



RESOLUTION
SAN LUIS OBISPO COUNTY EMPLOYEES' ASSOCIATION
BOARD OF DIRECTORS



Adoption of Member Benefit Fund Committee Charter

Resolution No. BR2017-001

WHEREAS, Article VIII, Section 3, of the Association Bylaws, establishes the “Member Benefit Fund Committee” as a standing committee of the Association; and

WHEREAS, it is desirable to more clearly define the duties, responsibilities, and operational methods of the Member Benefit Fund Committee; now, therefore be it

RESOLVED, By the San Luis Obispo County Employees’ Association Board of Directors, that the following Charter is hereby established and adopted to more clearly define the duties, responsibilities, and operational methods of the Member Benefit Fund Committee:

SAN LUIS OBISPOS COUNTY EMPLOYEES' ASSOCIATION
MEMBER BENEFIT FUND COMMITTEE CHARTER

1. PURPOSE:

The Member Benefit Fund Committee (the “Committee”) is established by the Association Bylaws for the primary purpose of reviewing requests and distributing emergency assistance funds in accordance with the Board of Directors established policy and guidelines.

2. MEMBERS:

The Committee shall consist of three or five members as follows:

- a) **Chair:** The Association President shall serve as Committee Chair;
- b) **Committee members:** At the beginning of his / her term of office, the incoming president shall appoint two or four additional committee members from among the remaining members of the Board of Directors;
- c) **Alternate members:** If a sufficient number of Directors are not available to fill vacant seats on the committee the president may appoint regular Association members in “good standing” to fill such vacancies.

3. RESPONSIBILITIES:

The committee’s primary responsibility shall be to administer the Association’s Member Benefit Fund program in accordance with the policies and procedures established by the Board of Directors. The specific duties of the committee shall include, but are not limited to:

- a) Establish procedures for administering the Association's Member Benefit Fund in accordance with the policy and guidelines established by the Board of Directors.
- b) Receive and review all requests for assistance submitted by members of the Association.
- c) Approve or deny assistance requests in accordance with the criteria established under the Board of Directors' Member Benefit Fund policy.
- d) Through the committee chair or acting committee chair, deliver regular reports to the Board of Directors on all committee activities.
- e) Make recommendations to the Board of Directors pertaining to the modification of this charter, the Association's Member Benefit Fund policy, and other matters that may fall within the purview of the committee.

4. MEETINGS:

- a) The committee shall meet in conjunction with the regular Board of Directors meetings and otherwise from time to time at the call of its Chairperson.
- b) The Chair may convene a closed session of the committee as he/she deems is necessary or appropriate when acting on sensitive member assistance requests.
- c) The Chair shall conduct all meetings in accordance with the established parliamentary procedures of the Association.
- d) The Chair shall insure that all meetings are announced in a timely manner and all meeting materials, including agendas, are distributed to committee members prior to scheduled and / emergency meetings.
- e) All committee members are expected to attend committee meetings, review all meeting materials in advance of such meetings, and be prepared to discuss and vote on all committee business in a timely manner.
- f) All meetings and other actions of the committee shall be recorded by way of "meeting" or "action" minutes. The president may designate a committee member to serve as minute taker on behalf of the committee.
- g) The results of committee meetings and other actions of the committee shall be reported to the Board of Directors' at the next Board meeting following such committee meeting or actions.

5. QUORUM AND ACTIONS OF COMMITTEE

- a) A majority of the members of the committee shall constitute a quorum for the purposes of transacting the business of the committee (*example: Three (3) member committee, two (2) members must be present; for a five (5) member committee three (3) members must be present to transact business*).

- b) The committee shall act only by the majority vote of a quorum of members present at a meeting.
- c) For assistance requests deemed by the Chair to be an extreme emergency, the committee may act by electronic device, including by electronic mail, text, or telephonic vote.
- d) Committee members may attend committee meetings in-person, telephonically, or via video conferencing technology where available.

*******CERTIFICATION*******

On a motion duly moved (Director Jim Mallon), seconded (Director Cristy Cantu), and passed, the forgoing was adopted by the *San Luis Obispo County Employees' Association Board of Directors* on this 18th day of January 2017, during a duly noticed and convened meeting of the Board.

I so attest:

Brad Prior ()

Brad Prior, Secretary – Treasurer

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