



San Diego County Employees' Charitable Organization

BYLAWS

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ARTICLE I – NAME OF THE ORGANIZATION

The name of this organization shall be the San Diego County Employees' Charitable Organization, to be known as CECO.

ARTICLE II – MISSION OF THE ORGANIZATION

Section 1. To stimulate among the employees and retirees of the County of San Diego an interest and concern towards the health, safety, and quality of life of the people of San Diego County.

Section 2. To encourage support of community organizations that:

- Improve the health of residents and support healthy choices;
- Ensure residents are protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies; and
- Cultivate opportunities for all people and communities to grow, connect and enjoy the highest quality of life.

Section 3. To solicit monetary donations for distribution to the Employee Crisis Fund and established non-profit health, recreation, and social services organizations in San Diego County.

Section 4. In 2016, CECO was formally recognized as a *Live Well San Diego* Partner, joining hundreds of other organizations in our region in helping bring the *Live Well San Diego* vision of a region that is Building Better Health, Living Safely, and Thriving.

Section 5. To foster a culture of diversity and inclusivity, among its Officers, Board of Directors, and Members, as well as community organizations that receive CECO grant funds.

ARTICLE III – MEMBERSHIP

Section 1. Membership is open to all employees and retirees of the County of San Diego.

Section 2. Membership is obtained by contributing to CECO by way of a biweekly payroll deduction, retirement deduction, or one-time annual donation of at least \$52.

Section 3. Membership may be terminated at any time by discontinuing biweekly payroll deduction, retirement deduction, or one-time annual donation.

Section 4. Membership contribution may be increased or decreased at any time by authorizing a new amount for the biweekly payroll deduction, retirement deduction, or one-time annual donation.

Section 5. Under no circumstances will coercion be used to induce membership or to increase the amount of membership contributions.

ARTICLE IV – BOARD OF DIRECTORS, COMMITTEES, AND OFFICERS

Section 1. – Board of Directors

- a) The Board of Directors shall be comprised of appointed representatives from the County of San Diego departments and the Executive Committee.

- b) A member of the Board of Directors ("Department Representative") shall serve a two-year term and is encouraged to be a CECO member. The two-year term shall commence on September 1st and conclude on August 30th of the second year.
- c) A Department Representative may serve multiple two-year terms by appointment.
- d) The role of a Department Representative includes informing department employees about CECO's mission and activities, encourage membership, coordinating a fundraising campaign(s), and disseminating grant information.

Section 2. – Executive Committee

- a) The Executive Committee shall be comprised of the elected Officers and other members at-large, with a minimum of seven members and maximum of nine members. One member shall be a retiree, if one is willing and available to serve.
- b) A member of the Executive Committee shall be a CECO member.
- c) The Executive Committee shall be elected by the Board of Directors from nominees for a two-year term. The two-year term will commence on April 1st and conclude on March 31st of the second year.
- d) An eligible person may serve on the Executive Committee for multiple terms by election.
- e) The role of the Executive Committee is to manage and direct the affairs of CECO.
- f) A vacancy of an at large member seat that results in less than the minimum number of members shall be filled for the unexpired term by an eligible person appointed by a majority vote of the Executive Committee.

Section 3. – Officers

- a) The Officers shall be comprised of the President, Vice President(s), Treasurer(s), and Secretary.
- b) There may be Co-Officers for the roles of Vice President and Treasurer.
- c) An Officer shall be a CECO member.
- d) The Officers shall be elected by the Board of Directors from nominees for a two-year term. The two-year term will commence on April 1st and conclude on March 31st of the second year.
- e) A vacancy shall be filled for the unexpired term by an eligible person appointed by a majority vote of the Executive Committee.

Section 4. – Committee Chairs

- a) CECO shall have five standing committees: Grant Allocations, Employee Crisis Fund, Awards, Fundraising, and Public Relations.
- b) Each of the standing committees shall be chaired by a person appointed by a majority vote of the Executive Committee.
- c) A Committee Chair shall be a CECO member.
- d) A Committee Chair shall serve a two-year term. The two-year term shall commence the date of appointment and end at the conclusion of the term of the Executive Committee by which Committee Chair was appointed.
- e) The Committee Chair shall be responsible for planning and conducting committee meetings and reporting back to the Executive Committee and Board of Directors on all business relative to the work of the committee.
- f) A vacancy shall be filled for the unexpired term by an eligible person appointed by a majority vote of the Executive Committee.

