

# **RETIRED LOS ANGELES CITY EMPLOYEES, INC. BY-LAWS**

## **ARTICLE I PURPOSE AND POLICY**

### **Section 1 - Purpose**

The purpose of this Corporation is to promote the common welfare, the improvement of benefits, provide the means of communicating the policies of the retired Los Angeles City employees, to the retired City employees and their spouses; including advice and intervention for the relief of poor, distressed or underprivileged retired Los Angeles City employees, lessening the burdens of government in order to keep retired Los Angeles City employees informed of the policies and practices of the Los Angeles City Employees Retirement System.

It shall also be the purpose of this Corporation to determine the needs and rights of City Retirees and to take actions in support and protect these identified needs and rights. Such actions may include communication, to Los Angeles appointed and elected officials.

### **Section 2 - Policy**

It shall be the policy of this Corporation to cooperate with the City of Los Angeles, and all departments thereof, and associations of City employees, active and retired, and to participate in those activities concerned with the welfare and recreational activities of said organization.

## **ARTICLE II MEMBERSHIP**

### **Section 1 - Eligibility**

All members of the Los Angeles City Employees Retirement System, upon certification of their retirement, shall become eligible for membership in this Corporation.

### **Section 2**

There shall be three (3) types of memberships: Active, Associate and Honorary. Active members shall be those certified by the Los Angeles City Employees Retirement System.

Each Active member shall have the right to vote and shall be entitled to all privileges of the Corporation.

Associate members shall be the spouses of deceased Active members or those persons who have left City service with vested rights, but who have not yet applied for retirement. Such persons may become Associate Retired City Employees Corporation members by notifying the Membership Committee Chairman of his and her intention to do so and upon payment of the required dues. Such Associate members shall have all the rights and privileges of Active members.

Honorary membership may be granted to individuals not certified by the Los Angeles City Employees Retirement System, but who have performed outstanding service on behalf of the Retired Los Angeles City Employees Corporation. Honorary membership shall be approved by the Board of Directors. Honorary members

shall be entitled to all the privileges of the Corporation except those of making motions, of voting and of holding office.

**Section 3**

. Members of the Corporation shall be considered to have resigned when their payroll deduction has been cancelled.

**Section 4**

The Corporation shall solicit membership dues from all retired Los Angeles City Employees. Annual dues shall be the sum as determined by the Executive Board and paid to the Corporation monthly by a payroll deduction, or may be paid annually by the member in cash.

**ARTICLE III  
OFFICERS AND DIRECTORS**

**Section 1**

The Executive Board shall consist of thirteen (13) elected directors. The officers of this Corporation shall be a President, First Vice President, Second Vice President, a Secretary, and a Treasurer. These officers and directors shall perform the duties prescribed by these by-laws and the parliamentary authority adopted by the Corporation.

**Section 2**

The election of directors shall take place at the Annual General Membership meeting in October, with their installation at the December meeting. The elected directors shall assume their offices on January 1.

**Section 3**

Six (6) Directors shall be elected at the October Annual General Membership meeting each odd year. Seven (7) Directors shall be elected at the October Annual General Membership meeting each even year. Directors shall be elected to serve two years or until their successors are elected.

**Section 4**

The President, First Vice President, and Second Vice President shall be selected from the elected directors of the Executive Board at the November meeting, with their installation at the December meeting for a 1-year term beginning on January 1.

The Treasurer and the Secretary shall be selected and appointed from among the elected Directors and shall serve at the pleasure of the Executive Board.

The President may appoint a Chaplain, Parliamentarian and a Sergeant-at-Arms, who may attend meetings of the Executive Board.

**Section 5 - President**

The President shall preside at all meetings of the Corporation and, of the Executive Board, appoint all committees, fill vacancies in appointive offices, and assume all other duties pertaining to such office.

**Section 6 - First (1<sup>st</sup>) Vice President**

The First (1st) Vice President shall perform all the duties of the President in his or her absence or inability to act, and shall succeed to the Office of President in case of a vacancy in such office. The First (1st) Vice President shall perform such other duties as may be required by the Executive Board.

