

**THE STATE EMPLOYEES' ASSOCIATION OF NEW HAMPSHIRE, INC.****SEA CHAPTER 53, COOS COUNTY CORRECTIONS OFFICERS****BY-LAWS****ARTICLE I. Name**

- (a) **The name of this Chapter is "SEA Chapter 53, Coos County Corrections Officers."**
- (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) **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 employee of Coos County Corrections.**

**ARTICLE III. Officers**

- (a) **The Officers of this 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 shall be installed at the end of the April meeting. All such officers shall be members in good standing as defined in the Constitution. The Officers shall be elected for a two (2) year term beginning with the election process in 2006.**
- (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**

- (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 prior to payment.**
- (c) **Within at least a 48-hour notice, 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.**

#### **ARTICLE VI. Chapter Meetings**

- (a) **This chapter shall meet the first Tuesday in January, April, July and October.**
- (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 one half the membership.**

#### **ARTICLE VII. Chapter Funds**

- (a) **The dues for this chapter will be deducted from the members pay weekly.**

#### **ARTICLE VIII. Councilors and Alternates**

- (a) **According to Article V, section 8c of the Constitution, this chapter shall elect from it's 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.**

#### **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) 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 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.) By-laws**
  - 2.) Nominating**
  - 3.) Negotiations**
- (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 make or break a tie.**

#### **ARTICLE XI. Committee Duties**

- (a) By-laws. This committee shall review proposed amendments and recommended changes to the chapter by-laws.**
- (b) Nominating. This committee shall meet to prepare a slate of candidates for the bi-annual election of this chapter.**
- c) Negotiations. This committee shall meet as needed to prepare for, and negotiate the Collective Bargaining Agreement for this chapter.**

#### **ARTICLE XII. Powers and Duties of Chapter**

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

**(b) This Chapter may offer advice and direction to councilors prior to their attending council meetings or the Annual Convention of the Association.**

**© 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 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 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 – 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 inconsistent with the constitution.**

**Revised August 2005**