

**NEA–New Hampshire
Constitution and Bylaws
Adopted April 12, 1985**

**As Approved by the
NEA–New Hampshire
Assembly of Delegates
March 16, 2018**

Index

Constitution	3
--------------------	---

Bylaws

Article 1, Articles of Incorporation.....	4
Article II, Membership.....	4
Article III, Dues Transmittal Policy.....	7
Article IV, Officers	8
Article V, Executive Board.....	10
Article VI, Affiliated Units, Delegates and Departments.....	11
Article VII, Assembly of Delegates.....	12
Article VIII, Judicial Board	12
Article IX, Elections	13
Article X, Meetings	14
Article XI, Executive Director.....	14
Article XII, Committees.....	15
Article XIII, Program Area Work Groups	16
Article XIV, Emergency Reserve Fund.....	17
Article XV, Amendments	17
Article XVI, Rules of Procedure	17
Article XVII, Regional Organizations	17

Constitution

Article I

This organization shall be known as NEA–New Hampshire. (1981)

Article II

The purpose of this organization shall be to promote the interests of education in New Hampshire and to advance the general and professional welfare of the educational community of the state. To do all such acts as are necessary and convenient to attain the objectives and purposes herein set forth to the same extent and as fully as any natural person could, or might do so long as the same is not forbidden by law, or by these Articles of Incorporation or by the Bylaws of the Association. IN FURTHERANCE AND NOT IN LIMITATION of the foregoing objects and powers, this Association shall have all of the general powers conferred by Chapter 292 of the Revised Statutes Annotated 1955 and all acts in amendment thereof, or supplemental thereof.

Article III

The members of this Association shall be such persons as shall be elected to membership from time to time in accordance with the provisions of the Bylaws. The members shall have privileges and rights and shall pay such dues and fees as shall be fixed from time to time by the Assembly of Delegates.

Article IV

The location of the principal offices shall be Concord, New Hampshire.

Article V

The Association shall have perpetual existence and its fiscal year shall be from September 1 to August 31.

Article VI

The Association shall have no capital stock.

Article VII

This Constitution may be amended at any Annual Meeting of the Assembly of Delegates by two-thirds vote of the total membership of the Assembly of Delegates, provided that the amendment was presented to the Resolution and Constitution Revision Committee by the preceding July 1 and was published and distributed to the delegates at least one (1) month prior to the Annual Meeting of the Assembly.

Bylaws

Article I Articles of Incorporation

The name of the corporation, the particular business and objectives for which it is established, and the location of its principal office shall be as set forth in the Articles of Incorporation, as from time to time amended, and these Bylaws, the powers of the corporation and of its members and trustees and all matters concerning the conduct and regulation of the objectives of the corporation shall be subject to such provisions in regard thereto, if any, as are set forth in such Articles of Incorporation and such Articles of Incorporation are hereby made a part of these Bylaws.

Article II Membership

1. Active Members:

- A. Active membership shall be open to persons who (1) are employed by a school district, a public academy, institution of higher education or who are on a limited leave of absence (up to 3 years) from such employment, (2) have earned a Bachelor's or higher degree or hold a regular vocational or technical certificate, (3) hold or are eligible to hold a regular legal certificate of any kind, and (4) are members of the National Education Association and the appropriate local Association if such membership is open to them. Active membership is available to any person who is serving as an executive officer of the state or local association. Active members employed for 50 percent or less of the normal schedule for full-time faculty members will pay one-half of the active membership dues. Active members employed for 25 percent or less of the normal full-time schedule for their position in their District will pay 25 percent of the active membership dues. Active members shall have the right to vote for President, Vice President, NEA Director, NEA Alternate Director, Secretary/Treasurer, regional members of the NEA–NH Executive Board, with the exception of the retired member of the Executive Board, who can only be elected by retired members, and NEA Delegates,¹ to be nominated for office, and to hold elective office or appointive positions. (1988) (1994) (1999) (2003) (2004) (2008) (2009) (2011) (2013) (2018)
- B. Persons who join the Association as active members for the first time after November 1, or persons who rejoin the Association after November 1 after having been on leave, shall have their NEA–NH dues for that year prorated. Persons joining in November shall pay 80 percent of the annual dues obligation for their category. Dues shall be reduced by 10 percent for each succeeding month during the school year. Such persons shall be active members with full rights. Individuals must be members in good standing to be eligible for representation beyond collective bargaining rights. Individuals must be members prior to the date of any event that leads to a request for such representation. (1981) (2002)

¹ This change will first be instituted for the NEA-NH 2020 elections. See Article IX.6.

