

Updated November 21, 2023; Updated May 17, 2024; Updated September 20, 2024; Updated June 20, 2025; Updated February 20<sup>th</sup>, 2026 The term “updated” is defined as either amended by the Executive Council or edited to provide clarity without amending the substance of an article.

**Bylaws of: CNM Employees Union (hereinafter CNMEU)**

**ARTICLE I: DUES**

1.1 CNMEU 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 to approve the formula for the index.

1.3 Every member, officer, Chair of a committee and Executive Council Member shall pay dues. Any person whose employment is restored by prevailing in a just cause grievance may decide to pay back dues directly to CNMEU and may be restored to the office or committee chair they vacated when they were terminated. In this case, the payment of back dues shall preserve the continuity of dues-payment for the purpose of qualifying to run for office in CNMEU.

1.4 Dues must be paid through payroll deduction or semiannual payment if retired or on leave. The payment of dues by retired members shall preserve the continuity of dues payment for the purpose of qualifying members to run for or be appointed to office.

1.5 The dues year shall be from July 1-June 30.

**ARTICLE II: DUTIES OF OFFICERS**

2.1 The Executive Council may appoint officers when there is an absence under CNMEU Constitution Article 6.5. Appointment shall be by the President with approval by vote of the Executive Council or by initiative of the Executive Council in case of appointment of the President. Appointed officers shall be dues paying members in good standing for the year preceding appointment. The phrase “approval by vote of the Executive Council” shall mean a simple majority

when a quorum has been established.

2.2 Only current CNM employees or CNM retirees can be members, officers, or chairs of CNMEU.

2.3 Officers and chairs shall attend all meetings of the Executive Council. Any officer who misses three consecutive meetings of the Executive Council shall be deemed not in good standing with the Executive Council and will be notified of their status by the President. If, after receiving such notice, the officer misses the next meeting of the Executive Council without having communicated in advance a valid reason for absence, the absence will qualify as voluntary resignation from the office.

### **PRESIDENT**

2.4 The President shall be an ex-officio member of all standing and special committees except the Elections Committee. The presence of the President as an ex-officio member of a committee does not override the authority of the committee chair.

2.5 The President shall provide leadership in executing the policies and objectives of the membership of the CNMEU.

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

2.7 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.

2.8 The President, with the approval by vote of the Executive Council officers, has authority to appoint or remove the chairs of all standing and special committees.

2.9 The President shall represent CNMEU to CNM Community College and to the community.

### **EXECUTIVE VICE PRESIDENT**

2.10 The Executive Vice President may perform such duties as designated by the President.

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

### **UNIT VICE PRESIDENTS**

2.12 The major responsibility of the Unit Vice Presidents shall be to communicate the needs and preferences of the members in their units to the Executive Council and to the Negotiations Committee.

2.13 The Unit Vice Presidents shall hold at least three meetings annually (one meeting per term in person or virtual) of the unit which they represent to canvas the needs and preferences of said unit.

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

### **SECRETARY**

2.15 The Secretary shall keep the minutes of the Executive Council and membership meetings. In the event that the Secretary is absent, minutes shall be taken by the Executive Vice President or a designee.

2.16 The Secretary shall be responsible for maintaining all non-financial records of the CNMEU, including membership lists in coordination with the Treasurer.

2.17 The Secretary shall maintain a file of all official CNMEU correspondence and Executive Committee minutes and make it available to any dues paying CNMEU member upon request.

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

### **TREASURER**

2.19 The Treasurer shall carry out the financial transactions of the CNMEU.

2.20 The Treasurer shall keep accurate records of all transactions.

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

2.22 The Treasurer shall distribute a written financial report to dues paying CNMEU members in good standing upon request.

2.23 The Treasurer shall prepare an annual budget for approval by the Executive Council.

2.24 The Treasurer shall coordinate with the Secretary to maintain and provide accurate membership and non-membership lists for the CNM Employees Union and its affiliated organizations.

2.25 The Treasurer shall furnish a current listing of all paid members in good standing to the Elections Committee Chair during the election process.

2.26 The President shall appoint the Treasurer to 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.

3.2 Committee Chairs will appoint and remove other committee members with the consent of the President.

3.3 The tasks of a special committee chair may require a report to be filed only within the duration of the term in which those tasks are undertaken, e.g. the Elections Committee.

