



ARTICLE I

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

ARTICLE II

The purpose of this organization shall be:

Section 1. To stimulate among the employees and retirees of the County of San Diego and Superior Court in San Diego (Superior Court) an interest and concern towards the health, recreation, and human care needs of the people of San Diego County.

Section 2. To encourage generous support of organized community campaigns for established health, recreation, and human care service organizations.

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

ARTICLE III

MEMBERSHIP

Section 1. Membership in CECO is open to all active employees and retirees of the County of San Diego and Superior Court. Membership is obtained by contributing to CECO by way of a biweekly payroll deduction or by monetary donation on an annual basis.

Section 2. Every active employee and retiree of the County of San Diego and Superior Court shall be given the opportunity to obtain membership in CECO. Under no circumstances will coercion be used to induce membership or to increase the amount of membership contributions.

Section 3. Any person may withdraw from membership by discontinuing his/her biweekly payroll deduction for active employees or by written notice to the San Diego County Employees Retirement Association (SDCERA) for retired members.

Section 4. Members may increase or decrease their contribution at any time by authorizing a new amount for the biweekly payroll deduction for active employees, or by submitting a form to the San Diego County Employees Retirement Association (SDCERA) for retired members.

ARTICLE IV

BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND OFFICERS

Section 1. – Board of Directors

- a) A member of the Board of Directors shall be a CECO member.
- b) The Board of Directors ideally shall consist of at least one representative appointed from each County department for a two-year term. A successor to each member of the Board of

Directors whose two-year term is expiring shall be appointed by the department during the month decided upon by the Executive Committee.

- c) Members of the Board of Directors are responsible for notifying employees in their respective departments about CECO membership, activities of CECO, and the organizations being supported through their contributions.
- d) Any vacancy occurring in the Board of Directors shall be filled by appointment from the member's department for the unexpired term.

Section 2. – Executive Committee

- a) A member of the Executive Committee shall be a CECO member.
- b) The Board of Directors shall elect the Executive Committee from nominees for a two-year term. One member shall be a retired employee member, if feasible. A successor to each member of the Executive Committee whose term is expiring shall be elected by the Board of Directors.
- c) The Executive Committee's two-year term will commence on the date of their election and end within 60 days after allocated funds are distributed in the second year.
- d) The Executive Committee is comprised of a President, a Vice-President, a Secretary, a Treasurer, Committee Chairs, and other members at large, with a minimum of seven members.
- e) The Executive Committee shall be responsible for establishing policies, management, and direction of the affairs of CECO.
- f) Any vacancy on the Executive Committee shall be filled for the unexpired term by appointment of the Executive Committee.
- g) An additional member(s) may be appointed by a majority vote of the Executive Committee. The term of the appointment will end at the conclusion of the appointing Executive Committee's term.

Section 3. – Officers

- a) An Officer shall be CECO member.
- b) An Officer shall be member of the Executive Committee.
- c) The Officers shall consist of the President, Vice President, Treasurer, and Secretary. If needed, more than one person may serve in any of the aforementioned roles.
- d) The Board of Directors shall elect the Officers from nominees. A successor to each Officer whose term is expiring shall be elected by the Board of Directors at a meeting designated by the President.
- e) The Officers shall serve a two-year term, commencing on the date of their election and ending within 60 days after allocated funds are distributed of the second year.
- f) Any vacant Officer seat shall be filled for the unexpired term by appointment of the Executive Committee.



Section 4. – Committee Chairs

- a) CECO has four (4) official committees: Allocation, Breakfast, Campaign, and Employee Crisis Fund.
- b) A Committee Chair shall be a CECO member.
- c) The Executive Committee shall appoint each Committee Chair.
- d) The Committee Chair term will commence on the date of their appointment and end within 60 days after allocated funds are distributed of the second year.
- e) The Committee Chair shall be responsible for planning and conducting the meetings; 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 appointment of the Executive Committee.

ARTICLE V

DUTIES OF OFFICERS

Section 1. – President

The President shall call and preside over all meetings of the Officers, Executive Committee and Board of Directors. The President shall also be responsible for planning and conducting the meetings; reporting back to members on all business relative to the work of the organization; and, when directed by a petition signed by at least 15 members, for calling special meetings of the members.

Section 2. – Vice-President

The Vice-President shall assume the duties and responsibilities of the President in the President's absence or inability to function.

Section 3. – Secretary

The Secretary shall record and maintain a permanent file of the minutes of meetings of the Executive Committee and Board of Directors meetings. The Secretary shall also handle and maintain a file of all correspondence relative to the work of the organization. At the direction of the President, the Secretary shall send notice to the Board of Directors of the date and place of mandatory meetings.