NEA–NH Bylaws, as Approved by the Assembly of Delegates, March 16, 2018

Parentheses () indicate date last amended. Sections without parentheses indicate adoption prior to 1979.

2. Education Support Professionals:

- A. Education Support Professional membership shall be open to any employee of a school district, college or university or other institution devoted primarily to educational work who is not eligible for active membership, including a person who is on a limited leave of absence from such employment or who is serving as an executive officer of the Association or of a state or local affiliate. One hundred percent (100%) of ESP dues shall be 60 percent of active member dues. Education support professionals who are contracted to work over 1700 hours per year shall pay 100 percent of the ESP member dues; over 750–1700 hours per year, 75 percent of ESP member dues; over 400–750 hours per year, 50 percent of ESP member dues; 400 or fewer hours per year, 25 percent of ESP member dues. ESP members shall have the right to vote for President, Vice President, Secretary/Treasurer, NEA Director, NEA Alternate Director, regional members of the NEA–NH Executive Board, and NEA Delegates, to nominate and elect for office to the NEA–NH Executive Board one statewide Education Support Professional, to be nominated for office, and to hold elective office or appointive positions. (1982) (1989) (1994) (1999) (2001) (2003) (2013) (2016)
- B. Persons who join the Association as active members for the first time after November 1, or persons who rejoin the Association after November 1 after having been on leave, shall have their NEA–NH dues for that year prorated. Persons joining in November shall pay 80 percent of the annual dues obligation for their category. Dues shall be reduced by 10 percent for each succeeding month during the year. Such persons shall be active members with full rights. Individuals must be members in good standing to be eligible for representation beyond collective bargaining rights. Individuals must be members prior to the date of any event that leads to a request for such representation. (1995) (2002)

3. Retired Members:

Retired membership will be granted to any individual who is a retired NEA member. Retired members shall be eligible to be delegates to the NEA–New Hampshire Assembly of Delegates, to hold appointive positions and to vote for the positions of NEA–New Hampshire President, Vice President, Secretary/Treasurer, NEA Director and Alternate, and the retired representative to the Executive Board, and the NEA–NH retired delegate to the Representative Assembly. (1987) (1992) (2001) (2003) (2004) (2008) (2016)

4. Student Members:

Student membership may be granted to college/university students active in teacher training programs in New Hampshire. The Student Association shall have the right to assess its members beyond the dues established by the Assembly of Delegates. Student members shall be eligible to be delegates to the NEA–New Hampshire Assembly of Delegates and to hold appointive positions. (1987) (2003) (2016)

5. Honorary Members:

The Association may from time-to-time in appreciation of services to the cause of education beyond the line of mere duty enroll by vote at the annual meeting of the Assembly of Delegates selected individuals as honorary members.

6. Reserve Members:
 - A. Reserve membership shall be open to any person who is on a leave of absence of at least six (6) months but not more than three (3) years from the employment that qualifies him or her for active or educational support membership. (1982)
 - B. Reserve members shall have the privilege of requesting automatic transfer to active membership at the time they resume or assume active status. Annual dues of reserve members shall be 25 percent of those of active members. They shall have the right to vote and hold appointive positions. They shall not have the right to hold state elective offices. They shall have the right to vote for those positions for which they were eligible to vote prior to becoming a Reserve Member. (1999) (2018)
7. Associate Member:

Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Association. Dues for these members shall be the dues of Active members. They shall not have the right to vote, to be nominated for office or to hold elective or appointive positions. (1987) (1988)
8. Member Dues Adjustment:

The Executive Board may adjust member(s) dues on appeal by the member or the Local Education Association (LEA). (2016) (2017)
9. Suspension: Reinstatement:

The Executive Board may censure, suspend or expel any member for cause, upon the recommendation of the Judicial Board. The action will be based upon a thorough and impartial investigation and after due notice and hearing. However, any member who stands convicted by a court of competent jurisdiction of a crime involving moral turpitude shall be automatically suspended from membership in the Association. The Executive Board shall have the power to reinstate any suspended or expelled member.
10. Reciprocity of Membership:

Any active member who transfers from another state during the current school year and whose dues are paid in full and who also belongs to the National Education Association shall receive from this Association all the rights and privileges of active membership until the beginning of the next academic year, providing that the state association from which the member transfers offers reciprocal membership. Such membership shall begin upon official notification to this Association by those members who wish to exercise active membership.
11. The Executive Board may establish reduced membership dues for persons eligible for Active or Educational Support membership who are included in a group of employees (1) that is attempting to become an affiliate of the Association or (2) for which an affiliate of the Association is attempting to become the recognized organization or (3) for all other members for good cause. The amount of the dues charged such persons, and the Association services and benefits for which they are eligible, shall be determined by the Executive Board on a case-by-case basis. The Executive Board shall adopt rules for implementing this bylaw. (1989) (2016)

Article III

Dues Transmittal Policy

The Local Education Association (LEA), as a condition of affiliation, shall transmit to NEA–New Hampshire a minimum percentage of NEA and NEA–New Hampshire dues as specified below for the membership year beginning September 1.

1. (a) No less than payment of 20 percent of membership enrollment must be received by December 1
(b) No less than 30 percent by January 1
(c) No less than 40 percent by February 1
(d) No less than 50 percent by March 1
(e) No less than 60 percent by April 1
(f) No less than 70 percent by May 1
(g) No less than 90 percent by June 1
(h) No less than 100 percent by July 1
2. A local which becomes delinquent in its transmittal schedule by more than thirty (30) days shall be assessed a penalty of one (1) percent per month on the overdue balance.
3. Local Associations which transmit 20 percent or more of their dues prior to November 1 shall receive a one percent reimbursement of that payment. This adjustment will be applied to the NEA–NH (state association) amount due. This discount is 1 percent of the 20 percent payment, it is not 1 percent of the entire dues for the year. The Local Association cannot deduct the 1 percent from the first payment it sends. The Local Association must send the full 20 percent payment to NEA–NH by November 1 to qualify for this credit. (1998)
4. The LEA may apply to the NEA–New Hampshire Executive Board for modification of dues transmittal schedule, if, because of emergency conditions or unforeseen developments, compliance with payment schedule would result in extreme hardship or inequity for the LEA. (2016)
5. Locals who do not participate in the transmittal schedule above, shall be required to enter their members into the NEA-NH Electronic Funds Transfer Program. (2017)
6. The LEA is responsible for ensuring payroll deductions and/or cash payments are adequately and properly arranged at the beginning of the school year to facilitate dues collection. When the membership enrollment form has been signed and turned in to NEA–New Hampshire, the LEA shall be obligated for transmittal of these dues to NEA–New Hampshire.
7. Should a member’s employment cease (termination, retirement, resignation) during the school year, the remainder of the Local Education Association’s (LEA’s) dues liability for that member will cease, provided that the LEA notifies NEA–NH by the transmittal date following cessation as set forth in Article III. 1. of the NEA–NH Bylaws. (1999) (2017)
8. The delegates representing a local affiliate shall be seated in the NEA–New Hampshire Assembly of Delegates only if the affiliate has transmitted at least 40 percent of its dues by March 1. (1982) (2004)

Article IV Officers

1. **General:**

The officers of the Association shall be a President, Vice President, Secretary/Treasurer, and a National Education Association Director for the State. (1987) (2001)
2. **Qualifications:**

Candidates for state elective office shall have been active or Education Support Professional members of the Association for at least three calendar (3) years immediately preceding taking office for the first time. (1981) (2001) (2013) (2016)
3. **Election and Terms:**
 - A. The officers of the Association shall be elected as follows:
 1. The President and National Education Association Director shall be elected by ballot as set forth in Article IX-4. (2012)
 2. The Vice President shall be elected by ballot as set forth in Article IX-4. The term of Vice President shall coincide with that of the President. (1983) (2012)
 3. The Secretary/Treasurer shall be elected by ballot as set forth in Article IX-4. The term of the Secretary/Treasurer shall not coincide with that of the President and Vice President. (2001) (2012)
 - B. The Terms of Office shall be as follows:
 1. The term of office of President and Vice-President shall be for three (3) years beginning on July 1. The President and Vice-President shall be electable for a maximum of two (2) consecutive terms. (1986) (1988) (2008)
 2. The term of office for the National Education Association Director and Alternate National Association Director shall run for three (3) years, subject to the provisions of the National Education Association Constitution and Bylaws. (1979)
 3. The term of office for the Secretary/Treasurer shall be for three (3) years beginning on July 1. The President, Vice-President and Secretary/Treasurer shall be electable for a maximum of two (2) consecutive terms. (2001) (2008)
4. **Vacancies:**
 - A. A vacancy is defined as: (1) an officer being unable to complete his/her term of office for any reason. The vacancy will begin on the date given by that officer of his/her inability to serve. In the event of an election, if an officer is elected to another position, the position that officer was holding at the time of the election shall be deemed vacant, as of the date the officer assumes the duties of his/her new position. (2007)
 - B. A vacancy in the office of President shall be filled by the Vice President. A vacancy in the office of Vice President shall be filled by the Secretary/Treasurer. A vacancy in the office of Secretary/Treasurer shall be filled by the Executive Board in order of seniority, excluding sitting Officers. (2003) (2011)
 - C. Vacancies shall be filled until the next statewide election held in March. The newly-appointed person shall complete the unexpired term of the office. (2001) A vacancy for the office of NEA Director shall be filled by the Alternate NEA Director. If the alternate is unable to serve, the position shall be filled through appointment by the Executive Board. All of the aforementioned elected terms shall start on the 1st day of July immediately following

