

BY-LAWS OF THE RIO RANCHO SCHOOL EMPLOYEES UNION

(APPROVED AND ADOPTED BY ACTION OF THE EXECUTIVE COUNCIL ON March 24, 2025)

ARTICLE I MEMBERSHIP

1. Membership in the RRSEU shall be open to all certified and classified employees of the Rio Rancho Public Schools in any category.
2. Supervisory personnel with the rank of assistant principal or above, or members who are promoted to positions with the rank of assistant principal or above, are not eligible for membership in the RRSEU.
3. All members of the RRSEU shall receive full benefits of membership to which they are entitled.
4. No discrimination shall ever be shown toward applicants for membership or individual members because of race, creed, gender, sexual preference, social, political or economic status, disability, age or national origin.
5. Membership shall be maintained in accordance with the processes of the affiliated national organization.
6. Members must maintain current dues to remain in good standing in the RRSEU as required in Article II, Dues, of the By-Laws.

ARTICLE II DUES

Dues for RRSEU shall consist of all per capita payments to national affiliate and a local portion to be determined annually by the Executive Council (officers and building representatives). ***Dues structure shall be specified to membership by August 30th of each school year.***

1. Applicants for membership in the RRSEU or members of the RRSEU, both licensed or classified, full or part-time, whose salaries are \$40,000 or more per year shall be considered full per capita dues-paying members.
2. Applicants for membership in the RRSEU or members of the RRSEU both licensed and classified, full or part-time, whose annual salaries are \$39,999 or less shall be considered one-half (1/2) per capita dues paying members.
- 3.
4. Dues for retired members for local at-large affiliation shall be \$5.00 per year.
5. National affiliated per capita dues paid to the RRSEU by retired, at-large, or “on-leave” members may be paid directly to the RRSEU on an annual, semiannual, or quarterly basis to the Treasurer at the RRSEU local address.
6. Members of the RRSEU must pay dues to the RRSEU on a regular and continuous basis through either payroll deduction or by one lump sum payment at the beginning of each school year. Dues payment continues through the last paycheck for the contract year.
7. Membership is automatically renewed each contract year.

8. Members who wish to withdraw from the union must follow the procedure stated in the current negotiated contract. After withdrawal, dues payment continues through the last paycheck for the contract year.
9. Members whose dues payments to the RRSEU are not stopped through the proper procedure, shall not be considered members in good standing and shall lose all rights and benefits to which they are entitled with the RRSEU and national affiliate.
10. Requests for reinstatement must be submitted in writing stating the reason for the original default, to the Executive Council of the RRSEU for consideration and approval.
11. The local dues paid by all members shall be determined by the budget needs of the RRSEU as approved by the Executive Council, as well as the amount paid by the RRSEU to its national affiliate.

ARTICLE III DUTIES OF OFFICERS

1. The President shall:
 - A. Preside over any and all meetings of the RRSEU or assign an appropriate designee.
 - B. The President only votes in the event of a tie on the Executive Committee and Executive Council.
 - C. Represent the RRSEU at any and all meetings and conventions of the national affiliate.
 - D. Represent the RRSEU in all matters pertaining to the RRSEU.
 - E. Administer the policy of the RRSEU and have the power to act in good faith for the RRSEU in emergency matters between Executive Council meetings, providing a good faith attempt has been made to poll all Executive Council members in person or by phone.
 - F. Approve any and all media releases prepared on behalf of the RRSEU.
 - G. Be an ex-officio member of all committees, both standing and special.
 - H. Represent the RRSEU regional, and national conventions without having to stand for election to do so. If the President cannot attend, he/she shall name a successor who shall represent RRSEU in his/her place. If no successor is found, no attendance is declared.
2. The Executive Vice-President shall:
 - A. Preside over all Executive Committee and Executive Council meetings in the absence of the President.
 - B. Represent the RRSEU at any meetings and conventions in the absence of the President.
 - C. Organize and chair needed training sessions for the RRSEU.
 - D. Be an ex-officio member of all committees both standing and special of the RRSEU.
3. The Secretary shall:
 - A. Take minutes of any and all meetings called by the President or Executive Vice-President.
 - B. Distribute each meeting's minutes at the next scheduled meeting.
 - C. Ensure that all copies of the RRSEU Constitution and By-Laws be made available to RRSEU members.
 - D. Conduct correspondences as necessary for communication within the organization.

