

meetings of the chapter Board of Directors and vote to break or make a tie. He/She shall be a member ex-officio of all committees except the Nominating Committee.

- (B) Vice-President: The vice president shall in the absence or disability of the president, assume the duties of the president. He/She shall be a member of this chapter's Board of Directors, with voting privileges.
- (C) Treasurer: The treasurer shall receive all monies and be the custodian of the funds of this chapter; sign all check disbursing 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 his/her books and records for audit annually or when required by the Association's Board of Directors. The treasurer shall also perform such other duties as the president may order. He/She shall be a member of the chapter's Board of Directors, with voting privileges.
- (D) Secretary: The secretary shall keep the minutes of all meetings of the chapter, the chapter's Board of Directors, and carry out such correspondence as may be required to conduct the business of the chapter; shall notify the President of the Association as to the time and place of scheduled meetings and that such scheduled meetings were held. A copy of the minutes of all meetings of the chapter, chapter's Board of Directors shall be sent to the President of the Association within seven (7) days of the meeting. The secretary shall send the names of officers, councilors, 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 later than thirty (30) days prior to the Associations annual convention. He/She shall be a member of the chapter's Board of Directors, with voting privileges.
- (E) Should a vacancy occur in any chapter office, such vacancy shall be filled in accordance with the election procedures outlined in the Constitution of the State Employees' Association of New Hampshire, Inc. Article V Section 6 Election Procedures as amended.

ARTICLE V: BOARD OF DIRECTORS

- (A) The chapter Board of Directors shall consist of all chapter officers and no more than two (2) councilors. The two (2) councilors selected to fill seats on the chapter Board of Directors shall be those two (2) councilors receiving the highest election vote total for the position of chapter councilor. Ties will be resolved by drawing names

- (B) The chapter Board of Directors shall manage all affairs of the chapter; exercise the wishes of the majority of the chapter members and verify all bills as budgeted, prior to payment.
- (C) With at least a 48-hour notice, the chapter Board of Directors shall meet at least once prior to each chapter meeting at the call of the president, or when a majority of the Board of Directors deems it necessary.
- (D) A quorum of the chapter's Board of Directors shall be comprised of the president and/or vice president and a majority of the remaining members.

ARTICLE VI: CHAPTER MEETINGS

- (A) This chapter shall meet at least four (4) times annually.
- (B) The annual meeting of this chapter shall be held in April.
- (C) Such meetings shall be called and attended by the chapter president or his/her duly constituted representative.
- (D) The quorum for a chapter meeting shall consist of members in good standing equal in number to the total number of duly constituted officers plus three (3).
- (E) In accordance with the Constitution of the State Employees' Association, Inc., dated April 29, 1969, as amended, if the chapter president does not call the required meetings of the chapter before the month of April, a majority of the officers of the chapter may call a special meeting of the chapter to transact chapter business and to prepare for the annual meeting in April.

ARTICLE VII: CHAPTER FUNDS

- (A) The dues of this chapter in addition to Association dues shall be fifty (50) cents per week, per member.
- (B) 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.
- (C) Funds remaining either in a chapter treasury or in the Association treasury credited to a chapter for a year after such chapter has been abolished shall be deposited to the credit of the Association.

ARTICLE VIII: COUNCILORS AND ALTERNATES

- (A)(A) In accordance with Article V, Section 8(b) of the Constitution of the State Employees' Association of New Hampshire, Inc., dated April 29, 1969, as amended an appropriate number of Councilors shall be elected biennially from the membership beginning April 2007.
- (B) In accordance with Article V, Section 8(a) and 8(c) of the Constitution of the State Employees' Association of New Hampshire, Inc., dated April 29, 1969, as amended, an appropriate number of alternates to the Council shall also be elected from the membership beginning April 2007 at the annual meeting of this chapter.
- (C) All councilors shall be delegate to the annual convention of the Association.

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 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 and chapter Board of Directors meetings. In the event this is impossible, it shall be his/her responsibility to secure an alternate councilor to substitute for him/her.
- (C) Other duties in accordance with Article VI, Section 3(b) of the Constitution of the State Employees' Association of New Hampshire, Inc., dated April 29, 1969, as amended.

ARTICLE X: DUTIES OF DELEGATES AND ALTERNATE DELEGATES

- (A) Presidents, Councilors, and Alternate Councilors authorized to attend the annual convention as delegates 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 XI: COMMITTEES

- (A) The chapter president may appoint, with the approval of this chapter's Board of Directors, the following standing committees, and any other committees deemed necessary for the successful operation of the chapter:

- a. By-Laws
- b. Membership
- c. Program
- d. Finance
- e. Nominating
- f. Collective Bargaining

- (B) Standing committees shall consist of not less than three (3) members, appointed from the chapter membership. Their chairman shall be named by the chapter president and this individual shall be responsible for calling the meetings of the committee and shall report to the Chapter's Board of Directors. The chairman may vote to break or make a tie.
- (C) The duties of all standing committees shall be consistent with the Association Constitution and Association Board of Director's policy.

ARTICLE XII: COMMITTEE DUTIES

- (A) By-Laws: This Committee shall review proposed amendments and recommend changes to the chapter by-laws.
- (B) 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.
- (C) Program: This committee shall make preparations to have programs for chapter meetings whenever so instructed. It may also serve as the chapter social committee and will plan any social event voted by the membership.
- (D) Finance: This committee shall prepare a chapter budget and shall consider all requests for expenditures referred to it.
- (E) Nominating: This committee shall conform to all provisions as provided in Article V, Section 6(d) of the Constitution of the State Employees' Association of New Hampshire, Inc., dated April 29, 1969, as amended.
- (F) Collective Bargaining: It shall be the duty of the Collective Bargaining Committee to meet and study, prepare and initiate all policies and programs relative to collective bargaining in conjunction with Association collective bargaining policy. The committee shall from time to time submit reports to the membership. This committee shall carry out all other duties and responsibilities as are delegated to it by the officers.

ARTICLE XIII: POWERS AND DUTIES OF CHAPTER

- (A) This chapter may participate in the writing of a Collective Bargaining Contract in a department, division or institution where members under its jurisdiction are employed as long as it is not in conflict with another chapter affecting the same department, division or institution or inconsistent with Association policy or the Association Constitution.

- (B) This chapter must approve its operating budget.
- (C) This chapter may prepare resolutions for submission to the annual convention of the Association.
- (D) This chapter may offer advice and direction to councilors prior to their attending Council meetings or the annual convention of the Association.
- (E) This chapter shall in no way commit the Association to any policy or action without authorization from the Association's Board of Directors.

ARTICLE XIV: AMENDMENTS

- (A) These By-Laws may be amended by the following procedure:

All suggested amendments must be submitted in writing to the 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 for review. The Association's Constitution and By-Laws committee will 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 President and then submitted to the chapter membership in ballot form. For approval, at least twenty (20) percent of the membership shall have cast a vote. A majority of those voting is needed for passage. Only ballots received prior to the deadline will be counted.

ARTICLE XV: PARLIAMENTARY PROCEDURE

- (A) The rules contained in "Robert's Rules of Order Revised" shall be the governing rules of the chapter on any matter not provided for in the Chapter By-Laws or in the Constitution of the State Employees' Association of New Hampshire, Inc. in all cases to which they are applicable, and which they are not inconsistent with the Constitution of the Association.

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