

THE STATE EMPLOYEES' ASSOCIATION OF NEW HAMPSHIRE, INC.**SEA CHAPTER 69, LACONIA ADMINISTRATIVE AND TECHNICAL EMPLOYEES****BY LAWS****ARTICLE I. Name**

- (a) The name of this Chapter is SEA Chapter 69, Laconia Administrative and Technical Employees.
- (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. (Hereafter known as the "Constitution").

ARTICLE II. Membership

- (a) Regular Membership
 - 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 may be Full Time or Part Time.

ARTICLE III. Officers

- (a) The officers of this chapter shall include a President, Vice President, and Secretary/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 by the Constitution. **The Officers shall be elected for a two (2) year term.**
- (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.

- (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 the 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 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.
- (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 names of the officers, councilors, 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 shall 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 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 quarterly at a date and time announced by the Secretary.
- (b) The annual meeting of this chapter shall be held in April.
- (c) A quorum for the chapter meetings shall consist of members in good standing equal 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. 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 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
- (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 to the annual convention shall participate in the deliberations of the convention by representing this chapter and voicing the desire of his 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 the chapter's Executive Committee, the following standing committees, and any other committees deemed necessary for the successful operation of the chapter.

Example:

By-Laws
Nominating

Optional:

Membership
Program
Social
Retirement

- (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 the calling of 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) **Nominating.** This committee shall meet to prepare a slate of candidates for the annual election of the chapter.
- (c) **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.
- (d) **Program.** This committee shall make preparations to have programs for chapter meetings. It may also serve as the chapter Social Committee and will plan any social event voted by the membership.
- (e) **Social.** This committee shall provide refreshments at meetings.
- (f) **Retirement.** This committee shall:
1. Maintain close liaison with the Retirement Committee of the State Retirement System.
 2. Review, periodically, the status and integrity of funds.

3. Make recommendations and report to the chapter.

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 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 State Employee's 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 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 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 XIII. PARLIAMENTARY PROCEDURE

- (a) The rules contained on "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.



State Employees Association Chapter 69
603-528-6379/603-527-1298

(Handwritten initials 'AAC' circled)

TO: SEA Office
FROM: Ann Saltmarsh, Chapter Secretary
DATE: April 12, 2012
RE: Quarterly Meeting

SPECIAL MEETING
Thursday - April 12, 2012 - 4:46 PM

Attending: Lee Thompson, Ann Saltmarsh, Sarah Weeks, Katie Walsh, Stacey Anders

Lee opened the meeting at 4:46.

The intention of this meeting was to announce the results of our recent election, that being:

President	Lee Thompson
Vice President	Gail Denio
Sec/Treasurer	Ann Saltmarsh
 Councillors:	 Katie Walsh* & Danny Walker

- Please note Sarah Weeks received the most votes but is unable to serve at this time. Katie Walsh was the next highest vote getter and was happy to serve in this capacity.

There being no other business, Lee adjourned the meeting at 5:15

Respectfully submitted,
Ann Saltmarsh
Ann Saltmarsh, Secretary

Send FYI copy

cc: L Thompson/G Denio/Anna Marie Welch, SEA

State Employees Association of NH
CHAPTER 69

April 1, 2011 through April 16, 2012

Date	Num	Memo	Amount	Balance
2401 - CHAPTER REBATES				
2469 - Chapter 69				
6/15/2011	54592	Reimbursement for retirement gift		247.67
7/27/2011	3QRRebates	3rd qtr, 30 members, 5/16/11 mtg	-50.00	247.67
10/28/2011	4QRRebates	4th qtr, 28 members, 8/31/11 mtg	37.50	197.67
1/30/2012	1stQRReba...	1st qtr, 31 members, 12/6/11 mtg	37.50	235.17
	Total 2469 - Chapter 69		62.50	272.67
				310.17
Total 2401 - CHAPTER REBATES				
			62.50	310.17
TOTAL				
			62.50	310.17