

Chapter 1 Bylaws – Adopted April 15, 2013

THE STATE EMPLOYEES' ASSOCIATION OF NEW HAMPSHIRE, INC. SEA CHAPTER # 1, RETIRED EMPLOYEES' BYLAWS

ARTICLE I. Name.

- (a) The name of this Chapter is "SEA Chapter # 1, Retired 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, hereinafter known as the "Constitution".

ARTICLE II. Membership.

- (a) Regular Member. Before any person may become a Regular Member of this chapter, that person shall comply with Article III, Section 1c, of the Constitution.
- (b) Associate Members.
 - (1) A spouse of an active member or any person living in the household of an active member may become an Associate Member of this Chapter.
 - (2) A person who does not meet the requirements of a "Retired Member" in Article III, Section 1c, of the Constitution, but worked for a bargaining unit represented by the Association at retirement, and who is retiring under the provisions of the state-sponsored retirement system or a similar retirement system sponsored by the member's employer or who is eligible to receive retirement benefits under the Social Security system, may become an Associate Member.
 - (3) Associate Members of this chapter will not be members of the SEA and will not be eligible for any of the member benefits nor will they have voting rights.
 - (4) Associate Members may not hold office or serve on the Bylaws, Membership, Legislation, or Retirement Committees of this chapter.
 - (5) Associate Members will not be included in the determination of the number of councilors and delegates elected to represent this Chapter.
 - (6) Once Associate Membership is established a person may remain an Associate Member as long as they continue to pay their annual dues.

ARTICLE III Officers.

- (a) The officers of this chapter shall include a President, Vice President, Recording Secretary, Membership Secretary, Treasurer, and Assistant 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 in the Constitution.
- (c) The officers shall be elected to 2-year terms.
 - (1) The following Officers: President, Treasurer, and Assistant Treasurer shall be elected for 2-year terms in odd-numbered years.

Chapter 1 Bylaws – 2013 – FINAL DRAFT

- (2) The following Officers: Vice President, Recording Secretary, and Membership Secretary, shall be elected to 2-year terms in even-numbered years.
- (d) 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. The President shall conduct all meetings of the chapter and Executive Committee and vote to break or make a tie. The President shall be a member ex-officio of all committees except the Nominating Committee. The President, in the absence of the Treasurer, shall be authorized to sign checks distributing funds. The President will be a delegate to the Association's Annual Convention, hereinafter referred to as the "Convention".
- (b) **Vice President.** The Vice President shall, in the absence or disability of the President, assume the duties of the President. The Vice President 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. The Treasurer shall sign checks 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. The Treasurer shall submit the books and records for audit, annually, or when required by the Executive Committee. The Treasurer shall also perform such other duties as the President may order. The Treasurer shall be a member of the chapter's Executive Committee, with voting privileges. The Treasurer shall determine, assign, and direct all Treasurer duties delegated to the Assistant Treasurer.
- (d) **Recording Secretary.** The Recording Secretary shall keep the minutes of all meetings of the chapter, and the chapter's Executive Committee, and carry out such correspondence as may be required to conduct the business of the chapter. The Recording Secretary 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, and the chapter's Executive Committee, shall be sent to the President of the Association within seven (7) days of the meeting. The Recording Secretary shall send the name 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 Convention. The Recording Secretary shall be a member of the chapter's Executive Committee with voting privileges.
- (e) **Membership Secretary.** The Membership Secretary shall be responsible for receiving dues, issuing membership cards, maintaining membership record files, certifying a member's status, and sending out applications to join Chapter 1 along with Chapter 1 information. The Membership Secretary shall be a member of the chapter's Executive Committee with voting privileges.
- (f) **Assistant Treasurer.** The Assistant Treasurer shall receive assignments from the Treasurer, or the President in the absence of the Treasurer and shall have the authority to prepare reports and disperse chapter funds as directed. The Assistant Treasurer shall be a member of the Executive Committee with voting privileges.
- (g) Should a vacancy occur in any chapter office, it will be filled in accordance with Article V, Section 7 (d), of the Constitution, and announced at the next regular meeting.

ARTICLE V. Executive Committee.

Chapter 1 Bylaws – 2013 – FINAL DRAFT

- (a) The Chapter 1 Executive Committee shall consist of all Chapter Officers and the Immediate Past President.
- (b) The Chapter 1 Executive Committee shall manage all affairs of the chapter, exercise the wishes of the majority of the chapter members, and verify bills prior to payment.
- (c) The Chapter 1 Executive Committee shall meet, following notice of at least 48 hours, at the call of the President, or when a majority of the Executive Committee deems it necessary.
- (d) A quorum of the Chapter 1 Executive Committee shall be comprised of the President, and/or Vice President, and a majority of the remaining members.

ARTICLE VI. Chapter Meetings.

