

**BYLAWS
OF THE RETIRED CITY OF ROSEVILLE EMPLOYEES (RCORE) ASSOCIATION
OF ROSEVILLE, CALIFORNIA**

ARTICLE I

Name

The name of this association shall be the Retired City of Roseville Employees (RCORE) Association.

ARTICLE II

Purpose

The purpose of this Association shall be to advocate with local and State officials for public retirees' rights and benefits; to share general information of interest to City of Roseville retirees, such as those related to pension and health care benefits; and to provide a platform for former City of Roseville employees to stay connected during retirement.

ARTICLE III

Membership

Section 1. **Membership Eligibility and Admission Procedure.** Any City of Roseville retired employee or surviving spouse receiving retiree benefits from City of Roseville is eligible for membership, provided that each retired employee or eligible spouse provides verification of his or her retirement or other eligibility status. Prospective members shall complete a membership application form providing basic contact information and submit it to the RCORE Treasurer, who may share contact information with the RCORE Executive Board for official purposes, such as dues notification, RCORE communication and web site authorization. Members shall inform the Treasurer of any updates or changes to contact information.

Section 2: **Membership Dues.** Annual dues shall be twenty dollars (\$20.00) per member, payable on or before October 1 of each year. Dues shall be waived for one member of a married couple if both have retired from the City of Roseville. Dues are non-refundable and shall not be pro-rated. The annual dues amount may be adjusted as deemed appropriate by majority vote of those members attending a duly noticed general meeting.

ARTICLE IV

Officers

Section 1. **Officers and Duties.** The officers of RCORE shall be the immediate Past President, President, Vice-President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by RCORE. Only paid members in good standing may hold officer positions.

Section 2. **RCORE Executive Officers and Board members.** The RCORE membership shall elect five (5) members to serve on the Executive Board who are vested with voting privileges. The Executive Board will meet to determine who serves as President, Vice President and the three Members-at-Large. The Secretary and Treasurer shall be appointed by the Executive Board and have no voting privileges. The Immediate Past President may serve in an advisory role, with no voting privilege, to the Executive Board to provide continuity of service to the Association.

RCORE officers' duties are as follows:

Past President. The Past President shall serve as advisor to the Executive Board for one (1) year following service as RCORE President to ensure a smooth transition.

President. The President shall schedule and preside over RCORE general membership and Executive Board meetings; communicate regularly with the RCORE membership; set meeting agendas; review and distribute Board-approved meeting minutes; advise RCORE committees, as requested; and perform other duties as necessary to provide leadership to the organization.

Vice-President. The Vice-President shall act as President if the elected President is temporarily unable to perform his/her duties. In addition, the Vice President shall provide assistance to the President as requested in performing RCORE duties, as necessary.

Secretary. The Secretary shall take minutes during each RCORE general membership meeting and submit them to the President and Executive Board for approval. The Secretary shall distribute approved minutes to the membership prior to the next general membership meeting by making the minutes available on the RCORE website. The Secretary shall also be charged with recording minutes of Executive Board meetings in addition to keeping and maintaining the permanent records of RCORE official activities.

Treasurer. The Treasurer shall accept and record dues payments; pay RCORE bills and make reimbursements approved by the Executive Board; prepare an annual budget; file any tax or information

returns required by federal or California state laws or regulations; and make regular financial reports to the Executive Board and to the RCORE membership. An annual review of the fiscal year transactions and financial position shall be conducted by March 31st and the results reported at the next regular meeting. The President shall appoint a member of RCORE to conduct the review.

Section 3. Executive Board Election Procedures. Members of the Executive Board shall be elected at the annual meeting typically held the second Thursday of October. The current Executive Board shall solicit nominations of candidates to the Executive Board from the RCORE membership approximately one (1) month before the annual meeting. The Executive Board will compile the nominations into a slate of candidates. Nominations may also be accepted from RCORE members at the October annual meeting, prior to the vote. After all nominations have been received, a vote shall be taken by a majority vote of those members attending a duly noticed annual meeting.

Only paid members in good standing are eligible to vote. The five (5) candidates receiving the highest number of votes shall be elected to the Executive Board. Members of the Executive Board shall fill the positions of President, Vice-President, and the three (3) Members-at-Large. Within one (1) month following the annual meeting, the Executive Board shall meet for the purpose of organization, election of officers, including appointment of a Secretary and a Treasurer, and the transaction of other business. Within fifteen (15) days of the Board meeting, the Executive Board will publish the results in a communication directed to all members.

