

BYLAWS HISTORY OF AMENDMENTS
SAN DIEGO COUNTY
EMPLOYEES' CHARITABLE ORGANIZATION

HISTORY:

December 3, 1962. Sections 1 and 3, Article VIII, were amended to provide for deposits in the San Diego County Employees' Credit Union instead of the County Treasury, so as to take advantage of added income from interest earned.

November 20, 1964. Section 1 and 4, Article VII, were amended to provide that the Executive Committee meet at the call of the President rather than at least monthly and that the Board of Directors meet in January to approve fund allocations and again in May to elect officers and at the call of the President rather than meeting quarterly and when called by the Executive Committee.

August 26, 1971. Article III, Section 1, is amended to admit to CECO membership those contributing employees of the San Diego County Employees' Credit Union.

Article IV, is amended to change the annual membership meeting to May in conformity with the fiscal year change, and to have this meeting coincide with the Board of Directors meeting to approve fund allocations.

Article V, Section 3, is amended to change the method of determining a department's entitlement to representatives on the Board of Directors from one for each 250 employees to one for each 100 CECO members or fraction thereof, to change the date of election of Board of Directors members from May to November to conform to the fiscal year change, to provide representation on the Board of Directors for employees or each agency who are not assigned to a department, and for employees of the Credit Union, and to eliminate the representatives on the Board of Directors from the San Diego County Employees' Association and from the San Diego County Municipal Employees Local 127, AFL-CIO.

Article V, Section 4, 5, 7, Article VII Section 4, Article VI, Section 3, and Article VII, Section 4, are amended to change the date of beginning and ending of terms of members of the Board of Directors and Executive Committee, and date of meeting of Board of Directors to approve fund allocation and to elect officers in conformity with the change in the fiscal year.

Article VII, Section 2, is amended to provide for a majority vote of the Executive Committee rather than a 2/3 vote.

Article VII, Section 5, is amended to eliminate requirement of publishing notice of meeting of membership in NEWS AND VIEWS, which is no longer in existence.

Article VIII, Section 7, is amended to change the fiscal year from beginning on July 1 to begin on October 1.

Article IX, Section 3, is amended to change the method for membership to object to any charity to which CECO contributes.

Article IX, Section 2, is amended to eliminate the requirement of allocating contributions by percentage of the annual funds.

September 19, 1973. Article VIII, Sections 1 and 3 are amended to allow for CECO funds to be managed by a professional financial institution thus insuring that all CECO funds would be covered by federal insurance (FDIC). The County Credit Union can only insure up to \$20,000.

Article VIII, Section 6, is amended to allow the County Auditor to perform the annual audit of CECO accounts. This makes for a more professional audit than could be done by three members of the Executive Committee.

Article IX, Section 5, is added to the Bylaws to insure that the Executive Committee is considering requests for CECO funds from legitimate organizations.

July 25, 1975. Article IV, Section 1, is amended to conform the general membership meeting time more closely to the close of the fiscal year of CECO.

Article VII, Section 4, is amended to conform the annual Board of Directors meeting to the time of the annual meeting of the CECO membership.

Article IX, Section 1, is amended to allow that interest earned on members' contributions may be expended for the conduct of the business of CECO.

July 9, 1980. Numerous general updating amendments and Article III, Section 4, added annual cash donation of \$5.00 minimum contribution for membership.

September 23, 1987. Article II, Sections 1 and 2, amended to change welfare needs to recreation and human care needs of the people of San Diego.

Article III, Section 1, amended to delete employees of San Diego County Employees' Credit Union from membership.

Article III, Section 4, amended to change minimum contribution to \$1.00 per pay period or \$10.00 annual cash donation.

Article IV, Section 1, amended to make Executive Committee responsible for establishing policies of CECO.

Article IV, Section 2, amended to provide for Board of Directors representation based on one representative for every department work site of 25 employees or more with an additional representative for each increment of 100 members.

Article IV, Section 7, amended to include an Allocations Director on the Executive Committee.