ARTICLE V – DUTIES OF OFFICERS

Section 1. – President

- a) The President shall be responsible for the management and oversight of all functions of the organization.
- b) The President shall be responsible for ensuring that the efforts of the organization are aligned with the mission of the organization.
- c) The President shall develop the agenda for Executive and Board of Directors meetings.
- d) The President shall call and preside over all meetings of the Officers, Executive Committee and Board of Directors. When directed by a petition signed by at least fifteen members, President shall call a special meeting of the members.
- e) The President shall report back to membership on all business relative to the work of the organization.
- f) The President shall serve as the Chair of the Employee Crisis Fund and shall approve related disbursements.

Section 2. – Vice-President

- a) The Vice-President shall assist the President in the management and oversight of all functions of the organization.
- b) The Vice-President shall assist with the development of the agenda for Board of Director meetings.
- c) The Vice-President shall assume the duties and responsibilities of the President in the President's absence or inability to function.
- d) The Vice-President shall serve as a member of the Employee Crisis Fund Committee.

Section 3. – Secretary

- a) The Secretary shall record and maintain meeting agendas and minutes of meetings of the Executive Committee and Board of Directors.
- b) The Secretary is responsible for the retention of meeting minutes.
- c) At the direction of the President, the Secretary shall send notice to the Board of Directors and Executive Committee of the date and place of meetings and upcoming elections.

Section 4. – Treasurer

- a) The Treasurer shall be responsible for the proper accounting of the funds of the organization.
- b) The Treasurer shall maintain and be responsible for all financial records necessary to execute their responsibility.
- c) The Treasurer shall properly deposit and disburse funds per the approval of the Executive Committee, Board of Directors, or President, whichever is applicable.
- d) The Treasurer shall provide a financial report to the Executive Committee bi-monthly and to the Board of Directors annually.
- e) The Treasurer shall be responsible for registering CECO with the California State Franchise Tax Board in order to comply with tax exemption requirements.
- f) The Treasurer shall be responsible for filing annual Federal and State income tax returns with the Internal Revenue Service and California State Franchise Tax Board and be responsive to all other tax related matters as they may occur.

- g) The Treasurer shall be responsible for filing accordingly with the Secretary of State for eligibility to conduct raffles and report annually on conducted raffles.
- h) The Treasurer shall serve as a member of the Employee Crisis Fund Committee.

ARTICLE VI – DUTIES OF COMMITTEES

Section 1. – Grant Allocations

- a) The Grant Allocations Committee shall be responsible for the annual release of the CECO Grant Application and Grant Application Instructions.
- b) The Grant Allocations Committee shall be responsible for the collection and review of grant applications.
- c) The Grant Allocations Committee shall be responsible for establishing the Grant Allocation recommendations for Board of Directors consideration.
- d) Any CECO member may object in writing to the Allocation Committee Chair or the President to any Grant Allocation recommendation. The Allocations Committee Chair is responsible for announcing these objections at the Board of Directors meeting to vote on the grant recipient recommendations.
- e) All members of the Allocations Committee shall be CECO members.

Section 2. – Employee Crisis Fund

- a) The Employee Crisis Fund assists eligible County of San Diego employees and retirees who are experiencing a one-time financial crisis. The decision to grant funds is based on the following: the applicant's eligibility, the applicant's need, and the circumstances underlying the lack of resources.
- b) The program is administered by the Employee Crisis Fund Committee and the Employee Crisis Fund Administrator.
- c) The Employee Crisis Fund Committee shall be responsible for reviewing the Crisis Fund Administrator's request for disbursement for eligible applicant.
- d) The Employee Crisis Fund Committee shall be responsible for annual review of the Employee Crisis Fund Guidelines and as needed, proposing changes to Executive Committee for approval.
- e) The Employee Crisis Fund Committee shall be responsible for maintaining list of Employee Crisis Fund recipients.
- f) The Employee Crisis Fund Committee shall consist of the President, Vice President(s), and Treasurer(s).
- g) The Employee Crisis Fund Administrator position is selected by the CECO Executive Committee and operates per a Memorandum of Agreement.

Section 3. – Awards

- a) The Awards Committee shall be responsible for the coordination of the annual Awards event.
- b) The Awards Committee shall be responsible for obtaining sponsorship for the event.
- c) The Awards Committee shall consist of volunteers.

Section 4. – Fundraising



- a) The Fundraising Committee shall be responsible for coordination of the annual campaign, which runs October through November.
- b) The Fundraising Committee shall work with Department Representatives throughout the year to promote activities and events that raise awareness and raise funds for CECO.

Section 5. – Public Relations

- a) The Public Relations Committee shall be responsible for marketing activities of CECO, including membership initiatives and social media.
- b) The Public Relations Committee shall work with other CECO committees to ensure that social media is current.