the statewide election held in March as required by this section. In the event a vacancy occurs during the third year of a term, the Executive Board shall appoint a successor for the remainder of the term. (1982) (2003) (2018)

5. Duties of the President:

The President shall preside at the Assembly of Delegates and shall be the Chairperson of the Executive Board. The President shall be the chief elected officer of the Association with the powers and duties usually attributed to such office. The President shall be a member ex-officio of all committees, and shall appoint the chairperson and members of all committees subject to Executive Board approval. The President shall be ex-officio, the 2nd Alternate NEA Director. (1981) (1989)

6. Vice President:

The Vice-President shall receive a stipend of no less than 10% of the President's salary. In the absence or disability of the President, as determined by the Executive Board, the Vice President shall perform all duties of the President and when so acting shall have the powers of the President. In that event, the Executive Board shall determine compensation and benefits. (2017)

7. Duties of the Secretary/Treasurer:

The Secretary/Treasurer shall be responsible for overseeing the financial affairs of the Association and reporting thereon to the President, the Executive Board, and Delegate Assembly. The Secretary/Treasurer will perform all other duties usual to the Office and such other duties as may be assigned by the President or Executive Board. The Secretary/Treasurer shall receive a stipend of no less than 10% of the President's salary. (2001) (2017)

8. Succession:

A. In the absence or disability of the President and Vice President, as determined by the Executive Board, the Secretary/Treasurer shall perform all duties of the President and when so acting shall have the powers of the President. In that event, the Executive Board shall determine compensation and benefits. (2001) (2017)

B. Should the President, Vice President and Secretary/Treasurer all be unable to fulfill office, as determined by the Executive Board, members of the Executive Board, excluding the NEA Director, in order of seniority, are to fill the vacancy until the office is filled at the next statewide election. Seniority will be determined by the total number of years members have served on the Executive Board. In the event of a tie, the decision will be determined by a coin flip. In that event, the Executive Board shall determine compensation and benefits. (1980) (2001) (2007) (2011) (2017)

9. Recall:

Recall of any executive officer or state Executive Board member may be initiated by petition signed by no less than 15 percent of the membership eligible to vote for the executive officer or the Executive Board member. The petition shall be given to the Judicial Board of the NEA-NH, which shall verify the signatures. If verified, the Judicial Board shall direct the NEA-NH Elections Committee to conduct a recall election within forty-five (45) days. The NEA-NH Executive Board shall hear, upon the request of the individual being recalled, appeals as to the procedure used. The individual being recalled may not sit on the Executive Board when it hears the appeal. (2001)

Article V

Executive Board

1. General:

There shall be an Executive Board, composed of the President, Vice President, Secretary/Treasurer, the National Education Association Director, one (1) retired NEA–NH member who had been an active NEA–NH member for at least the three years prior to retirement, one (1) ESP member, and additional members elected by UniServ regions. One member of the Executive Board shall be elected from the UniServ region for each 875 members or major fraction thereof as in Article IX. The ESP representative on the Executive Board and the retired representative on the Executive Board will be elected at large. (1987) (1990) (1994) (2001) (2004) (2005) (2008) (2016)

2. Terms of Office:

The members of the Executive Board, except for the officers of the Association, shall serve for the term of two (2) years on a staggered basis beginning on July 1 and they shall serve until their successors have been duly elected or appointed pursuant to Article V3.D and qualified to take office upon the expiration of the terms on June 30. (1984) (2009) (2016)

3. Powers:

A. The Executive Board shall represent the authority of the Association between the annual meetings of the Assembly of Delegates. The Executive Board shall consider all standing committee recommendations dealing with matters of policy which have not been accepted by a vote of the Assembly of Delegates; shall recommend and/or refer matters to the standing committees for their consideration; shall have on a regular basis reports from the chairpersons of each standing committee; shall carry into effect all orders and resolutions of the Association not otherwise provided for and shall advise and assist the President in the preparation of an agenda for the Assembly of Delegates.