Section 4. Ballot Election, Term of Office. Executive Board members shall be elected by ballot to serve for one (1) year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.

Section 5. Office-Holding Limitations. No Executive Board member shall hold more than one (1) office at a time. Members who are elected or appointed to the Roseville City Council may not concurrently serve as an RCORE officer.

Section 6. Removal from Office. If any elected Executive Board member sustains a condition that makes it impractical to serve as an officer and/or member of the Executive Board, the Board shall declare the office vacant and appoint a replacement. At the next RCORE regular meeting, the RCORE membership shall vote to confirm the replacement or elect another member to serve the remainder of the term of office.

ARTICLE V

Meetings

Section 1. **Regular Meetings.** Two (2) regular meetings of the RCORE membership shall be held each year. Meeting dates shall be the second Thursday of March and the second Thursday of October. If either date falls on a holiday, the meeting will be held on the following Thursday. An alternate meeting date during either month may be determined by the RCORE Executive Board and duly noticed to RCORE members.

Section 2. **Annual Meetings.** The regular meeting on the second Thursday of October shall be known as the annual meeting and shall be for the purpose of electing members of the Executive Board, receiving reports of officers and committees, and for any other business that may arise.

Section 3. **Special Meetings.** Special meetings may be called by the President or by the Executive Board or upon the written request of ten (10) members of RCORE. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days' notice shall be given.

Section 4. **Quorum.** Twenty (20) members of RCORE shall constitute a quorum.

Section 5. **Attendance.** Meetings are open to RCORE members in good standing only. To attend a meeting as a non-member, permission must be granted by the Executive Board.

Section 6. **Meeting Format.** All meetings shall be held in person. In the event of a state-wide or local emergency, or other circumstances beyond RCORE's control which makes an in-person meeting infeasible, the Executive Board has the discretion to cancel, reschedule, or opt for another meeting platform (such as online, virtual formats) to conduct such meeting. A change in meeting format will require a 3-day notice to the membership.

ARTICLE VI

The Executive Board

Section 1. **Board Composition and Voting Privileges.** The RCORE Executive Board shall consist of the immediate Past President, President, Vice President, Secretary and Treasurer and three Members-at-Large. The President, Vice-President, and the three Members-at-Large are vested with voting privileges. The Immediate Past President serves in an advisory role, with no voting privilege. The Secretary and Treasurer have no voting privileges.

Section 2. **Board's Duties and Powers.** The Executive Board shall have general supervision of RCORE business matters between meetings, schedule RCORE meetings, make recommendations to the RCORE

membership, state the official position of RCORE on matters affecting RCORE members in a manner consistent with RCORE's purpose, and perform such other duties as specified in these Bylaws. The Board shall be subject to the orders of RCORE, and none of its acts shall conflict with action taken by RCORE.

Section 3. **Board Meetings.** Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held during the month prior to each RCORE membership meeting. In addition, one (1) meeting shall be held within one (1) month following the annual meeting typically held in October for the purpose of organization, election of officers, appointment of a Secretary and a Treasurer, and the transaction of other business. Special meetings of the Board may be called by the President or may be called upon the written request of three (3) members of the Board.

Section 4. **Quorum.** Four (4) voting members of the RCORE Executive Board shall constitute a quorum.

ARTICLE VII

Committees

Section 1. **Purpose of Committees.** Various committees may be appointed by the President as needed to conduct research, plan activities, make recommendations and review specific components of RCORE business. The President, or Executive Board member appointee, shall be an ex-officio member of all committees.

Section 2. **Authorization of Appointments.** The Executive Board is authorized, on behalf of RCORE members, to make appointments to various advisory boards, committees and trusts directly affecting RCORE members. Terms of these appointments shall not exceed one (1) year. Appointments exceeding one year or continuing as standing appointments shall be brought before the RCORE membership for confirmation or election of new representatives at one of the regular RCORE meetings.

ARTICLE VIII

Fiscal Year

RCORE's fiscal year shall be October 1 through the following September 30.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern RCORE in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that RCORE may adopt.

ARTICLE X
Amendment of Bylaws

These Bylaws may be amended at any regular RCORE meeting by a two-thirds (2/3) vote of the members in attendance, provided that the amendment has been submitted to RCORE members in writing at least fourteen (14) days before a vote is taken. Only paid members in good standing may vote.

Adopted: October 13, 2010
Amended: October 11, 2012
Amended: October 23, 2014
Amended: March 13, 2019
Amended: March 9, 2023
Amended: October 19, 2023