

The State Employees' Association of New Hampshire, Inc.

By-Laws

S.E.A. Chapter # 56, Belknap County Employees

ARTICLE I. Name

(a) The name of this chapter is "S.E.A. Chapter #56, Belknap County Employees.

(b) It shall be a chapter 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.

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, Inc.

ARTICLE III. Officers

(a) The officers of this chapter shall consist of President, Vice-President, Secretary and Treasurer.

(b) Officers shall be elected from the chapter membership annually. All such officers shall be members in good standing.

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. He shall conduct all meetings of the chapter, Executive Committee and vote to break or make a tie. He shall be a member ex-officio of all committees except the Nominating committee.

(b) Vice-President - The vice president shall in the absence or disability of the president, assume the duties of the president; shall be chairman of this chapter's membership committee and submit a monthly report to the chapter secretary. He 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; 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 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 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; shall notify the Executive Director of the Association as to the time and place of scheduled meetings and that such 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 Executive Director of the Association within seven (7) days of the meeting. The secretary shall send the names of the officers, councilors, delegates and alternates to the Executive Director of the Association within seven (7) days following the election. The names of delegates must be submitted to the Executive Director of the Association no less than thirty (30) days prior to the Association's annual convention. He shall be a member of the chapter's Executive Committee, with voting privileges.

(e) Should a vacancy occur in any chapter office, such vacancy shall be filled for the unexpired term by the chapter at its 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.

(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.

#### ARTICLE VI. Chapter Meetings

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

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

(c) Such meetings shall be called and attended by the chapter president or his duly constituted representative.

(d) The quorum for a chapter meeting shall consist of a majority of the chapter members.

#### ARTICLE VII. Councilors and Alternates

(a) According to Article V, Section 7(b), this chapter shall at its annual meeting elect from its membership one councilor for every twenty (20) members and an additional councilor for any remainder of eleven (11) or more.

(b) An appropriate number of alternates to the Council shall also be elected from the membership at the annual meeting of this chapter.

#### ARTICLE VIII. Duties of Councilors or Alternates 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 responsibility to secure an alternate councilor to substitute for him.

(c) If a councilor fails to attend two consecutive meetings of the council without providing for an alternate to substitute for him, he shall cease to be a councilor.

(d) The councilor does not act in any way as an independent entity without the consent of the majority of this chapter.

#### ARTICLE IX. Delegates and Alternates

(a) According to Article V, Section 8(b), this chapter shall elect from its membership one delegate for every forty (40) members, and an additional delegate for any remainder of twenty-one (21) or more.

(b) An appropriate number of alternate delegates shall be elected from the membership.

(c) Each delegate elected by this chapter must receive the votes of a majority of all members present at the meeting. If more than two candidates are nominated for any position as delegate and no one receives the required majority, the candidate receiving the lowest number of votes on each successive ballot shall be dropped until one of the candidates receives the required majority.

(d) The election of delegates and alternates by this chapter must be in time so that the list of those elected shall be transmitted to the Executive Director of the Association at least thirty (30) days before the convention.

(e) This chapter may reimburse delegates for convention expenses, including registration fees. (?)

#### ARTICLE X. Duties of Delegates and Alternate Delegates

(a) 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 XI. Committees

(a) The chapter president shall appoint, with the approval of a quorum of the Executive Committee any committee he deems necessary for the successful operation of this chapter.

ARTICLE XII. Powers and Duties of Chapter

(a) This chapter may participate in the writing of a collective bargaining contract within its departments.

(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 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 annual convention of the Association.

(e) This chapter may direct its councilors prior to their attending council meetings.

(f) This chapter may place in nomination the name or names of individual members who are members in good standing in the Association, as officers or directors of the Association

(g) 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 Executive Committee.

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's Executive Committee. After passage they will be returned to the chapter and then submitted for the chapter membership in ballot form. For approval, at least 20% of the membership shall have cast a vote. Only ballots received prior to the deadline will be counted.

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 of The State Employees' Association or New Hampshire, Inc., in all cases to which they are applicable, and in which they are not inconsistent with the Constitution of the Association.