B. The Executive Board shall have the power to hire and dismiss the Executive Director and determine the salary. (2018)

C. The Executive Board shall have the power to fill a vacancy in the position of Alternate NEA Director, in the position of Education Support Professional representative, and in the position of the Retired Teacher representative on the Executive Board. These vacancies shall be filled until the next statewide election to be held in March. The newly elected person shall complete the unexpired term of the office. In the event a vacancy occurs during the third year of a term of the Alternate NEA Director, during the second year of a term of the ESP representative or the Retired Teacher representative on the Executive Board, the Executive Board shall appoint a successor for the remainder of the term. The successor to the ESP representative must be employed in an educational support position. The Executive Board shall have the power to fill the position of Alternate NEA Director in accordance with the NEA Bylaws, rules and procedures for filling said vacancy. The Executive Board shall have the power to fill a vacancy in the position of Education Support Representative, and in the position of Retired Teacher Representative on the Executive Board. As a result of a subsequent election, the newly elected person shall take office starting on the 1st day of July immediately following the statewide election in March as required in this section and shall complete the unexpired term of office. (1982) (1994) (2001) (2013) (2018)

D. The Executive Board shall have the power to fill all vacancies of regional representatives to the Executive Board. Any vacancy shall be filled by a member from the region affected,

until the next statewide election to be held in March. The newly-appointed person shall complete the unexpired term of the office. In the event a vacancy occurs during the second year of a term, the Executive Board shall appoint a successor from the region affected for the remainder of the term. All elected persons' terms shall start on the 1st day of July immediately following the statewide election held in March as required by this section. (1996) (2018)

- E. The Executive Board shall appoint a parliamentarian for each annual and special meeting of the Assembly of Delegates. (1996)
- F. The Executive Board shall appoint an auditor annually. (1996)
- G. Members of the Executive Board are entitled to all voting privileges of the Assembly of Delegates. (1996)
- H. The Executive Board shall have the power to adopt policies governing the Association, consistent with the Constitution and Bylaws. (1989) (1996)

Article VI

Affiliated Units, Delegates and Departments

1. Policies for Chartering Units:

- A. Any group of individuals eligible to be members of NEA-New Hampshire under Article II may organize and apply for a charter as an affiliate of the NEA–New Hampshire provided that: (2016)
 - 1. The affiliate requires its membership to belong to the NEA, NEA–New Hampshire, as well as the local Association.
 - 2. No more than one such affiliated unit be organized in any one school district, except with prior approval of the Executive Board of the NEA–New Hampshire. Active and educational support members within one school district may organize separate affiliated units. Active and educational support members in two or more school districts may join together in forming an affiliated unit. (1981) (1989)
 - 3. Each affiliated unit shall adopt a constitution consistent with the NEA–New Hampshire Constitution and shall send a copy to the state Association with the initial charter application. Any change in the constitution or bylaws of the affiliated unit shall be placed on file with NEA–New Hampshire headquarters within thirty (30) days of adoption.
 - 4. The affiliate shall be incorporated and a copy of the incorporation papers shall be placed on file with NEA–New Hampshire headquarters. In addition, the LEA shall be affiliated with NEA-NH and NEA, and all necessary documentation shall be filed. (1986) (2017)
- B. A charter may be approved or, for cause, denied, suspended or withdrawn by the NEA–New Hampshire Executive Board.

2. Policies for Delegate Eligibility:

- A. Delegate eligibility for the NEA–New Hampshire Assembly of Delegates shall be determined from unified units only.
- B. Delegate strength shall be based upon the local's membership received by NEA–NH as of November 1 prior to the annual meeting of the Assembly of Delegates. Allocation of delegates to unified affiliates shall be based on the ratio of 1:35 active Association members or major fraction thereof. Unified affiliates may join together to form clustered

membership units for the purpose of representation. Allocation for delegates for such clustered unified affiliates shall be based on the ratio of 1:35 or major fraction thereof. (1996) (2000)