ARTICLE VII – MEETINGS AND NOTICES

Section 1. – Board of Directors Meetings

- a) The Board of Directors shall have two mandatory meetings during the fiscal year. In the summer, the Board of Directors will meet for the annual Campaign Kickoff, and in the winter, the Board of Directors will meet to vote on the grant recommendations.
- b) When directed by a petition signed by at least fifteen members, President shall call a special meeting of the members.
- c) Fifty percent plus one member of the Board of Directors shall constitute a quorum for the purpose of transacting business.
- d) A majority vote of the quorum shall be required for the performance of any official act.
- e) Approved minutes of the Board of Directors meetings shall be posted such that it is available to the Board of Directors.

Section 2. – Executive Committee Meetings

- a) The Executive Committee shall have mandatory quarterly meetings. Additional meetings may be called at the discretion of the President.
- b) Fifty percent plus one members of the Executive Committee shall constitute a quorum for the purpose of transacting business. A majority vote of the quorum shall be required for the performance of any official act.
- c) Approved minutes of the Executive Committee meetings shall be posted such that it is available to the Board of Directors.

Section 3. – Officer Meetings

- a) The Officers shall meet at the call of the President.
- b) Performance of an official act requires a majority vote of the members of the Executive Committee and/or Board of Directors.

Section 4. – Notices

- a) Notice of the Board of Directors and Executive Committee meetings shall be sent at least ten business days prior to the meeting date.
- b) Notice of all meetings shall be disseminated by means and methods authorized by the Executive Committee.
- c) Grant Allocation recommendations shall be disseminated to membership by means and methods authorized by the Executive Committee at least 10 business days prior to the meeting to vote on such recommendations.

ARTICLE VIII – BANK ACCOUNTS, FUNDS AND DISBURSEMENTS

Section 1. General Fund Account - Membership contributions and any proceeds from fundraisers shall be deposited into the General Fund account. The General Fund shall only be expended for purposes of Grant Allocations and the Employee Crisis Fund.

- a) Grant Allocations disbursements occur annually after the Board of Directors approves the grants recommended by the Allocation Committee.
- b) Grant Allocations to an organization may be conditional at the recommendation of the Allocation Committee and approval of the Board of Directors.
- c) Grant Allocation disbursements may only be made to organizations that have tax-exempt status by the Internal Revenue Service and California State Franchise Tax Board, or a bona fide educational institution.
- d) Employee Crisis Fund disbursements occur throughout the year at the approval of the President.

Section 2. Dividends Fund - Interest earned from membership contribution shall be deposited into the Dividends Fund. The Dividends Fund shall only be expended as needed for the purpose of conducting CECO business (e.g. payment for website domain name, Employee Crisis Fund Administration).

Section 3. Sponsorship Fund – Sponsorship donations and grants shall be deposited into the Sponsorship Fund. The Sponsorship Fund shall be expended per grant or sponsorship provisions.

Section 4. Disbursements from accounts shall require authorization of the President and one other Officer. The Vice-President may authorize in the absence of the President.

ARTICLE IX – OPERATING/TAX YEAR

Section 1. The operating year for this organization shall be the calendar year January 1 through December 31.

ARTICLE X – RECORD RETENTION

Section 1. Treasury records shall be maintained for a period of five calendar years. The Treasurer is responsible for the maintenance and the retention of these documents. Destruction of documents shall be approved by the Executive Committee.

Section 2. All CECO meeting agendas and meeting minutes shall be maintained for at least five calendar years. The Secretary is responsible for the maintenance and the retention of these records. Destruction of records shall be approved by the Executive Committee.

Section 3. Grant allocation records shall be maintained for at least five calendar years. The Allocation Committee Chair is responsible for the maintenance and the retention of these records. Destruction of records shall be approved by the Executive Committee.

Section 4. The Administrator of the Employee Crisis Fund shall maintain record of the applications and any supplemental information provided for a period of sixty days after a determination is



made on eligibility for assistance of applicant. Destruction of records shall be approved by the President.

ARTICLE XI – BYLAW AMENDMENTS

Section 1. These Bylaws may be amended only by a majority vote of the Board of Directors.

Section 2. The history of amendments is maintained as a separate document and is available by request to the CECO President or Vice President.

Section 3. These Bylaws were amended on: September 23, 1987; January 30, 1991; January 9, 2003; November 20, 2007; August 26, 2009; September 10, 2012; February 21, 2013; December 29, 2017; and September 25, 2020.