

**Amended May 19, 2017**

**Updated November 21, 2023; Updated May 17, 2024**

**BY-LAWS OF:**

## **Central New Mexico Employees Union**

### **Local 4974**

#### **ARTICLE I: DUES**

1.1 The CNM Employees Union may increase dues to equal any increase in per capita payments that are required to be made to national and state organizations with which it chooses to affiliate.

1.2 The local share of dues will be indexed to the member's salary. The Executive Council shall vote on the formula for the index.

1.3 Every member, officer and Executive Council Member shall pay dues.

1.4 Dues must be paid through payroll deduction or semiannual payment if retired or on leave.

1.5 The dues year shall be from April 1 through March 31.

#### **ARTICLE II: DUTIES OF OFFICERS**

2.1 All officers and committee chairs must file copies of all official non-financial correspondence with the Secretary.

2.2 The Executive Council may appoint officers when there is an absence.

Appointment shall be by the President and/or consent of the Executive Council.

Appointed officers shall be dues paying members in good standing for one year.

2.3 An officer can remain in office if a just-cause grievance is being adjudicated. The officer's dues would be paid directly to the Union.

**PRESIDENT**

2.4 The President shall be an ex-officio member of all standing and special committees

except election committee.

2.5 The President shall authorize all payments of bills submitted by the Treasurer.

2.6 The President shall provide leadership in executing the policies and objectives of the membership of the CNM Employees Union.

2.7 The President shall preside at all meetings of the Executive Council and of the general membership.

2.8 The President shall make a report to the membership at least once each year summarizing the accomplishments of the CNM Employees Union and outlining plans for the next year.

2.9 The President, with the approval of the Executive Council, shall appoint the chairpersons of all standing and ad hoc committees, the Chief Negotiator of each bargaining team, and the members of the bargaining teams.

2.10 The President shall represent the CNM Employees Union to CNM Community College and to the community.

### **EXECUTIVE VICE PRESIDENT**

2.11 The Executive Vice President shall perform such duties as designated by the President.

2.12 The Executive Vice President shall, in the absence of the President, perform the duties of the President.

2.13 The Executive Vice President shall facilitate communications between the CNM Employees Union and each of its constituent bodies, including the branch campuses and departments.

2.14 The Executive Vice President shall be responsible for membership and recruitment in coordination with the Unit Vice Presidents.

2.15 The Executive Vice President shall be the chairperson of the Membership Committee.

2.16 The Executive Vice President shall furnish written monthly membership recruitment reports to the Executive Council.

### **UNIT VICE PRESIDENTS**

2.17 The major responsibility of the Unit Vice Presidents shall be to communicate the needs

and desires of the members in their units to the Executive Council.

2.18 The Unit Vice Presidents shall attend all meetings of the Executive Council.

2.19 The Unit Vice Presidents shall hold at least two annual meetings of the unit which he/she represents to survey the needs and wishes of said unit.

2.20 The Unit Vice Presidents shall be available to chair unit meetings throughout all the CNM district campuses to meet the needs of the unit members.

2.21 The Unit Vice Presidents shall meet at least twice per year with the other unit vice presidents to build communication among themselves and to develop common purpose among all the represented units.

### **SECRETARY**

2.22 The Secretary shall keep the minutes of the Executive Council and membership meetings.

2.23 The Secretary shall form a Communications Committee, which will be responsible for the preparation of all written communications, including newsletters and electronic publications of the CNM Employees Union.

2.24 The Secretary shall appoint the chairperson of the Communications Committee with the approval of the Executive Council.

2.25 The Secretary shall be responsible for maintaining all non-financial records of the CNM Employees Union.

2.26 The Secretary shall ensure meeting minutes are posted to the website after each meeting.

2.27 The Secretary shall maintain a file of all CNM Employees Union correspondence and make it available to any member upon request.

2.28 The Secretary shall ensure that copies of the CNM Employees Union Constitution and By-Laws be made available to CNM Employees Union members upon request.

### **TREASURER**

2.29 The Treasurer shall carry out the financial transactions of the CNM Employees Union.

2.30 The Treasurer shall keep accurate records of all transactions.

2.31 The Treasurer shall make a written financial report to the Executive Council at least once per month.

2.32 The Treasurer shall distribute a written financial report to individual members in good standing upon request.

2.33 The Treasurer shall prepare an annual budget for approval by the Executive Council and the General Membership.

2.34 The Treasurer shall maintain and provide accurate membership and non-membership lists for the CNM Employees Union and its affiliated organizations.

2.35 The Treasurer shall furnish a current listing of all paid members in good standing to the Nominating Committee Chairperson during the election process.

2.36 The Treasurer shall be the chairperson of the Finance and Budget Committee.

### **Article III: COMMITTEES**

3.1 All committees shall designate a secretary who will take the minutes and make them available to the Executive Council upon request.

#### **COMMUNICATIONS COMMITTEE**

3.2 The Communications Officer shall maintain and update CNMEU social media accounts.

3.3 The Communications Officer shall maintain and update the CNMEU Google Group listserv.

3.4 The Communications Officer shall maintain and update the CNMEU Communications software service including survey software services.