Article V, Section 2, amended to make the Vice-President CECO's representative on the San Diego Council of Contribution Clubs.

Article V, Section 5, amended to change duties of Information Director from gathering information to dissemination and coordination of information regarding CECO activities to the membership and to the public.

Article V, Section 6 added.

Article VI, Section 4 (a), changed days from fourteen to 10 days, and Section 4 (c), added.

Article VIII, Section 1, amended to limit allocations to bona fide charitable organizations within San Diego County.

Article VIII, Section 4, renumbered to Section 5 and amended to make disbursement of funds conditional with the approval of the Board of Directors.

Article VIII, new Section 4, added to provide for designated contributions.

Article VIII, Section 5, renumbered to Section 6 and amended to require presentation of certificate of exemption.

Article IV, Section 1, changed the Executive Committee from twelve (12) members to fifteen (15) members. One of the members to be from the Retired Employee's Association.

All Articles – Numerous editorial changes to facilitate reading.

January 9, 2003. Article II, Section 3, amended to change "approved for inclusion" to "established health, recreation and human care service organizations."

Article III, Section 1, amended to change "at or above the established minimum, and signing an authorization for payroll deduction, or by making a cash donation at or above the established minimum for a one-year period" to "signing an authorization for payroll deduction, or by making a cash donation."

Article III, Section 3, 4 and 5 were deleted.

Article IV, Section 1, changed the Executive Committee from fifteen (15) members to an unspecified number of Executive Committee members.

Article IV, Section 2, amended to provide for Board of Directors representation based on at least one representative for every department and amended the one-year term to a two-year term. (Amended 9-23-87)

Article IV, Section 3, editorial changes for clarity and including a method of appointing a successor for a member of the Board of Directors whose two-year term is expiring.

Article IV, Section 4 was deleted and changed Section 5 to Section 4.

Article IV, changed Section 6 to Section 5 and amended the method of appointing a vacancy in an expired term of a Board member or Executive Committee member.

Article IV, changed Section 7 to Section 6 and amended the method of appointing Officers and other members at large.

Article IV, changed Section 8 to Section 7 and editorial changes for clarity

Article V, Section 3, amended duties of Secretary regarding written notices.

Article V, Sections 5 and 6 were deleted.

Article VI, Section 1, b was amended to change a quorum from seven members to fifty percent plus one members.

Article VI, Section 2, b was amended to change a quorum from twenty members to fifty percent plus one members.

Article VI, Section 3 was deleted

Article VI changed Section 4 to Section 3, amended method of sending and posting notices and meeting minutes in Sections 3 a, b and c, and Section 3 (d), added.

Article VII, Section 4 was deleted, changed Section 5 to Section 4, changed Section 6 to Section 5 and changed Section 7 to Section 6.

Article VIII, Sections 2, 3, 5 and 6 changed Executive Committee to Allocation Committee. Amended method of handling objection in Section 3.

All Articles – Numerous editorial changes and renumbering to facilitate reading.

November 20, 2007. Article III. Section 3. Amend Section 3 to add “for active employees or the San Diego County Employees Retirement Association (SDCERA) for retired members.”

Article III, Section 4. Amend Section 4 to add “for active employees, or by submitting a form to the San Diego County Employees Retirement Association (SDCERA) for retired members.”

Article IV, Section 1. Amend Section 1 to delete “from the San Diego County Retired Employee’s Association” and replace with “a retired employee member”.

Article V, Section 2. Amend Section 2 to delete: “The Vice-President shall represent CECO on the San Diego Council of Contribution Clubs.”

Article VI, Section 2(a). Amend Section 2(a) to add “at least twice during the fiscal year,” delete “September” and replace with “and again” so that amended section shall read:

The Board of Directors shall meet at least twice during the fiscal year, in January for the annual meeting, and again to approve fund allocations, and at any time at the call of the President

Article VI, Section 3(a). Amend Section 3(a) to delete “mailed” and replace with “sent.”

Article VI, Section 3(b). Amend Section 3(b) to delete “prominently posted on departmental bulletin boards” and replace with “disseminated by means and methods authorized by the Executive Committee.”

