



THE STATE EMPLOYEES' ASSOCIATION OF NEW HAMPSHIRE, INC.
Service Employees International Union Local 1984
SEA Chapter 44, Department of Education
By-Laws

ARTICLE I. Name

- (a) The name of this Chapter is SEA, SEIU Local 1984, Chapter 44, Department of Education (hereinafter the "Chapter").
- (b) The 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. (hereafter known as the "Association"), and dated April 29, 1969, as amended (hereafter known as the "Constitution").

ARTICLE II. Membership

- (a) Before any employee of the Department of Education (SEA Chapter 44) 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 in good standing of the Chapter shall be any person whose Association dues are current.
- (c) It is the responsibility of every member within the Chapter to know that the objectives of the Association are to promote good will and fellowship among members by treating all members with dignity, respect, and as equally valued members.

ARTICLE III. Officers

- (a) The officers of the 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 so elected 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 and councilors may succeed themselves.
- (d) Should a vacancy occur in any chapter office, it will be filled in accordance with the election policy in the Constitution and will be announced at the next regular meeting.

ARTICLE IV. Duties of Officers

- (a) **President.** The President shall be the executive head of the Chapter and provide leadership to the Chapter with full power to enforce the provisions of the By-Laws. He/She shall conduct all meetings of the Chapter and Executive Committee, and vote to break or make a tie. He/She, with the Executive Committee, will set the Agenda for all Chapter Meetings. 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, upon review of another Executive Committee member. The President shall be a member of the Association Council.
- (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. He/She shall be the Chairperson of the Chapter's Membership Committee and shall submit a monthly membership report to the Chapter Secretary. He/She shall be a member of this chapter's Executive Committee with voting privileges. He/She shall also perform such other duties as the president may require.
- (c) **Treasurer.** The Treasurer shall receive all monies and be the custodian of the funds of the Chapter. He/She shall sign, with the Chapter President, for all withdrawals of Chapter funds, be responsible to receive and deposit all Chapter funds. He/She will be responsible for requests for the distribution of funds, distributing them in a timely manner, give a financial report at each regular meeting of this chapter, and submit to the Annual Meeting of the 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. He/She shall be a member of the chapter's Executive Committee, with voting privileges. The Treasurer shall also perform such other duties as the president may require.
- (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 Second Vice President of the Association and the Chapter's Field Representative as to the time and place of scheduled meetings and that such scheduled meetings were held. He/She shall provide the Second Vice President of the Association with 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 Second Vice President of the Association within seven (7) days following an election. The names of delegates must be submitted to the Second Vice 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. He/She will keep an accurate and up to date list of all members and non-members, provided by the SEA via the President, for the purposes of sending email information for all Chapter members and non-members. The Secretary shall also perform such other duties as the President may require.

ARTICLE V. Chapter Executive Committee

- (a) The Chapter Executive Committee (aka Chapter Board of Directors) shall consist of all Chapter Officers and Councilors.
- (b) The Chapter Executive Committee, under the leadership of the President, 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) The chapter Executive Committee shall meet at least once prior to each Chapter Meeting, at the call of the president, or when a majority of the Executive Committee deems it necessary, and with at least 48-hour notice.
- (d) A quorum of the chapter's Executive Committee shall be comprised of two thirds (2/3) of the Chapter Officers and Councilors. Votes taken at Executive Committee Meetings are binding.

ARTICLE VI. Chapter Meetings

- (a) The Chapter shall meet no less than four (4) times per year. The Chapter shall hold at least one meeting within each calendar quarter, with the Annual Meeting being held in April, and at least one meeting prior to the Association's Annual Convention.
- (b) All meetings of the 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 elected officers plus three (3). Votes taken at regular Chapter meetings shall be binding.

ARTICLE VII. Chapter Funds

- (a) In accordance with the Constitution, Article IV, Section 2, the withdrawal of funds from the Chapter's account held at the Association's central office will require receipts and appropriate documentation before funds are approved for withdrawal. Withdrawal will require the signature of both the Chapter President and the Treasurer.
- (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, the 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 Association 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) All delegates, or their alternates, to the Association's Annual Convention shall participate in the deliberations of the convention by representing the Chapter and voicing the desire of the Chapter in the various proposals pertaining to the operation of the Association.
- (d) The Chapter may request from the Association the attendance record of any Chapter Councilor. Councilors and/or their Alternates will be reimbursed by the Chapter for expenses incurred in the performance of their duties.

ARTICLE X. Committees

- (a) The Chapter President shall appoint, with the approval of the 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
 3. Membership
 4. Operation Santa Claus

(b) Standing committees shall consist of not less than three (3) members appointed from the Chapter membership. The Chapter President shall name their Chairperson and this individual shall be responsible for calling the meetings of the Committee and shall report to the Chapter's Executive Committee. The Committee Chairperson may vote to break or make a tie. Each Committee shall submit a written report to the Chapter Secretary after each Committee Meeting and to the membership at each regular Chapter meeting.

(c) The duties of all Committees shall be consistent with the Association Constitution and By-Laws.

ARTICLE XI. Committee Duties

(a) **By-laws.** This committee shall review proposed amendments and recommended changes to the chapter by-laws. Chapter by-laws should be reviewed at least every two years and a status report presented to the membership at a regular meeting. Reports shall be provided to the Chapter Secretary, and presented at regular meetings.

(b) **Nominating.** This committee shall meet to prepare a slate of candidates for the biennial election of the chapter in accordance with the Constitution. The Nominating Committee shall be responsible for organizing all Chapter elections according to the Constitution. Reports shall be given to the Chapter Secretary, and presented at regular meetings.

(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. Monthly reports shall be provided to the Chapter Secretary, and presented at regular Chapter meetings.

(d) **Operation Santa Claus.** This committee will develop fundraising programs that will raise funds to support the Operation Santa Claus program. Funds raised through the programs shall be submitted to the Treasurer monthly for deposit. Monthly reports shall be provided to the Chapter Secretary, Treasurer, and presented at regular Chapter meetings.

ARTICLE XII. Powers and Duties of Chapter

(a) The Chapter may prepare resolutions for submission to the Annual Convention of the Association.

(b) The Chapter may offer advice and direction to Councilors prior to their attending Council meetings or the Annual Convention of the Association.

(c) The 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. 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 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 Association Constitution.

On this date, 1/26/17, the members in good standing duly voted and ratified these By-Laws for SEA Chapter 44, Department of Education

 _____ President	 _____ Vice President
 _____ Treasurer	 _____ Secretary
 _____ Councilor	 _____ Councilor
 _____ Councilor	 _____ Councilor
 _____ Councilor	_____ Councilor
_____ Councilor	_____ Councilor

Established 8/8 2001
Revised 9/8/2005, 2/16/2006, 11/22/2016