

**THE STATE EMPLOYEES' ASSOCIATION OF NEW HAMPSHIRE, INC.**

**BY-LAWS**

**S.E.A. CHAPTER #4 N.H. HOSPITAL**

**ARTICLE I: Name:** New Hampshire Hospital Chapter, Concord, New Hampshire

A. The name of this chapter is "S.E.A. Chapter #4.

(b) This chapter is governed by the constitution of the State Employees' Association of New Hampshire, Inc., 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. (Here after known as the "Constitution").

**ARTICLE II: MEMBERSHIP**

A. Before any employee is allowed to become a member of this chapter, the Employee must comply with Article III, Section 1, of the Constitution of the State Employees' Association of New Hampshire.

**ARTICLE III:**

A. The officers of this chapter shall include a president, vice president, a secretary, and treasurer.

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 April meeting. All such officers shall be members in good standing as defined the Constitution. The Officers shall be elected for a two (2) year term. 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 By-laws. President shall conduct all meetings of the chapter and Executive Committee and vote to break a tie. He/she will 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 distributing funds
- B. Vice President – The vice president shall, in the absence of the president, assume the duties of the president, including the duty of signing checks.; He/She shall in the absence or disability of the treasurer, assume the duties of the treasurer.; shall be chairperson of this chapter's membership committee and submit a monthly report to the chapter secretary. He/she shall be a member of the chapter's Executive Committee Executive Committee with voting privileges. The vice president shall be responsible for monitoring

councilor attendance in accordance with chapter by-laws and bring to the attention of the Executive Committee for appropriate action if necessary.

- C. Treasurer – The treasurer shall receive all monies and be the custodian of the funds of this chapter; sign all 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. He/she 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. He/she shall be a member of the chapter's Executive Committee with voting privileges. The treasurer shall be chairperson of the Finance Committee.
- D. Secretary – The secretary shall keep the minutes of all meetings of the chapter, the chapter's Executive Committee 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 Executive Committee shall be sent to the President of the Association and chapter councilors within (7) seven days of the meeting. The secretary shall send the names of officers, councilors and alternate councilors to the President of the Association within (7) seven days following an election. Updates of deletions and/or additions to be sent to the President of the Association as they occur. He/she shall be a member of the chapters' Executive Committee with voting privileges.
- E. Should a vacancy occur in the Executive Committee, such a vacancy shall be filled for the unexpired term of the office. President shall call a special meeting within 30 days.

#### **ARTICLE V: EXECUTIVE COMMITTEE**

- A. The chapter Executive Committee shall consist of all chapter officers; President, Vice President, Secretary and Treasurer.
- 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 as budgeted, prior to payment
- C. With at least a 48-hour notice, 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.
- D. A quorum of the chapter's Executive Committee shall be comprised of the president and/or vice president and a majority of the remaining members; two (2) shall be a quorum.

- E. The Executive Committee shall distribute copies of the chapter by-laws to all councilors within 30 days of the biennial election.

#### **ARTICLE VI: CHAPTER MEETINGS**

- A. This chapter shall meet at least four times annually.
- B. The annual meeting of the 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 chapter meetings shall consist of members in good standing equal in number to the total number of duly constituted officers plus three (3)..
- E. If the chapter president does not call the required meetings of the chapter before the month of April, a majority of the officers or 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 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 for a year after such chapter has been abolished, shall be deposited to the credit of the Association in accordance with the constitution

#### **ARTICLE VIII: COUNCILORS AND ALTERNATE COUNCILORS DUTIES**

(a) According to Article V section 8c of 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 April meeting. Councilors will be elected for a two (2) year term.

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

(c) All councilors shall be delegates for convention expenses, including registration fees.

- A. The chapter may reimburse at the discretion of the Executive Committee, expenses incurred by officers, councilors and/or alternate councilors in the performance of their duties.
- B. Officers, councilors and alternate councilors authorized to attend the 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.

- C. It shall be the duties of the 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.

#### **ARTICLE IX: 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:
  - a. By-Laws
  - b. Collective Bargaining
  - c. Membership
  - d. Program – Social
  - e. Finance
  - f. Nominating
- B. Standing committees shall consist of not less than three (3) members, appointed from the chapter membership. Their chairperson shall be named by the chapter president and this individual shall be responsible for call the meetings of the committee and shall report to the chapter's Executive Committee. The chairperson may vote to break a tie.
- C. The duties of all standing committees shall be consistent with the Association Constitution and Association Board of Director policy.

#### **ARTICLE X: COMMITTEE DUTIES**

- A. By-Laws: This committee shall review proposed amendments and recommend by-law changes to the chapter membership.
- B. Collective Bargaining: This committee shall consist of the chapter Stewards and be responsible for enforcement of the collective bargaining agreement.
- C. Membership: this committee, under the chairmanship of the chapter vice-president, 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 – Social: 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.
- E. Finance: This committee shall prepare a chapter budget and shall consider all requests for expenditures referred to it. The chapter treasurer shall be chairperson.
- F. 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.

## **ARTICLE XI: 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 Executive Committee.
- F. This chapter may place in nomination the name or names of individual members who are members in good standing for one year in the Association, as officers or directors of the Association.

## **ARTICLE XII: AMENDMENTS**

- A. These by-laws may be amended by the following procedure:  
All suggested amendments must be submitted in writing to the Chapter's Executive Committee who will evaluate same and forward them to the Association's Executive Committee with recommendations. After passage, they will be returned to the chapter and then submitted to the chapter membership in ballot form. For an approval, at least 20% of the membership shall have cast a vote. Only ballots received prior to the deadline will be counted.

## **ARTICLE XIII: PARLIAMENTARY PROCEDURES**

- 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 of the State Employee's Association of New Hampshire, Inc. in all cases to which they are applicable, and in which they are not inconsistent with the Constitution of the Association.

Revised 9/9/86

Revised and approved by Board of Directors  
4/10/08