- C. Each affiliated unit that acts as the exclusive bargaining agent for the bargaining unit will be entitled to at least one delegate regardless of size. An affiliate may qualify for delegate status under this section, or by Article VI 2.B, but not both. (1986)
3. Only active, educational support, retired and student members of NEA–New Hampshire may become delegates and exercise voting privileges, except for delegates appointed from special interest affiliates. (1981)
 4. Previously elected delegates in districts slated for reorganization shall be recognized with full privileges for a period not to exceed one year from the date of the formation of a district, provided that delegates have not been duly elected by the new local organization.
 5. Departments, sections and/or special interest associations may organize themselves and affiliate with NEA–New Hampshire. They shall submit constitutions that are not in conflict with the NEA–New Hampshire Constitution. If any group disaffiliates and wishes to reaffiliate this group must petition the Assembly of Delegates at the next regular Delegate meeting. (1989)

Article VII

Assembly of Delegates

1. Delegates shall be elected by open nomination and by secret ballot from their affiliated unit, except Level 1, special interest affiliation, for a period of three years, one third being chosen each year. A person elected to fill a vacancy shall fill only that unexpired term, but may be eligible for re-election subject to provisions of local constitutions.
2. Delegates shall be responsible for presenting the business of the Association to their local groups both before and after annual or special meetings of the Assembly of Delegates and for attending pre-assembly hearings. Additional responsibilities of delegates shall be deemed by the local affiliate. (1983)
3. The Assembly of Delegates shall be responsible for setting the dues for the Association.
4. NEA–New Hampshire shall provide ethnic-minority representation on its governing bodies at least proportionate to its ethnic-minority membership.
5. All names of delegates and/or alternates must be submitted to NEA–NH by December 15. (1996) (2000) (2003) (2005)

Article VIII

Judicial Board

1. The Judicial Board shall consist of one member (1989) from each region. In addition, there shall be one alternate member appointed. Members shall be appointed by the President for a 3-year term and ratified by the Assembly of Delegates and shall be eligible for reappointment. It will meet in the interim of Assembly meetings. Vacancies on the Judicial Board, may, between assemblies, be filled by the President with the approval of the Executive Board. (1979) (1988) (1989)

2. The Judicial Board shall have the following powers:
 - A. To review an action of the Executive Board or Assembly of Delegates for consistency with the Constitution and Bylaws and to recommend to the appropriate governance body remedial action if necessary. Requests for review may be made only by the Executive Board, Assembly of Delegates, a local affiliate (by official action), or upon petition of ten (10) percent of the certified delegates of the Assembly of Delegates. (1985) (1988)
 - B. To recommend censure, suspension or expulsion of any member to the Executive Board pursuant to Article II, Section 9 of these Bylaws. To direct that a recall election be held as set forth in Article IV, Section 9 of these Bylaws. (2011)
 - C. To hear appeals from members of local affiliates who claim to have been denied due process and to recommend to the appropriate governance body remedial action if necessary, provided that the local affiliate has by official action named the Judicial Board to hear such an appeal. (1988)
3. Members of the Judicial Board shall not hold office, serve on the State Executive Board, be a member of the Assembly of Delegates, or hold any other elective office or appointive position in the Association at the state level. The majority of the members of the Judicial Board shall have been active members of the Association for five (5) years consecutively, immediately prior to appointment. They may attend the Assembly of Delegates as non-voting members. (1979) (1986) (1988) (2001)
4. In the event that the Judicial Board is asked to review an appeal concerning a local affiliate in which a member of the Board is also a member of that local, then the Board member shall excuse him/herself from all proceedings in that case. (1986)
5. The Judicial Board may establish rules of procedure with the approval of the Executive Board. Due process rights must be provided in all Judicial Board proceedings. (1988)

Article IX Elections

1. The Elections Committee shall present names of all candidates. All active and education support professionals shall have the right to nominate or be nominated for office. All such candidates for office must file in writing or electronically for the office(s) for which they wish to run with the Elections Committee at the NEA–NH Concord office. “In writing” means that the Elections Committee must receive such tangible notification by the close of business on the filing day as stipulated in Article IX, Section 3. (1984) (2004) (2013)
2. All nominees must be members of the Association at the time of nomination and election.
3. Candidates for President, Vice President, Secretary/ Treasurer, NEA Director, Alternate NEA Director, NEA delegates, Alternate NEA delegates and NEA–NH Executive Board must file their candidacy on or before January 15 except when January 15 falls on a weekend or holiday, when it shall be the next workday. (1984) (2003) (2007) (2017)
4. To be eligible to vote, active, education support professionals, and retired members shall be members by January 15 of the calendar year in which the election takes place. Appropriate ballots shall be made available to the address of record by March 8. Said ballots must be made available. Ballots received after March 22 shall not be counted. (1987) (2012) (2013) (2016)