4. The Treasurer shall:
 - A. Ensure that all monies received by the RRSEU are properly recorded and deposited.
 - B. Ensure a proper and timely payment of per capita payments to national affiliate.
 - C. Maintain a record of per capita payments as well as a record of all other dues paid by qualified members whether through payroll deduction or any other method that has been mentioned herein.
 - D. Issue delinquent notices when necessary.
 - E. Issue checks for receipted expenses of the RRSEU.
 - F. Attend training arranged by national organizations.
 - G. Chair the biannual Audit Committee.
 - H. Chair the annual Budget and Finance Committee and present an annual budget report at the May Executive Council meeting, as well as prepare and propose the annual budget at the August meeting of the Executive Council.
 - I. Prepare and present Treasurer's report at the Executive Council meetings.

5. The Vice-President for Licensed Personnel shall:
 - A. Hold at least two annual meetings of the constituency and bring all concerns to the attention of the Executive Council and the Bargaining/Negotiation Team.
 - B. Be available to Chair building meetings throughout the District in order to meet the needs of the Licensed Personnel.
 - C. Be available to the Union-Management Committee in order that the integrity of the constituency is protected.
 - D. Be available to the other constituency vice-presidents to work together to insure the continued harmony and goodwill among all employees in the Rio Rancho school district.
 - E. Represent the Licensed employees at regional meetings in the absence of the President and with the President when possible.

6. The Vice-President for Related Arts Personnel shall:
 - A. Hold at least two annual meetings of the constituency and bring all concerns to the attention of the Executive Council and the Bargaining/Negotiation Team.
 - B. Be available to Chair building meetings throughout the District in order to meet the needs of the Related Arts Personnel.
 - C. Be available to the Union-Management Committee in order that the integrity of the constituency is protected.
 - D. Be available to the other constituency vice-presidents to work together to insure the continued harmony and goodwill among all employees in the Rio Rancho school district.
 - E. Represent the Related Arts employees at regional meetings in the absence of the President and with the President when possible.

7. The Vice-President for Educational Assistants shall:
 - A. Hold at least two annual meetings of the constituency which he/she represents in order to survey the needs and wishes of said constituency in order that those issues can be addressed with the Executive Council and the Bargaining/Negotiation Team.
 - B. Be available to Chair building meetings throughout the District in order to meet the needs of the Educational Assistants.

- C. Be available to the Union-Management Committee in order that the integrity of the constituency is protected.
 - D. Be available to the other constituency vice-presidents to work together to insure the continued harmony and goodwill among all employees in the Rio Rancho School District.
 - E. Represent the Educational Assistants at regional meetings in the absence of the President and with the President when possible.
8. The Vice-President for Secretaries and Clerks
- A. Hold at least two annual meetings of the constituency which he/she represents in order to survey the needs and wishes of said constituency in order that those issues can be addressed with the Executive Council and the Bargaining/Negotiation Team..
 - B. Be available to Chair building meetings throughout the District in order to meet the needs of the Secretarial and Clerical personnel.
 - C. Be available to the Union-Management Committee in order that the integrity of the constituency is protected.
 - D. Be available to the other constituency vice-presidents to work together to insure the continued harmony and goodwill among all employees in the Rio Rancho School District.
 - E. Represent the Secretaries and Clerks at regional meetings in the absence of the President and with the President when possible.
9. The Vice-President for Support Staff shall:
- A. Hold at least two annual meetings of the constituency which he/she represents in order to survey the needs and wishes of said constituency in order that those issues can be addressed with the Executive Council and the Bargaining/Negotiating Team.
 - B. Be available to Chair building meetings throughout the District in order to meet the needs of the Support Staff which includes transportation, maintenance, custodial, food service, and other classified employees not mentioned above.
 - C. Be available to the Union-Management Committee in order that the integrity of the constituency is protected.
 - D. Be available to the other constituency vice-presidents to work together to insure the continued harmony and goodwill among all employees in the Rio Rancho School District.
 - E. Represent Support Staff employees at regional meetings in the absence of the President and with the President when possible.
10. The Vice-President for Ancillary shall:
- A. Hold at least two annual meetings of the constituency which he/she represents in order to survey the needs and wishes of said constituency in order that those issues can be addressed with the Executive Council and the Bargaining/Negotiating Team.
 - B. Be available to Chair building meetings throughout the District in order to meet the needs of the Ancillary Staff.
 - C. Be available to the Union-Management Committee in order that the integrity of the constituency is protected.

