

By-Laws SEA
Chapter #64
Bedford Police Association

ARTICLE I. NAME

- (a) The name of this chapter is "SEA Chapter #64, Bedford Police Association".

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 include a president, vice president/membership chairman, a secretary and/or treasurer (and such other officers not to exceed two (2) as the chapter deems necessary to efficiently conduct chapter business.)
- (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 by the Constitution. The officers shall be elected for a two (2) year term.
- (c) All officers and directors may succeed themselves.
- (d) Should a vacancy occur in any chapter office, it will be filled in accordance with Article III (b) above and announced at the next regular meeting.

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, Board of Directors or 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 Board of Directors or 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 Board of Directors or 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 Board of Directors or Executive Committee, with voting privileges.
- (d) Secretary -The secretary shall keep the minutes of all meetings of the chapter, the chapter's Board of Directors or 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 scheduled meetings were held. A copy of the minutes of all meetings of the chapter, chapter's Board of Directors or 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 officers, councilors, delegates and alternates to the Executive Director of the Association within seven (7) days following an 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 Board of Directors or Executive Committee, with voting privileges.

ARTICLE V. BOARD OF DIRECTORS

- (a) The chapter Board of Directors shall consist of all chapter officers and councilors.
- (b) The chapter Board of Directors shall manage all affairs of the chapter; exercise the wishes of the majority of the chapter members and verify all bills budgeted, prior to payment.
- (c) With at least a 48-hour notice, the Board of Directors shall meet at least once prior to each chapter meeting at the .call of the president, or when a majority of the Board of Directors deems it necessary.
- (d) A quorum of the chapters Board of Directors 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. This chapter shall meet no less than once during the months of April, May or June; once during the months of July, August or September; once during the months of October, November or December; and once during the months of January, February or March.
- (b) The annual meeting of this chapter shall be held in accordance with Article V, Section 5 of the Constitution.

- (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 members in good standing equal in number to the total number of duly constituted officers plus three (3).

ARTICLE VII. CHAPTER FUNDS

- (a) The dues of this chapter in addition to Association dues shall be zero dollars per week, per member.
- (b) The Executive Director 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.
- (c) 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 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.
- (c) All councilors shall be delegates to the annual convention of the Association.

ARTICLE IX. DUTIES OF COUNCILORS OR ALTERNATE CONCILORS

- (a) It shall be the duty of councilors and alternate 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 and Board of Directors 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 tow consecutive meetings of the council or the chapter's Board of Directors without providing for an alternate to substitute for him, he shall cease to be a councilor.

ARTICLE X. 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 delegates 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 XI. DUTIES OF DELEGATES AND ALTERNATE DELEGATES

- (a) All delegate or alternate delegate to the annual convention (including councilors) 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 XII. COMMITTEES

- (a) The chapter president shall appoint, with the approval of this chapter's Board of Directors, the following standing committees, and any other committees deemed necessary for the operation of this chapter:
 - 1) By-Laws 2) Grievance 3) Negotiations
- (b) The By-Laws and Grievance Committees shall consist of not less than three (3) members, appointed from the chapter membership. Their chairman shall be named by the chapter president and this individual shall be responsible for calling the meeting of the committees and shall report to the chapter's Board of Directors. The chairman may vote to break or make a tie.
- (c) The 5 members for said Negotiation Committee shall include the Union President and four other members as follows: one (1) Sergeant; one (1) Dispatcher; and, two (2) Patrol Officers (which includes the detective division and a minimum of 1 from the patrol division).

Nominations for Negotiation Committee positions will occur within each defined group (Sergeant; Dispatcher; and, Patrol Officers). If the number of nominations received within any group does not exceed the number of positions assigned for such respective group, persons nominated for such group(s) will be elected to the Negotiation Committee.

In the event the number of nominations received within any group exceeds the number of positions assigned for such group, positions will be filled by majority ballot among members within the respective group(s), in accord with the SEA bargaining team electoral process.

In the event that no nominations are received within any group, positions that would have been assigned to such group will be filled by majority ballot among all members, in accord with the SEA bargaining team electoral process. All elections shall be conducted according to SEA policies and procedures.

ARTICLE XIII. COMMITTEE DUTIES

- (a) By-Laws – This committee shall review proposed amendments and recommend changes to the chapter By-Laws.
- (b) Grievance – This committee will receive grievances from any chapter member and try to resolve the problem to the satisfaction of the member. The committee may require that the grievance be submitted in writing. All written grievances shall be reported immediately to the Executive Director of the Association. Grievances that cannot be resolved are to be turned over to the Executive Director of the Association for assistance.
- (c) Negotiations - All current/enrolled Union members in good standing shall be issued a secret ballot. Said ballot shall be filled out, secured and returned to the Vice President of said Union by a date and time TBA in the following January Union meeting. On that date and time noted on ballots and/or upcoming Union meeting date and time, the ballots will be opened and counted and the committee announced thereafter. Ballots received after the election/meeting date and time will not be counted. All ballot issued will be to Union members from the SEA roster and counted going out and coming in and your name checked off.

ARTICLE XIV. POWERS AND DUTIES OF CHAPTER

- (a) This chapter may participate in the writing of a collective bargaining contract within its department, division or institution.
- (b) This chapter must approve its operating budget.
- (c) 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.
- (d) This chapter may prepare resolutions for submission to the annual convention of the Association.
- (e) This chapter may offer advice and direction to councilors prior to their attending Council meetings or the annual convention of the Association.

- (f) This chapter may place in nomination the name or names of individual members who are 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 Board of Directors. (All collective bargaining contracts must be signed by the State Employees' Association of New Hampshire, Inc.).

ARTICLE XV. AMENDMENTS

- (a) These By-Laws may be amended by the following procedure:

All suggested amendments must be submitted in writing to the chapter's Board of Directors who will evaluate same and forward them to the Association's Board of Directors with recommendations. After passage they will be returned to the chapter and then submitted to 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 XVI. PARLIAMENTARY PROCEDURE

- (a) The rules contained in "Roberts 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 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.

ARTICLE XVII.

- (a) All regular meetings will be posted at least two weeks in advance with agendas except emergency meetings.

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