#### **MEMBERSHIP COMMITTEE**

3.4 The Membership Committee shall promote the CNMEU, encourage membership through active campaigns, distribute CNMEU materials, and coordinate membership drives.

3.5 The Membership Committee has the following tasks:

- Maintaining and updating CNMEU social media accounts.

- Maintaining and updating the CNMEU Google Group listserv.
- Maintaining and updating the CNMEU communications software service including survey software services.
- Communicating CNMEU policies and coordinating committee members.
- Maintaining and updating CNMEU electronic communication devices.
- Helping to host CNMEU office presentations.

3.6 The Membership Committee Chair shall make a monthly written report on the tasks listed above to the Executive Council.

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

3.7 The Negotiations Committee shall consist of the Committee Chair, the President, and the Bargaining Teams.

3.8 The Negotiations Committee shall canvas members and develop needs assessments.

3.9 The Negotiations Committee shall prepare the initial proposals for negotiations. Bargaining Teams shall have authority to make counterproposals during negotiations.

3.10 The Negotiations Committee Chair shall appoint dues-paying members in good standing with the consent of the President for the Bargaining Teams, to include the relevant Unit Vice President and at least one (1) new member from the appropriate bargaining unit chosen each negotiating cycle to serve on each Bargaining Team.

3.11 Each Bargaining Team shall comprise at least a majority of its members from that particular bargaining unit.

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

3.13 The Negotiations Committee has authority to approve any tentative agreement made before ratification by the membership.

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

### **GRIEVANCE COMMITTEE**

3.18.1 The Grievance Committee members shall be appointed by the Committee Chair with the consent of the President.

3.19 The Grievance Committee shall review complaints and make recommendations to the Executive Council regarding filing grievances, 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 to the Executive Council through Committee reports at meetings of the Executive Council only if the complainant's confidentiality can be safeguarded.

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

### **FINANCE AND BUDGET COMMITTEE**

3.23 The President shall appoint the Treasurer as Chair of the Finance and Budget Committee. The Finance and Budget Committee shall consist of the Treasurer, the President and at least one other dues-paying member in good standing appointed by the Chair with the consent of 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 and authorize all financial transactions of CNMEU. Financial transactions with a value above 600 USD per transaction will be submitted for approval by vote of the Executive Council at the next regularly scheduled meeting of the Executive

Council.

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  
(hereinafter COPE/PAC)**

3.28 The President shall appoint the chair of COPE/PAC with the approval by vote of the Executive Council.

3.29 COPE/PAC will provide regular reports to the Executive Council.

**ARTICLE IV: STIPENDS**

4.1 The Executive Council shall establish stipends for Officers, Committee Chairs, committee members and other members who provide services to CNM Employees Union as it deems necessary.

4.2 The Finance and Budget Committee shall discuss stipends annually and recommend to the Executive Council a schedule for payments to Officers and committee members. The schedule shall be approved by vote of the Executive Council. Each change to stipend amounts will enter into effect after the next election or appointment of the concerned position. If the Executive Council is unable to approve the recommendation, the previous schedule shall remain valid until a new schedule is approved.

4.2.1 Stipends will be pro-rated for partial length of office. Stipends will not be paid to committee chairs or members during terms in which the committee is not active, e.g. the Elections Committee.

4.3 Stipends shall be published annually in the Treasurer's annual budget.

4.4 No Union member can hold two offices (whether by election or by CNMEU Article 6.5) of the Executive Council simultaneously. An officer can hold only one position as Committee Chair while in office. A Committee Chair can chair only one other committee. A committee member can be a member on only one other committee.

4.5 Even if the President serves as a committee chair or member in addition to the presidency, the President shall receive only the presidential stipend.

4.6 Any Executive Council member serving in more than one position possessing authority to vote on Executive Council business shall still only be entitled to one vote on such matters.

4.7 Any officers, committee chair, or committee member receiving a stipend during a term shall submit a report to the Executive Committee about the activities performed for their position. The report will be evaluated according to the protocol to be set up by the Executive Council which will be provided upon request to any dues-paying member in good standing of CNMEU.

4.8 New members of the Executive Council will be provided with an information packet including the fundamental legislative, legal, and organizational documents related to Union activities. At the next Executive Council meeting, the concerned member will confirm that they reviewed and understood the documents.

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

5.1 The bylaws may be amended by a two-thirds vote of the Executive Council.