5. State Delegates to the NEA Representative Assembly are to be elected to serve a term of 2 years. (2017)
6. Members of the NEA–New Hampshire Executive Board shall be elected regionally at the ratio of 1:875 or major fraction thereof. The Education Support Professional members and retired members shall each have the right to one guaranteed seat on the NEA–NH Executive Board, at large, as set forth in Article II.2 and Article V.1. The retired member on the Executive Board will only be elected by retired members and following the 2018 NEA-NH elections, the Education Support Professional member of the Executive Board will only be elected by Education Support Professional members. The number of members elected within a region shall be based upon NEA–New Hampshire membership as of the end of the membership year prior to the elections. (1979) (1994) (2003) (2005) (2009) (2011) (2013) (2016) (2018)
7. NEA delegates shall be elected by voting districts as established by the NEA-New Hampshire Elections Committee. The election shall be in accordance with NEA election rules and regulations. The number of delegates to be allocated per voting district shall be based upon NEA–New Hampshire membership as of the end of the membership year prior to the election. (1981) (1989)
8. NEA–NH elections shall be conducted in accordance with the NEA–NH Election Procedures as adopted by the Executive Board. (2006)

Article X Meetings

1. The NEA–New Hampshire Instructional Conference shall be held in October, the time and place to be decided each year by the Executive Board. (2016)
2. The NEA–New Hampshire Assembly of Delegates shall be in March or April at a time and place to be decided each year by the Executive Board. This meeting shall be considered the Annual Business Meeting of the Association. (2000)
3. Special meetings of the Assembly of Delegates may be held at the call of the Executive Board. Locals with the corresponding number of Delegates which were eligible to attend the previous regular Assembly of Delegates will be eligible for any special meeting. (1990)
4. There shall not be fewer than seven meetings of the Executive Board held between the months of September and June. The time and place shall be determined by the President. Special meetings may be called at the discretion of the President or upon petition of four members of the Executive Board. A written notice stating time, place, and purpose of said special meeting shall be given to the Executive Director who shall inform all members at least seven days prior to the time of the meeting. A majority of the members of the Board shall constitute a quorum.

Article XI Executive Director

The Executive Director shall be hired by and serve at the discretion of the Executive Board. The salary, terms of contract, and duties shall be specified by the Executive Board. (1984) (2017)

Article XII Committees

All committees shall serve from September 1 until August 31. (1990)

All committees are to make an annual written report to the Assembly of Delegates.

1. Resolutions and Constitution Revision Committee:

Five members to solicit revision proposals and lay before the Assembly of Delegates those proposals, and propose revisions of the Constitution & Bylaws & Continuing Resolutions to the Assembly of Delegates as a result of a continuing study. (1987) (2001)

2. Elections Committee:

Composed of no less than five members to oversee election procedures and to verify the eligibility of delegates to be seated at the Assembly of Delegates. (1987) (2001) (2006)

3. Conference and Awards Committee:

Between 8 and 12 members to coordinate logistics of all NEA–NH statewide conferences and to coordinate the selection process of state awards. (1987) (2001) (2003) (2011)

4. Budget Committee:

Composed of the President, Vice President, Secretary/Treasurer, four members of the Executive Board, the four members elected from the Assembly of Delegates with assigned responsibility for formulation of the budget for presentation to the Executive Board and Assembly of Delegates. These four members will each serve two-year terms on a staggered basis, with two people elected each year, beginning on September 1, 2007. (2006) In the event that the Assembly of Delegates fails to elect members from its ranks or any member so elected resigns, the President may appoint a successor subject to approval by the NEA–NH Executive Board. (1983) An actively employed field consultant is not eligible to serve on this committee. (1985) Specific provisions should be made for input from the membership, locals, UniServ Regions (1989), and committees, in formulation of the budget with at least one joint meeting of the Budget Committee and the Executive Board for the purposes of overall guidance and setting priorities in the Budget. The specified timetable should require approval of the preliminary budget by the Executive Board for presentation in regional hearings and to the delegates and general membership at least thirty (30) days prior to adoption by the Assembly of Delegates. The budget should be introduced on the floor of the Assembly of Delegates for subsequent adoption by the Assembly. (1985) (2001)