Section 4. – Treasurer

The Treasurer shall be responsible for the proper accounting of the funds of the organization. The Treasurer shall maintain and be responsible for all financial records necessary to execute their responsibility. The Treasurer is responsible for disbursing the funds upon approval by 2 members of the Executive Committee. The Treasurer shall be responsible for registering CECO with the U.S. Treasury Internal Revenue Service and the California State Franchise Tax Board in order to comply with tax exemption requirements.

ARTICLE VI

MEETINGS

Section 1. – Board of Directors Meetings

- a) The Board of Directors shall meet at least once during the fiscal year at the call of the President. For example for the annual meeting, and again to approve fund allocations, and at any time at the call of the President.
- b) Fifty percent plus one members of the Board of Directors shall constitute a quorum for the purpose of transacting business. A majority vote of the members of the Board of Directors present shall be required for the performance of any official act.

Section 2. – Executive Committee Meetings

- a) The Executive Committee shall meet at the call 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 members of the Executive Committee present shall be required for the performance of any official act.

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' meetings shall be sent to the Board of Directors at least fourteen days prior to the meeting date.
- b) Notice of all meetings shall be disseminated by means and methods authorized by the Executive Committee.
- c) Allocation recommendations shall be posted and disseminated by means and methods authorized by the Executive Committee at least ten days prior to the meeting to approve fund allocations.
- d) Minutes of the Board of Directors' and Executive Committee meetings shall be distributed by means and methods authorized by the Executive Committee.

ARTICLE VII

COLLECTION AND DISBURSEMENT OF FUNDS

Section 1. Contributions to CECO are accepted in the form of biweekly payroll deductions and/or as individual contributions in the form of cash and/or check. All contributions will be deposited with an appropriate financial institution to the account of CECO.

Section 2. No contributions to CECO shall be expended without the recommendation of the Executive Committee and the prior approval of the Board of Directors.



Section 3. Disbursements shall be made by written notice to the appropriate financial institution, signed by the President and one other Officer. The Vice-President may sign in the absence of the President.

Section 4. The fiscal year of this organization shall begin January 1 and end December 31.

ARTICLE VIII

INCLUSION OF AND DISTRIBUTION TO APPROVED ORGANIZATIONS

Section 1. The members' contributions shall be expended solely by the making of allocations to eligible organizations within San Diego County and the Employee Crisis Fund. However, interest earned on the members' contributions may be expended for the conduct of the business of CECO by majority approval of the members of the Executive Committee.

Section 2. The Allocation Committee shall recommend distribution of funds to the Board of Directors. The Allocation Committee's recommendations shall be distributed by means and methods authorized by the Executive Committee to the Board of Directors at least ten calendar days prior to the time that they will be considered by the Board.

Section 3. Any member of CECO may object in writing to the Allocation Committee Chair or the President to any cause being supported through CECO. These objections will be considered at the Board of Directors meeting to approve fund allocations.

Section 4. Disbursement of funds to an organization being supported may be conditional or in installments at the recommendation of the Allocation Committee or Executive Committee and approval of the Board of Directors.

Section 5. Organizations requesting funds must present certification of exemption by the U.S. Internal Revenue Service and California State Franchise Tax Board or be an educational institution before the Allocation Committee will consider their application.

ARTICLE IX

RETENTION SCHEDULE

Section 1. Treasury documents shall be maintained for a period of 5 years. The Treasurer is responsible for the maintenance and the retention of these documents. Destruction of documents shall be approved by the Executive Committee and should be consistent with County records destruction policies.

Section 2. Allocation documents shall be maintained for a period of 3 years. The Chair of the Allocation Committee is responsible for the maintenance and the retention of these documents. Destruction of documents shall be approved by the Executive Committee and should be consistent with County records destruction policies.

Section 3. The Administrator of the Employee Crisis Fund shall maintain hard copy of applications and any supplemental documents for a period of 60 days after a decision on eligibility for assistance of



applicant. Destruction of documents shall be approved by the Executive Committee and should be consistent with County records destruction policies.

ARTICLE X

AMENDMENTS

Section 1. These Bylaws may be amended only by a majority vote of the Board of Directors. These Bylaws were amended on: September 23, 1987; January 30, 1991; January 9, 2003; November 20, 2007; August 26, 2009; September 10, 2012; and February 21, 2013.

Section 2. The history of amendments is maintained as a separate document and is available by request from the CECO Secretary.