Article VI, Section 3 (c), Amend Section 3(c) to delete “prominently posted on departmental bulletin boards” and replace with “disseminated by means and methods authorized by the Executive Committee.”

Article VI, Section 3(d). Amend Section 3(d) to delete “to members of the Board of Directors and posted” and replace with “disseminated by means and methods authorized by the Executive Committee.”

Article VII, Section 6. Amend Section 6 to delete “October” and replace with “January.”

Article VIII, Section 2. Amend Section 2 to delete “mailed” and replace with “disseminated by means and methods authorized by the Executive Committee.”

Article VIII, Section 4. Delete Section 4 which reads: “Section 4. CECO members may designate contributions to any tax-exempt charitable organization within San Diego County. The Treasurer is responsible for distribution of these designations at the end of the calendar year.”

Article VIII, Section 5 and 6. Renumber Section 5 as 4 and Section 6 as 5.

Article IX, Section 1. Amend Section 1 to delete “Except as provided in Article III, Section 5” and “of the membership in attendance at a general meeting” and replace with “Board of Directors.”

August 26, 2009. Article I. Section 1. Amend Section 1 to include retirees and Superior Court in San Diego in the scope.

Article I. Section 3. Amend Section 3 to include the Employee Crisis Fund in the scope and also clarify that organizations being funded are non-profit.

Article III. Section 1. Amend Section 1 to include retirees and Superior Court in San Diego in the scope. Also, the statement, “Membership is obtained by making a contribution pledge, signing an authorization for payroll deduction, or by making a cash donation.” is replaced with, “Membership is obtained by authorizing a biweekly payroll deduction, or by making a cash donation.”

Article III. Section 2. Amend Section 2 to include retirees and Superior Court in San Diego in the scope.

Article III. Section 3. Amend Section 3 by replacing, “upon written notice to the County Auditor and Controller for active employees or the San Diego County Employees Retirement

Association (SDCERA) for retired members” with “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.”

Article III. Section 4. Amend Section 4 by replacing, “completing a new pledge and submitting it to the County Auditor and Controller” with “authorizing a new amount for the biweekly payroll deduction”.

Article IV. Amend Article IV by deleting all 7 sections and replacing with 3 new sections which address the Board of Directors, Executive Committee, and Officers separately. Majority of the content from the initial 7 sections remain place, with minor re-wording and re-ordering to further clarify intent.

Major changes are as follows:

The statement, “The Board of Directors shall consist of at least one representative” is replaced with, “The Board of Directors ideally shall consist of at least one representative”.

The statement, “The Board of Directors shall elect the Executive Committee from among its members. One member shall be a retired employee member.” is replaced with, “The Board of Directors shall elect the Executive Committee. One member shall be a retired employee member, if feasible.”

The statement, “The members of the Executive Committee, including those members currently serving terms, shall serve for a term commencing on the date of their election and ending on the 31 day of January of the second year following their election or until the election of their successor during that month of January, whichever shall first occur.” is replaced with, “The members of the Executive Committee 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.”

Any reference to a particular month for appointing Board of Director or electing an Executive Committee member is replaced with at a month or meeting designated by the President.

Article V. Section 2. Amend Section 3 by removing reference to membership meetings.

Article VI. Section 1. Amend Section 1 by making it Section 2 of the Article. Also the statement, “An affirmative vote from a majority of the members of the Executive Committee present shall be required for the performance of any official act.” is replaced with, “A majority vote of the members of the Executive Committee shall be required for the performance of any official act.”

Article VI. Section 2. Amend Section 2 by making Section 1 of the Article.

Article VI. Section 3(a). Amend Section 3(a) by clarifying that notices are in regards to “Board of Directors” meetings.

Article VI. Section 3(b). Amend Section 3(b) by removing “at least ten days prior to the meeting date.”

Article VI. Section 3(d). Amend Section 3(d) by removing “[within thirty days of the meeting date.]”

Article VII. Section 1, 2, 3, and 4. Amend Sections with minor rewording only, to clarify collection and disbursements of funds.