5. Education Support Professional (ESP) Issues Committee:

Composed of eleven members, the majority of whom shall be ESP members with two members at large and with at least each region represented, whenever possible, to advise the President and Executive Board of ESP concerns and issues. (1990) (2001) (2003) (2013)

6. Human and Civil Rights Committee:

Open to all interested members, the committee stays informed about matters pertaining to human and civil rights and provides training in this area on those issues of importance to members and others interested in protecting and strengthening public education. (1999) (2001) (2004)

7. New Teacher Committee:

Composed of up to 20 members, each with 10 or fewer years of teaching experience, preferably two from each region, to include new teachers, mentors and Association members whose purpose is to: support new teachers and; facilitate transition from theory to practice; provide professional support during their beginning years; encourage active members of the NEA–NH; and, develop future leaders of our professional organization. A member of the Executive Board will chair the committee. (2006) (2011) (2012)

8. Membership Committee:

Composed of up to twenty (20) members whose purpose is to create and maintain a strategic/systemic plan to build and sustain membership and assist locals with retaining and engaging members. The committee shall also advocate for members by recommending trainings and other actions to the NEA-NH Executive Board. (2016)

Article XIII

Program Area Work Groups

The role of the Program Area Work Groups is the following: (2006)

1. To develop programs to implement the mission and vision of the Association that reflect the needs and interests of each region using input from Regional Councils.
2. To assist in the development of the program budget. (2006)
3. To make recommendations to the Executive Board on the allocation of resources — financial and human — to carry out the program area initiatives. (2006)
4. To assess programs on an ongoing basis with reports to the Executive Board. (2006)

The two Work Groups are: (2016)

1. Public Education and School Support

- A. The mission of this work group is to promote excellence in public education and develop a comprehensive training and professional development program to empower members, staff, and the education community to improve student learning.
- B. This work group will:
 1. Study current trends in education and the laws, and provide new and varied professional development opportunities for all educators. (2006)
 2. Recommend to the Executive Board and Assembly of Delegates policies and actions necessary to attain the professional development goals of NEA–New Hampshire. (2006)
 3. Provide resources at the state, regional and local levels to meet the instructional and professional needs of members.
 4. Include the chairs of the HCR, Membership and ESP committees. (2017)
- C. This work group will also be responsible for monitoring all professional development opportunities offered by NEA–New Hampshire, certification issues, and leader and new member issues. Task forces will be formed, as needed, in any of these areas. (2001) (2006)

2. Public Affairs

- A. The mission of this work group is to involve members in an effective political education program based on their concerns and to build coalitions with others who advocate for children in order to strengthen and defend public education.

- B. This work group will devise and secure legislation favorable to education and member welfare, disseminate information about education legislation at the state and national level and encourage the membership to take responsible action relating thereto, and recommend these actions to the Executive Board and the Assembly of Delegates, to work to improve retirement by recommending changes in legislation and to educate members about the New Hampshire Retirement System.
- C. This work group will also design and coordinate experiences to assist local associations improve communications skills.
- D. This work group will also be responsible for educational activities and communications to the members and public. (2001)

Article XIV Emergency Reserve Fund

The annual budget of the Association shall include, at the conclusion of each fiscal year, an Emergency Reserve Fund equal to at least five percent (5%) of the previous year's budget. The Executive Board may make appropriations which reduce the Reserve Fund balance to less than five percent (5%) only by a two-thirds vote of the Board and only when a thirty-day notification of intent to the delegates of record of the Assembly of Delegates has taken place. (1987) (1990)

Article XV Amendments

These Bylaws may be amended at any regular or special meeting of the Assembly of Delegates by a majority of those present and voting provided that such amendments shall have been published in the official journal of the Association, as designated by the Executive Board. (2006)

Article XVI Rules of Procedure

The rules of parliamentary procedure contained in the latest edition of Robert's Rules of Order shall govern in all cases in which they are not inconsistent with the Constitution of the NEA–New Hampshire.

Article XVII Regional Organizations

1. NEA–New Hampshire recognizes the importance of the various regional structures in promoting the goals of the NEA–New Hampshire. It shall assist each UniServ region at the request of the region, in organizing a regional structure which will offer representation to every affiliate within that region. (1986)
2. Upon the creation of an additional region or the realignment of existing regions any pre-existing regional funds (cash balance as of August 31) will be transferred from one region to another based on the percentage of the membership reassigned, provided the local paid dues to the region during the year the assignment occurred. Such transfer of funds will occur by October 31. (1989)