
BYLAWS
of
SAN DIEGO COUNTY EMPLOYEES' CHARITABLE ORGANIZATION

ARTICLE I – NAME OF THE ORGANIZATION

Section 1. The name of this organization shall be the San Diego County Employees' Charitable Organization, also known as CECO.

ARTICLE II – MISSION, VISION AND VALUES STATEMENTS

Section 1. Mission Statement: Lend a Hand

Section 2. Vision Statement: To provide grants that cultivate opportunities for people and communities to thrive.

Section 3. Values Statement: Commitment to diversity, equity, and upholding the charitable arm of County employees.

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 at least \$52 annually to CECO by way of the following: a biweekly payroll deduction, donation via platform, or one-time annual donation.

Section 3. Membership may be terminated at any time by discontinuing biweekly payroll deduction, donor platform 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, donor platform, 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, volunteer representatives from the County of San Diego departments and the Executive Committee.
 - i. The Executive Committee shall routinely coordinate appointments via the County of San Diego's Chief Administrative Officer and/or Department Directors.
- b) A member of the Board of Directors ("Department Representative") shall serve a two-year term and is encouraged to be a CECO member.
- c) A Department Representative may serve multiple appointments.
- d) Department Representatives shall attend Board of Directors' meetings.
- e) A Department Representative shall be a voting member on CECO policies, grants, and other voting matters.
- f) A Department Representative may volunteer to serve on CECO committees.

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- g) A Department Representative shall inform department employees about CECO's mission, membership, activities, and grants, in addition to coordinating department fundraising campaign(s).

Section 2. Executive Committee

- a) The Executive Committee shall be comprised of officers and members at-large, with a minimum of seven members and maximum of nine members. One member, upon a majority vote of the Executive Committee, may be a retiree appointment if a County of San Diego retiree 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) A member of the Executive Committee may serve for multiple terms by election.
- e) The Executive Committee shall manage and direct the affairs of CECO.
- f) The Officers shall be comprised of the President, Vice President(s), Treasurer(s), and Secretary.
- g) There may be Co-Officers for the roles of Vice President and Treasurer.
- h) A vacancy of an Executive Committee member shall be filled for the unexpired term by an eligible person appointed by a majority vote of the Executive Committee.

Section 3. Committee Chairs

- a) CECO shall have standing committees to strategize and carryout the mission of CECO.
- b) A Committee Chair shall be a member of the Board of Directors, Executive Committee, or a CECO member.
- c) The Committee Chair shall be responsible for planning and conducting committee meetings and reporting back to their lead Vice President as well as the Executive Committee and Board of Directors (if applicable) on all business relative to the work of the committee.
- d) A vacancy shall be filled by an eligible person appointed by a majority vote of the Executive Committee or by a member 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.
- g) The President shall coordinate the Executive Committee election process.

Section 2. Vice-President(s)

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

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 shall be 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(s)

- a) The Treasurer(s) shall be responsible for the proper accounting of the funds of the organization.
- b) The Treasurer(s) shall maintain and be responsible for all financial records necessary to execute their responsibility.
- c) The Treasurer(s) shall properly deposit and disburse funds per the approval of the Executive Committee, Board of Directors, or President, whichever is applicable.
- d) The Treasurer(s) shall provide a financial report to the Executive Committee at its monthly meeting(s) and to the Board of Directors' meetings.
- e) The Treasurer(s) shall be responsible for registering CECO with the California State Franchise Tax Board in order to comply with tax exemption requirements.
- f) The Treasurer(s) 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(s) 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(s) shall help facilitate the Employee Crisis Fund.

ARTICLE VI – GRANTS

Section 1. Community Grants

- a) The Community Grants Committee shall be responsible for the annual release of the CECO Community Grant Application and Grant Application Instructions.
- b) The Community Grants Committee shall be responsible for the collection and review of grant applications.
- c) The Community Grants Committee shall be responsible for establishing Grant recommendations for Board of Directors consideration.
- d) Any CECO member and/or Department Representative may object in writing to the Community Grants Committee Chair or the President to any Grant recommendation. The Community Grants Committee Chair shall announce these objections at the Board of Directors meeting to vote on the Grant recipient recommendations.

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- e) All members of the Community Grants Committee shall be CECO members and/or Department Representatives.

Section 2. Employee Crisis Fund

- a) The Employee Crisis Fund shall assist eligible County of San Diego employees and retirees. 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 shall be managed (administered) by the President, Vice-President(s), and Treasurer(s), while working with the County of San Diego's Department of Human Resources.
- c) Allocated funds to the Employee Crisis Fund are proposed by the Community Grants Committee. Should additional funds be needed, the Executive Committee may act via formal vote.
- d) The Employee Crisis Fund administrators shall be responsible for reviewing eligible applicants for financial assistance and making award determinations.
- e) The Employee Crisis Fund administrators shall be responsible for annual review of the Employee Crisis Fund Guidelines and as needed, proposing changes to Executive Committee for approval.
- f) The Employee Crisis Fund administrators shall be responsible for maintaining list of Employee Crisis Fund recipients.
- g) Should the CECO Executive Committee identify an individual to serve as the Employee Crisis Fund Administrator, a Memorandum of Agreement will be established to set forth their role and responsibilities.

ARTICLE VII – MEETINGS AND NOTICES

Section 1. Board of Directors Meetings

- a) The Board of Directors shall have, at a minimum, two mandatory meetings during the calendar year.
- b) When directed by a petition signed by at least fifteen members, the 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. A proxy vote (designating another Board Member or Executive Committee Member to vote on one's behalf) may be established should a Board Member not be able to attend a meeting.
- 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.
- f) The Board of Directors shall have a formal vote over matters pertaining to approval of the minute order, expenditure of funds, and/or changing policy.

Section 2. Executive Committee Meetings

- a) The Executive Committee shall have monthly 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. An official act requiring a vote consists of matters pertaining to approval of the minute order, expenditure of funds, and/or changing policy.

- c) Copy of approved minutes of the Executive Committee meetings shall be made available by the President upon request by a Board of Directors representative.

Section 3. Notices

- a) Notice of the Board of Directors and Executive Committee meetings shall be sent at least seven calendar days prior to the meeting date.
- b) Community 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 Community Grant allocations and the Employee Crisis Fund.

- a) Community Grant disbursements occur annually after the Board of Directors approves the grants recommended by the Community Grant Committee.
- b) Grant allocations to an organization may be conditional at the recommendation of the Community Grants 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.

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

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 shall be 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 Community Grants Committee Chair shall be responsible for the maintenance and the retention of these records. Destruction of records shall be approved by the Executive Committee.

Section 4. The administrators of the Employee Crisis Fund shall maintain record of the applications and any supplemental information provided for a period of one year 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.

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; September 25, 2020; and September 8, 2022.