3.5 The Communications Officer shall help develop and communicate CNMEU strategy and coordinate committee members.

3.6 The Communications Officer shall maintain and update the CNMEU electronic communication devices.

3.7 The Communications Officer shall help host CNMEU office presentations.

### **MEMBERSHIP COMMITTEE**

3.8 The Membership Committee shall promote the CNM Employees Union, encourage membership through active campaigns, distribute CNM Employees Union materials, and coordinate membership drives.

3.9 The Membership Committee shall make a monthly written report of its activities to the Executive Council.

### **NEGOTIATIONS COMMITTEE & BARGAINING TEAMS**

3.10 The Negotiations Committee shall consist of the Bargaining Team and two (2) members from each of the bargaining units.

3.11 The Negotiations Committee shall survey members and develop needs assessments.

3.12 The Negotiations Committee shall prepare proposals for negotiations.

3.13 The Negotiations Committee shall provide members for the Bargaining Team with at least one (1) new member from this committee chosen each negotiating cycle to serve on the Bargaining Team.

3.14 Each Bargaining Team shall consist of at least a majority of members from that particular bargaining unit.

3.15 Each Bargaining Team shall make regular reports of its progress to the Negotiating Committee.

3.16 The Negotiations Committee shall approve any tentative agreement made before ratification by the membership.

3.17 The Negotiations Committee shall report to the membership on any tentative agreement prior to ratification.

### **GRIEVANCE COMMITTEE**

3.18 The Grievance Committee shall consist of one (1) Department Representative (building rep/shop steward) and one (1) member from the general membership from each bargaining unit.

3.19 The Grievance Committee shall review grievances and make recommendations to the Executive Council regarding bringing grievances to arbitration and providing legal services.

3.20 The Grievance Committee shall ensure that official grievances are properly filed in a timely manner according to contract provisions.

3.21 The Grievance Committee shall maintain records of all complaints made by bargaining unit members, by department, and employee's full- or part-time status. This information shall be provided upon request to the Executive Council and the Negotiating Committee only so long as the complainant's anonymity is safeguarded.

3.22 The Grievance Committee shall safeguard the confidentiality of individual grievances or complaints.

### **FINANCE AND BUDGET COMMITTEE**

3.23 The Finance and Budget Committee shall consist of the Treasurer, the Executive Vice President, and one other member appointed by the President.

3.24 The Finance and Budget Committee shall prepare a budget for adoption by the Executive Council at least one (1) month prior to the beginning of the fiscal year.

3.25 The Finance and Budget Committee shall review all financial transactions of the CNM Employees Union.

3.26 The Finance and Budget Committee shall review all financial reports.

3.27 The Finance and Budget Committee shall review all books on all financial matters.

### **COMMITTEE ON POLITICAL EDUCATION/ POLITICAL ACTION COMMITTEE (COPE/PAC)**

3.28 The President of the Executive Council shall appoint the chairperson of the Committee on Political Education/Political Action Committee with the approval of a majority of other elected officers.

3.29 The Committee on Political Education/Political Action Committee shall consist of the COPE chairperson, the treasurer, the secretary, and other members.

3.30 The chairperson of the Committee on Political Education/Political Action Committee shall appoint the treasurer and secretary of the Committee on Political Education/Political Action Committee notify the Executive Council of those appointments.

3.31 The Committee on Political Education/Political Action Committee shall be non-

partisan.

3.32 The Committee on Political Education/Political Action Committee shall educate the membership concerning state and local political issues.

3.33 The Committee on Political Education/Political Action Committee shall advance the interest of educators on state and local political issues through political action and lobbying.

3.34 The Committee on Political Education/Political Action Committee may conduct state and local candidate screenings and support the campaigns of selected candidates.

3.35 The Committee on Political Education/Political Action Committee may work with other local and state COPE/PAC committees to further common goals.

3.36 The Committee on Political Education/Political Action Committee may create an annual agenda and submit that agenda for approval by the Executive Council.

3.37 The Committee on Political Education/Political Action Committee may sponsor an annual legislative breakfast.

#### **Article IV: STIPENDS**

4.1 The Executive Committee shall establish stipends and honoraria for Officers, committee members and others who provide services to CNM Employees Union and are from membership, as it feels is necessary.

4.2 The Executive Committee shall discuss stipends annually and create a schedule for payments to Officers and committee members. The schedule will be approved by voting members at the Spring General Membership meeting.

4.2.1 Stipends will be pro-rated for partial length of office.

4.3 Stipends shall be published annually in the President's report.

#### **Article V: AMENDMENTS**

5.1 An amendment to these bylaws may be proposed by any member in good standing of the CNM Employees Union.

5.2 The proposed amendment shall be submitted in writing to the Secretary at least ten (10) days prior to the next regularly scheduled Executive Council meeting.

5.3 These bylaws may be amended by a two-thirds vote of the Executive Council.