Article VIII. Section 2. Amend Section 2 with minor rewording. Also, number of days required to distribute allocation recommendations to the Board is changed from 14 to 10.

Article VIII. Section 3. Amend Section 3 to include the President as being able to receive objections regarding a cause supported through CECO.

Article VIII. Section 4. Amend Section 4 to include the Executive Committee as being able to make recommendations to the Board of Directors.

Article IX. Section 1. Amend Section 1 by adding, “These Bylaws were amended on: September 23, 1987; January 30, 1991; January 9, 2003; November 20, 2007; and August 26, 2009.”

Article IX. Amend Article by adding “Section 2. The history of amendments is maintained as a separate document and is available by request from the CECO Secretary.”

September 10, 2012. Article II Section 3 amended by replacing “To collect monies for distribution to the Employee Crisis Fund and established non-profit health, recreation and human care service organizations” with “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 Section 1 amended by replacing “Membership in CECO is open to all employees and retirees of the County of San Diego and Superior Court. Membership is obtained by authorizing a biweekly payroll deduction, or by making a cash donation” with “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.”

Article III Section 2 amended by replacing “Every employee or 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” with “Every employee or 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.”

Article IV Section 1c amended by replacing “Members of the Board of Directors are responsible for notifying employees about CECO membership, activities of CECO, and the organizations being supported through their contributions” with “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.”

Article IV Section 2b amended by replacing “The Board of Directors shall elect the Executive Committee. 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 at a meeting designated by the President” with “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.”

Article IV Section 2c amended by replacing “The members of the Executive Committee 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” with “The Executive Committee term will commence on the date of their election and end within 60 days after allocated funds are distributed of the second year.”

Article IV Section 2d amended by replacing “The Executive Committee is comprised of a President, a Vice-President, a Secretary, a Treasurer and other members at large, with a minimum of seven members” with “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.”

Article IV Section 3 amended by adding “b) An Officer shall be member of the Executive Committee.”

Article IV Section 3 amended by replacing “b) The Officers shall consist of the President, Vice President, Treasurer, and Secretary” with “c) The Officers shall consist of the President, Vice President, Treasurer, and Secretary. If needed, more than one person can serve in any of the aforementioned roles.”

Article IV Section 3 amended by replacing “c) 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” with “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.”

Article IV amended by adding the following new section.

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 Section 1a amended by clarifying the duties of the President.

Article V Section 3a amended by removing “written” from the verbiage to indicate that notices can be sent by other means (e.g. email).

Article V Section 4 amended by adding “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 Section 1a amended by replacing 2 mandatory meetings a year to reflect “shall meet at least once during the fiscal year at the call of the President.”

Article VI Section 2b to clarify that a majority vote is based on Executive Members present in the meeting.

Article VI Section 3a amended by indicating that notice of board meetings shall be distributed at least 14 days prior to the meeting.

Article VI Section 3b amended by removing “written” from the verbiage to indicate that notices can be sent by other means (e.g. email).

Article VI Section 3d amended to specify that minutes for both the Board of Directors and Executive Committee shall be distributed by means authorized by Executive Committee.

Article VII Section 1 amended by replacing “Contributions to the organization shall be deducted from employees’ payroll warrants or accepted as individual contributions. All contributions will be deposited with an appropriate financial institution to the account of CECO” with “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.”

Article VII amended by removing Section 4.

Article VII amended by removing Section 5.

Article VII amended by adding end of Fiscal Year (December 31).

Article VII Section 1 amended by replacing “bona fide charitable organizations” with “eligible organizations.”

Article VII Section 5 amended to also include educational institutions as eligible applicants and recipients of CECO grants.

Bylaws amended by adding Article IX, which addresses retention schedule as follows:

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 IX amended to reflect Article X (due to addition of new article)

Article IX Section 1 amended to include bylaws revisions approved on September 10, 2012.

February 21, 2013. Article IV Section 2c amended to clarify the beginning and ending term dates of the Executive Committee

Article IV Section 2 amended by adding "(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."