- D. Be available to the other constituency vice-presidents to work together to insure the continued harmony and goodwill among all employees in the Rio Rancho School District.
 - E. Represent Ancillary Staff employees at regional meetings in the absence of the President and with the President when possible.
11. The Vice-President for Retired Members shall:
- A. Represent RRSEU at local and regional meetings of our national affiliates retirement constituency. Report back to the Executive Council information obtained that is pertinent to our organization.
 - B. Be available to Chair building meetings throughout the District in order to meet the needs of the RRSEU membership.
 - C. Be available to the Union-Management Committee in order that the integrity of the constituency is protected.
 - D. Be available to the other constituency vice-presidents to work together to insure the continued harmony and goodwill among all employees in the Rio Rancho School District.

ARTICLE IV EXECUTIVE COUNCIL DUTIES

1. The RRSEU President shall be Chair of the Executive Council.
2. The Executive Council shall be the governing body of the RRSEU, and shall have the power to make contracts and incur liabilities which may be appropriate to insure the orderly operation of the RRSEU.
3. Each member of the Executive Council shall have one (1) vote on the Council except for the President who only votes in the event of a tie.
4. The Executive Council shall approve the annual budget submitted by the Budget and Finance Committee.
5. The Executive Council shall hire or replace any and all employees of the RRSEU, and shall develop or replace any and all employee contracts and negotiations.
6. Approve any local per capita dues adjustments.
7. Executive Council members shall represent the RRSEU at the request of the RRSEU President at any meeting or convention involving the RRSEU.

ARTICLE V DUTIES OF COMMITTEES

1. AUDIT COMMITTEE:
 - A. Shall consist of the Chair, President, and two (2) members who are not members of the Executive Council, preferably treasurers or past treasurers of any local affiliate.
 - B. During the month of January shall review financial records of the RRSEU to prepare any necessary documents for filing state and federal taxes and shall submit a report of the findings to the Executive Council for review at the February meeting.

2. BARGAINING/NEGOTIATIONS COMMITTEE:
 - A. Shall consist of the President, Executive Vice-President, and a minimum four other members selected either by Presidential appointment or by individual constituency recommendation.
 - B. Representation of the various constituency membership is preferable.
 - C. Represent RRSEU interests during contract negotiations with RRPS.
3. BUDGET and FINANCE COMMITTEE:
 - A. Shall consist of the Chair, Presidential Designee, and three (3) members.
 - B. Annually review the expenditures of the previous fiscal year and prepare a budget report for the May Executive Council meeting as well as prepare a budget proposal to be presented and approved at the August Executive Council meeting.
4. CONSTITUTION AND BY-LAWS COMMITTEE:
 - A. Shall consist of two Executive Officers and one at-large member.
 - B. Shall review and recommend changes in Constitution and By-Laws to the Executive Council annually.
5. COPE COMMITTEE:
 - A. Shall consist of the Chair, Presidential Designee, and one at-large member.
 - B. Be responsible for distributing legislative information to the bargaining unit.
 - C. Shall search for candidates supportive of the RRSEU positions.
 - D. Screen candidates for political office and make recommendations to the Executive Council for endorsements.
 - E. Develop policies for and maintain records of disbursement of political contributions and authorize such disbursements.
6. ELECTION COMMITTEE:
 - A. Shall consist of the Chair, a member from the Executive Officers, and one at-large member.
 - B. Shall ensure compliance with the nomination procedures.
7. EXECUTIVE OFFICERS COMMITTEE:
 - A. Shall consist of the President, Executive Vice-President, Secretary, Treasurer, and the constituency Vice-Presidents.
 - B. Shall act in an advisory capacity between Executive Council meetings.
 - C. Shall meet monthly to review constituency issues and set the agenda for the Executive Council meetings.
8. GRIEVANCE COMMITTEE:
 - A. Shall consist of an executive officer, and any other members necessary to specific issues.
 - B. Shall represent the interests of RRSEU members to resolve conflicts with management.
 - C. Follow Grievance Procedure Article of the Negotiated Agreement.
9. MEMBERSHIP COMMITTEE:

- A. Shall consist of the Chair, Presidential Designee, and one at-large member.
- B. The committee shall make recommendations relating to organizational growth.