- (a) Chapter meetings shall be in accordance with the Constitution Article 5 Section 5 (a). The Chapter Executive Committee will, yearly, set the meeting dates.
- (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).
- (d) An invocation and pledge of allegiance to the Flag shall be included in the chapter meetings.

ARTICLE VII. Chapter Funds.

- (a) The dues of this chapter for active members shall be \$6.00 per year payable in October for the fiscal year ending the next September 30.
- (b) The dues of this chapter for associate members shall be \$3.00 per year.
- (c) Members shall be notified in writing of each year's dues and of any unpaid dues for previous periods. Any member who, as of the chapter's January meeting date, is in arrears for dues for two or more fiscal years may by vote of the chapter be dropped from membership.
- (d) By vote of the chapter, an active member may be exempt from payment of dues and be so notified. Such member will continue to be classified as an active member and be entitled to all the privileges and benefits of other active members.
- (e) 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) 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.
 - (1) In even-numbered years, 50% of the Councilors will be elected for a 2-year term.
 - (2) In odd-numbered, 50% of the Councilors will be elected for a 2-year term.

Chapter 1 Bylaws – 2013 – FINAL DRAFT

- (b) An appropriate number of alternates to the Council of the Association shall also be elected from the membership.
- (c) All Councilors shall be delegates to the Convention.
- (d) Delegates to the Convention shall be eligible for approved convention expenses, including registration fees.
- (e) If the Chapter determines the councilor is not meeting the duties of the position it may remove the member from the position of Councilor in accordance with the Constitution Article V Section 8 (f).

ARTICLE IX. Duties of Councilors or Alternate Councilors.

- (a) It shall be the duty of Councilors and Alternate Councilors 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. Any time that an individual Councilor is unable to attend a Council Meeting or the Convention, it shall be that Councilor's responsibility to secure an alternate councilor as a substitute at that meeting.
- (c) A delegate or alternate delegate to the Convention shall participate in the deliberations of the Convention by representing this chapter and voicing the desires 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) Bylaws.
 - (2) Membership.
 - (3) Program.
 - (4) Social.
 - (5) Nominating.
 - (6) Retirement.
 - (7) Chapter 1 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 chairpersons who shall be responsible for calling the meetings of the committee and shall report to the Chapter's Executive Committee. The chairperson may vote to break or make a tie.

ARTICLE XI. Committee Duties.

- (a) Bylaws. This committee shall review proposed amendments and recommended changes to the chapter bylaws.
- (b) Membership. This committee will promote membership drives and a continuous contact with retired employees, who are not members, in an effort to increase chapter membership and membership in the Association.

Chapter 1 Bylaws – 2013 – FINAL DRAFT

- (c) 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.
- (d) Social. This committee shall provide refreshments at meetings.
- (e) Nominating. This committee shall meet to prepare a slate of candidates for the annual election of the chapter in accordance with Association Chapter Election Policy.
- (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.
- (g) Chapter 1 Operation Santa Claus. This Committee shall:
 - (1) Request Chapter 1 Treasurer to disperse Chapter 1 Operation Santa Claus funds for the purchase of gifts through SEA Operation Santa Claus.
 - (2) Report to the Chapter on the status of Operation Santa Claus.

ARTICLE XII. Powers and Duties of Chapter.

- (a) This chapter may prepare resolutions for submission to the Convention.
- (b) This chapter may prepare proposed legislation to be forwarded to the Association prior to the start of a meeting of the General Court. All of this material should be submitted for consideration at the Convention.
- (c) This chapter may offer advice and direction to Councilors prior to their attending Council meetings or the Convention.
- (d) 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 bylaws may be amended by the following procedure:

All suggested amendments must be submitted in writing to the chapter Bylaws Committee who will evaluate same and forward them to the Association's President with a recommendation. The Association's President will forward them to the Association's Constitution and Bylaws Committee, for review and suggestions for 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.

Chapter 1 Bylaws – 2013 – FINAL DRAFT

- (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 bylaws or in the Constitution.

ARTICLE XV. Subunits.

- (a) Subject to the approval of this Chapter, any group of 20 or more regular members of Chapter 1 may join together to form a subunit of the Chapter.
- (b) Each subunit of Chapter 1 will have a three-member executive committee.
- (c) Each subunit will have a Fiscal Agent appointed from the subunit by the Chapter 1 President. The Fiscal Agent shall be responsible to the Chapter 1 Treasurer for all funds collected and paid out by the subunit.
- (d) The subunits shall be a part of Chapter 1 of SEA, and all official business of each unit shall be handled through the Chapter 1 Officers.
- (e) Chapter 1 shall develop any policies and procedures deemed necessary to institute these subunits. Policies and procedures shall include, but not be limited to: the makeup of subunits; rights of subunits to propose actions or changes in policy; provisions for subunit members to serve as chapter officers, councilors, or as committee members; allowance for dues to be charged at the subunit level; and description of the level of responsibility of the subunits and members to Chapter 1.

Revised April 2013