**Section 7**

The Second (2nd) Vice President shall perform all the duties of the First (1st) Vice President in his or her absence or inability to act and shall succeed to the office of First (1st) Vice President in case of a vacancy in such office. The Second (2nd) Vice President shall perform such other duties as may be required by the Executive Board.

**Section 8**

The Secretary shall keep the minutes of all regular and special meetings of the Corporation and the Executive Board, and shall assume the responsibility for all correspondence as directed by the President, and all notices of meetings as required by the Board.

**Section 9**

The Treasurer shall collect and receive, and be responsible for all monies belonging to or concerned with the Corporation, and shall keep and maintain a complete and accurate record of all monies received and paid out for the benefit of the Corporation. The Treasurer shall prepare and submit a complete financial statement at the end of each fiscal year, and shall assist in the annual audit of the Corporation's funds. The Executive Board shall establish policy for disbursing corporate funds.

**Section 10**

The Directors shall perform such duties as are assigned to them by the President or the Executive Board.

## **ARTICLE IV**

### **MEETINGS**

#### **Section 1**

The Executive Board shall develop a schedule of board meetings and general membership meetings commencing in January. A quorum of the Executive Board shall consist of seven (7) members present at any meeting. A quorum of the membership shall consist of a simple majority of those present but not less than eleven members. Meeting dates may be changed by the President or Executive Board, if necessary. Notice of all general membership meetings will be provided to the membership in writing or by electronic methods.

#### **Section 2**

A meeting of the general membership may be called upon written request of 20% of the membership submitted to the Secretary.

## **ARTICLE V**

### **THE EXECUTIVE BOARD**

#### **Section 1**

The Executive Board shall consist of thirteen (13) elected Directors.

#### **Section 2**

The Executive Board shall have general supervision of the affairs of the Corporation between its general meetings, fix the hour and place of meetings, and perform such other duties as are specified in these by-laws. It is subject to the orders of the Corporation, and none of its acts shall conflict with action taken by the Corporation.

#### **Section 3**

Regular meetings of the Executive Board shall be scheduled by the Executive Board starting with January each year. Special meetings may be called by the President, or shall be called upon the request of three (3) members of the Board. The Officers and Directors shall be compensated for attendance at meetings, and related duties according to established policy.

#### **Section 4**

The President shall have the authority to act for the Corporation in all matters during the interval between meetings, with the advice and consent of the Executive Board where prompt action is considered necessary in the discretion of the Board. The President shall render a report to the next regular meeting of the Corporation of actions taken by him at the behest of the Executive Board.

**Section 5**

Should any Officer or Director be absent from three (3) consecutive meetings without excuse acceptable to the Executive Board, the office of such officer or Director shall be automatically vacated. Evidence of such vacation shall be shown by a resolution adopted by the Executive Board.

Any Officer or Director desiring to resign from the Corporation shall present his or her resignation, in writing, to the Secretary who shall present it to the Executive Board at its next regular meeting for action.

In the case of a vacancy, the Executive Board is hereby authorized to fill such vacancy, the person so appointed to serve until the December meeting of the Corporation.

**ARTICLE VI  
COMMITTEES**

**Section 1**

The Committees of this Corporation shall be established as directed by the Board of Directors. The policies establishing Committees shall be reviewed by the Board of Directors at the beginning of each calendar year.

**Section 2**

The Chairman of all Standing and Special Committees shall be appointed by the President with the approval of the Executive Board. The President shall be a member of all Standing Committees ex-officio, without vote.

**Section 3**

Special committees shall be appointed by the President as the Corporation or the Executive Board shall from time-to-time deem necessary to carry on the work of the Corporation.

**ARTICLE VII  
PARLIAMENTARY AUTHORITY**

The rules contained in "Roberts Rules of Order, Revised" shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these by- laws.

**ARTICLE VIII  
AMENDMENTS TO BY-LAWS**

These by-laws may be amended at any general membership meeting of the Corporation by two-thirds (2/3) vote of those present and voting, provided the proposal to amend the by-laws has been communicated to the general membership in writing or by electronic means.

**Amended and approved at the General Membership Meeting April 9, 2009**