notice, the chapter Executive Committee shall meet at the call of the president, or when a majority of the Executive Committee deems it necessary.

(d) A quorum of the chapter's Executive Committee shall be comprised of the president and/or first vice president and a majority of the remaining members.

ARTICLE VI. Chapter Meetings

(a) This chapter shall meet no less than once during the months of [REDACTED], [REDACTED], [REDACTED].

Examples ("April, May or June; once during the months of July, August or September; once during the months of October, November or December; and once during the months of January, February or March.")

(b) The annual meeting of this chapter shall be held in accordance with Article V, Section 5 of the Constitution.

(c) The quorum for chapter meetings shall consist of members in good standing equal in number to the total number of duly constituted officers plus three (3).

ARTICLE VII. Chapter Funds *This article can be deleted if no additional chapter fees are collected. If removed the remaining articles must be renumbered. Note: If you have additional dues you must note such in the bylaws.*

Example

(a) The President of the Association shall be notified immediately when this chapter votes to charge additional dues in excess of the annual dues charged by the Association.

(b) Funds remaining either in a chapter treasury or in the Association treasury credited to a chapter after such chapter has been abolished shall be deposited to the credit of the Association in accordance with the Constitution.

ARTICLE VIII. Councilors and Alternates

(a) According to the Constitution, this chapter shall elect from its membership one councilor for every twenty (20) members and an additional councilor for any remainder of eleven (11) or more. Said councilors shall be installed at the end of the Annual meeting. Councilors will be elected for a two (2) year term. All Councilors may succeed themselves.

(b) An appropriate number of alternates to the council shall also be elected from the membership.

(c) All councilors shall be delegates to the convention.

(d) If the Chapter determines the councilor is not meeting the duties of this position it may remove the member from the position of councilor. The Chapter shall inform the member in writing of his/her removal as councilor and advised of his/her right to appeal the decision at the next regular Chapter meeting.

ARTICLE IX. Duties of Councilors or Alternate Councilors

(a) It shall be the duty of councilors and alternates to keep the chapter membership informed at all times of Association matters, to poll the members in order to determine their stand on vital issues, and to represent their viewpoint at council meetings.

(b) Each councilor shall attend all council meetings. In the event this is impossible, it shall be his/her responsibility to secure an alternate councilor to substitute for him/her.

(c) A delegate or alternate delegate to the annual convention shall participate in the deliberations of the convention by representing this chapter and voicing the desire of this chapter in the various proposals pertaining to the operation of the Association.

ARTICLE X. Committees

(a) The chapter president shall appoint, with the approval of this chapter's Executive Committee, the following standing committees, and any other committees deemed necessary for the successful operation of this chapter:

1. By-laws
2. Nominating

Choose Optional Committees

- *Membership*
- *Program*
- *Social*
- *Retirement*

(b) Standing committees shall consist of not less than three (3) members appointed from the chapter membership. The chapter president shall name their chairman and this individual shall be responsible for calling the meetings of the committee and shall report to the Chapter's Executive Committee. The chairman may vote to break or make a tie.

ARTICLE XI. Committee Duties

(a) By-laws. This committee shall review proposed amendments and recommended changes to the chapter by-laws.

(b) Nominating. This committee shall meet to prepare a slate of candidates for the biennial election of the chapter in accordance with Association Chapter Election Policy.

Choose the duties of the Optional Committees you selected: If none selected remove letters c through f below.

(c) Membership. This committee will promote membership drives and a continuous contact with employees who are not members in an effort to increase chapter membership and membership in the Association.

(d) Program. This committee shall make preparations to have programs for chapter meetings. It may also serve as the chapter Social Committee and will plan any social event voted by the membership.

(e) Social. This committee shall provide refreshments at meetings.

(f) Retirement. This committee shall:

1. Maintain close liaison with the Retirement Committee of the State Retirement System.

2. Review, periodically, the status and integrity of the funds.

3. Make recommendations and report to the chapter.

ARTICLE XII. Powers and Duties of Chapter

(a) This chapter may prepare resolutions for submission to the Annual Convention of the Association.

(b) This chapter may offer advice and direction to councilors prior to their attending council meetings or the Annual Convention of the Association.

(c) This chapter may take any action, which is in accord with the policies and purposes of the State Employees' Association of New Hampshire, Inc., provided that it shall in no way commit the Association to any policy or action without authorization from the Association's Board of Directors.

ARTICLE XIII. Amendments

(a) These by-laws may be amended by the following procedure:

All suggested amendments must be submitted in writing to the Chapter By-Laws Committee who will evaluate same and forward them to the Association's President with a recommendation. The President will forward them to the Association's

Constitution and By-Laws Committee to review and make any suggested changes before they are forwarded to the Association's Board of Directors for approval. When approved by the Board, they will be returned to the chapter and then submitted to the chapter membership at a regular meeting and must be approved by a majority of those present.

ARTICLE XIV. Parliamentary Procedure

(a) The rules contained in "Robert's Rules of Order –Newly Revised" shall be the governing rules of the chapter on any matter not provided for in the chapter by-laws or in the constitution.