10. PROFESSIONAL DEVELOPMENT COMMITTEE:

- A. Shall endeavor to have a member of each grade level and each subject area on this Committee.
- B. The chair shall be selected by the committee members.
- C. Report on professional development issues at Executive Council meetings.
- D. This committee shall endeavor to liaison with the District Professional Development Committee.

11. SICK LEAVE BANK COMMITTEE:

- A. Shall consist of the Chair and up to 5 members appointed by the President.
- B. Shall review all applications to the bank and rule accordingly.
- C. Decisions are binding.

12. UNION MANAGEMENT COMMITTEE:

- A. Shall consist of representatives of the Executive Officers and any other member as necessary to specific issues.
- B. For more information see Union/Management Committee Article of the NEGOTIATED AGREEMENT.

ARTICLE VI
ELECTION PROCEDURES

- 1. The Executive Committee shall be elected by the members in good standing.
- 2. The Vice-Presidency positions shall be elected by the members in good standing to represent their respective constituency on the Executive Committee.
- 3. In order to hold office in the RRSEU, candidates shall have been a member in good standing in this Union for at least one year. Candidates for the office of President shall have served on the Executive Committee for at least one year prior to the term of office.
- 4. All officers shall be elected every even numbered year by secret ballot.
- 5. Nominations for any office:
 - A. shall be received by February 15th of the year the election is to occur;
 - B. notice shall be posted that nominations shall be in order;
 - C. all nominations shall be accompanied by petitions containing at least five (5) signatures of members in good standing;
 - D. in the event only one member is nominated for an office, that member shall be declared elected.
- 6. In compliance with the above procedures, the Election Committee will shall:
 - A. schedule the election deadline, not to exceed 40 days after the closing of nominations;
 - B. determine the voting procedures for each local election:
 - i. as to whether or not the election will shall be held by mail; or
 - ii. or in an open meeting of the membership where the election is held and officers are declared at that meeting; or

- iii. via secret electronic ballot

ARTICLE VII AMENDMENTS

1. Amendments to the RRSEU Constitution and/or By-Laws shall be proposed in writing by either:
 - A. A majority of the Executive Committee;
 - B. The Constitution and By-Laws Committee; or
 - C. No fewer than ten percent (10%) of the membership, signed by the members in good standing, and presented to the Executive Council.
2. Upon approval, the Constitution and By-Laws Committee will review, revise and incorporate the membership proposal for presentation at the next Executive Council meeting.
3. The Executive Council of the RRSEU shall bring proposed amendments to the RRSEU Constitution and By-Laws to the general membership for approval.
4. Proposed Constitutional amendments shall be posted to all members of the RRSEU at least 15 days prior to voting.
5. The vote on a constitutional amendment shall be by secret ballot.
6. Adoption of proposed amendments:
 - A. to the Constitution shall require two-thirds (2/3) vote of the members present and voting.
 - B. to the By-Laws shall require a simple majority vote of the members present and voting.

ARTICLE VIII QUORUM

1. A quorum for the conduct of business at RRSEU Executive Council meetings shall be a simple majority of members present and voting.
2. A quorum for the conduct of business at RRSEU Special Membership meetings shall be simple majority of members present and voting.

ARTICLE IX PARLIAMENTARY AUTHORITY

1. The rules contained in Robert's Rules of Order, Revised, shall govern RRSEU in all cases to which they are applicable and in which they are consistent with rules adopted by the RRSEU.
2. In cases of dispute, the Constitution and By-Laws of the RRSEU shall prevail.

Reviewed and ratified March 25, 2025