

THE STATE EMPLOYEES' ASSOCIATION OF NEW HAMPSHIRE, INC.

SEA CHAPTER 5, INFORMATION TECHNOLOGY PROFESSIONALS

BY-LAWS

ARTICLE I. Name

(a) The name of this Chapter is "SEA Chapter 5, Information Technology Professionals.

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

ARTICLE II. Membership

(a) Regular Member

1. Before any employee is allowed to become a member of this chapter, the employee shall comply with Article III, Section 1a of the Constitution.
2. In addition a member of this Chapter shall be, a Full Time or Part Time Employee of the Office of Information Technology or in a classification designated as a technology professional (see appendix A).

ARTICLE III. Officers

(a) The officers of this chapter shall include a President, Vice President, Secretary, and Treasurer. The offices of Treasurer and Secretary may be held by the same person.

(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 April meeting. All such officers shall be members in good standing (as defined in the Constitution).

- (1) The following Officers: President, Vice President, Secretary and Treasurer shall be elected for a two (2) year terms starting with election of 2005.

(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 distributing 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; 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 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 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.

(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. 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- a copy of the minutes of all meetings of the chapter, and of the chapter's Executive Committee, shall be sent to the President of the Association within seven (7) days of the meeting. The secretary shall send the name of officers, councillors, 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.

(e) Should a vacancy occur in any chapter office it will be elected in accordance with Article III section b above and announced at the next regular meeting or at a special meeting, called by the president.

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 administrative affairs of the chapter, exercise the wishes of the majority of the chapter members, and verify all bills prior to payment.

(c) With at least a 48-hour notice to the chapter membership, 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.

(e) In accordance with letter (c) above, the Executive Committee may call an executive session but can't take any binding votes without prior approval of the chapter.

ARTICLE VI. Chapter Meetings

(a) This chapter shall meet at least 4 times annually.

(b) The annual meeting of this chapter shall be held in April.

(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. Councilors and Alternates

(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.

- (1) In 2005, councilors will be elected for a 1 year term.
- (2) In 2006, councilors will be elected for a 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 the purpose of convention expenses, including registration fees.

ARTICLE VIII. Duties of Councilors and 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 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:

1. By-laws
2. Membership
3. Collective Bargaining Advisory
4. Nominating

(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 X. Committee Duties

(a) By-laws. This committee shall review proposed amendments and recommended 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) Collective Bargaining Advisory. It shall be the duty of the Collective Bargaining Advisory Committee to collect, study, prepare, and initiate all of the chapter's master and sub unit negotiation activities. The Committee will recommend proposed revisions to both the master and sub unit agreements and submit them to the chapter for a vote.

(d) Nominating. This committee shall meet to prepare a slate of candidates for the annual election of the chapter in accordance with the election procedures set forth in the Constitution.

ARTICLE XI. Powers and Duties of Chapter

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

(b) This chapter may, at a chapter meeting, 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 Association, provided that it shall in no way commit the Association to any policy or action without authorization from the Association's Board of Directors.

(d) The DOIT chapter shall elect DOIT stewards from its membership at a chapter meeting, in accordance with SEA Board Policy.

ARTICLE XII. 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 forward 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 XIII. 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 in all cases to which they are applicable, and in which they are not inconsistent with the Constitution of the Association.

Amended 11/13/14

Appendix A - Job classifications designated as a technology professional.

- ADMINISTRATIVE SECRETARY – Assigned to Technology group.
- BUSINESS SYSTEMS ANALYST I
- BUSINESS SYSTEMS ANALYST II
- COMPUTER APPLICATIONS PGMR
- COMPUTER APPLICATIONS PGMR I
- COMPUTER APPLICATIONS PGMR III
- COMPUTER APPLICATIONS PGMR IV
- COMPUTER APPLICATIONS PGMR V
- COMPUTER OPERATOR I
- COMPUTER OPERATOR II
- COMPUTER OPERATOR III
- DATA BASE ADMINISTRATOR
- DATA CONTROL CLERK I
- DATA CONTROL CLERK II
- DATA CONTROL CLERK III
- DATA ENTRY OPERATOR III
- DATA LIBRARIAN
- DESIGN DRAFTER I
- DESIGN DRAFTER II
- EXECUTIVE SECRETARY– Assigned to Technology group.
- INFORMATION TECHNOLOGY MGR I
- INFORMATION TECHNOLOGY MGR II
- INFORMATION TECHNOLOGY MGR III
- INFORMATION TECHNOLOGY MGR IV
- INFORMATION TECHNOLOGY MGR V
- PROGRAMS TECHNICIAN
- SERVICE & PRODUCTION TECH
- SUPV OF COMPUTER OPERATIONS
- SYSTEMS DEVELOPMENT SPEC I
- SYSTEMS DEVELOPMENT SPEC II
- SYSTEMS DEVELOPMENT SPEC III
- SYSTEMS DEVELOPMENT SPEC IV
- SYSTEMS DEVELOPMENT SPEC V
- SYSTEMS DEVELOPMENT SPEC VI
- TECHNICAL SUPPORT SPEC I
- TECHNICAL SUPPORT SPEC II
- TECHNICAL SUPPORT SPEC III
- TECHNICAL SUPPORT SPEC IV
- TECHNICAL SUPPORT SPEC V
- TECHNICAL SUPPORT SPEC VI
- TRAINING DEVELOPMENT MANAGER