

To: Board of Directors
From: Davida Charney on behalf of the Bylaws Committee
Date: April 16, 2015
Subject: Amendments proposed for the May 2015 Annual Meeting

The Bylaws Committee has considered changes to four parts of the current by-laws. The following pages provide red-lined changes and a rationale for each part.

1. Various Articles: Updating of references to clergy
2. Article VI Duties of the President-Elect
3. Article IX Finance Committee
4. Article IX Religious School Committee

UPDATING OF REFERENCES TO CLERGY AND EDUCATIONAL PROFESSIONAL

RATIONALE:

Various sections of the by-laws refer to a singular rabbi and a hazzan even though current practice is to allow an assistant clergy member who might be either a rabbi or a hazzan. The changes replace all these references with "clergy."

Article XIII of the by-laws describe the hiring process and duties of the Educational Professional. However, other articles retain the outdated term "Religious School Director." The changes replace all these references with "Educational Professional."

Article II, Section 2-D: change "Rabbi of the Congregation, the Hazzan, the Religious School Director" to "the Congregation's clergy, the Educational Professional,"

Article II, Section 5-I: change "Rabbi and/or Hazzan" to clergy

Article VI, Section 1D: change "Rabbi, Hazzan" to "clergy"

Article VI, Section 2D: change "Rabbi, Hazzan" to "clergy"

Article VI, Section 3H: change "Religious School Director" to Educational Professional

Article VI, Section 3I: change "Religious School Director" to Educational Professional

Article VII, Section 1: change "Rabbi, Hazzan, and Religious School Director" to "clergy and Educational Professional"

Article VII, Section 2B: change "the Rabbi's contract, the Hazzan's contract" to "clergy contracts"

Article IX, Section 4E: change "Rabbi" to "clergy"

Article IX, Section 4F: change "Rabbi" to "clergy"

Article IX, Section 4K: change "Rabbi, Hazzan" to "clergy"

Article VI. Duties of Officers

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Section 2. President-Elect

- A. The President-Elect shall assist the President in the discharge of his or her duties and, in the case of his or her absence, resignation, death, or disability, shall discharge all of the duties of that office.
- B. The President-Elect shall be an ex-officio member of the Finance Committee ~~and the Human Resources Committee.~~
- C. The President-Elect shall be responsible for ~~overseeing the evaluation process for administration and~~ Congregation ~~employees personnel~~ and shall chair or designate a chair for the Human Resources Committee.
- D. The President-Elect, in consultation with the Board of Directors, shall negotiate the terms of the contracts of the ~~Rabbi, Hazzan, clergy~~ and any other professional staff for contracts that begin during the President-Elect's upcoming term of office as President.

RATIONALE

Sections B and C. Updates provisions to reflect current practice.

Section D. Updates references to clergy.

Article IX. Committees

Section 1. There shall be the following standing committees to carry out the direction and administration of the Congregation:

- A. Finance Committee
- B. Religious School Committee
- C. Youth Commission
- D. Cemetery and Chevra Kadisha Committee
- E. Ritual Committee
- F. Adult Education Committee
- G. Bylaws Committee
- H. Facilities Committee
- I. Social Action Committee
- J. Membership Committee
- K. Human Resources Committee

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Section 4. The general purpose of the committees is to carry out the interests of the congregation. The committees may recommend new rules and policies to the Board of Directors, but may not implement such rules or policies on their own. The duties of the standing committees shall be:

A. Finance Committee

1. The Finance Committee shall direct the investment of all Congregation funds, with the goals of maximizing investment earnings and safeguarding assets. The Committee shall direct the Treasurer concerning investment policies and the selection of financial institutions.

~~2. The Finance Committee Chairperson shall appoint a Budget Subcommittee, to be chaired by the President Elect, to prepare a proposed budget pursuant to Article III, Section 9 of these Bylaws. The Budget Subcommittee shall include a representative of the Religious School Committee who shall be appointed by the chairperson of the Religious School Committee.~~

~~3.~~^{2.} The Finance Committee shall advise the Board of Directors concerning the overall structure of Congregation dues and other Charges. The Committee shall enforce the collection of dues and other Charges. They may consider requests by members for special dispensation from the specified dues structure and shall grant such dispensation for only one year at a time pursuant to policies approved by the Board of Directors. The Committee shall also review the reasonableness of individual members' dues or other Charges and shall grant adjustments when necessary. The committee may not waive building fund amounts owed, but may defer such charges into future years. All such requests for dispensation shall be reviewed in closed session. All meetings, records, and correspondence of the Committee shall be under the direction of the Treasurer.

3. The Finance Committee shall establish policies including the determination of standards and guidelines for the acceptance of all contributions including the transfer of stock.

RATIONALE

Section 2: Eliminating reference to the Budget Subcommittee is an update to reflect current practice.

Article IX. Committees

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B. **Religious School Committee:** The Religious School Committee shall supervise the school of the Congregation and ~~advise the Educational Professional on review~~ the following items submitted by the educational professional:

- Religious School policy
- Religious School rules and regulations
- Religious School curriculum
- Religious School budget

Such items shall be submitted to the Board of Directors for approval

1. Composition of the Committee. The Committee shall consist of the following voting members:

- a. a Chairperson serving a one (1) year term ~~renewable up to three (3) years~~;
- b. the Vice President of Education;
- c. a minimum of ~~six (6)~~ and a maximum of ~~ten (10)~~~~+2~~ at-large members serving ~~staggered two-year~~ terms;
- ~~d. the Chairperson of the Parent Teacher Organization;~~
- ~~e.~~d. the immediate Past Chairperson of the Religious School Committee; and
- ~~f.~~e. the President, the Rabbi, and the Educational Professional who are non-voting ex-officio members of the Committee.

2. ~~Advisory Oversight~~ Responsibilities. The Religious School Committee is charged with the overall responsibility to:

- ~~advise on the set the~~ educational goals of the Religious School
- ~~set~~ ~~advise on~~ the standards for becoming a Confirmand or for graduation from the high school program
- recommend candidates for the position of Educational Professional to the Board of Directors
- ~~advise~~ ~~authorize~~ the Educational Professional ~~on the hiring of~~ ~~to hire~~ Religious School personnel
- ~~advise on~~ ~~evaluate~~ ~~evaluations of~~ the physical plant of the Religious School and make relevant recommendations to the Board of Directors
- ~~advise on~~ ~~oversee~~ the development of curriculum and budget for the Religious School
- ~~advise the Educational Professional on~~ ~~monitor~~ the implementation of Religious School policy ~~by the educational professional~~
- ~~solicit input from parents, students, teachers, and congregants~~
- facilitate the working relationship between the Educational Professional and the ~~clergy~~ ~~Rabbi and Hazzan~~

3. Finances. ~~The budget of the Religious School shall be consolidated into the general congregational budget. If the total amount of the requested budget is not approved, the Budget Subcommittee will direct the educational professional to make appropriate changes to bring the budget to the approved level.~~ All Religious School receipts shall be deposited into ~~and consolidated into~~ the regular congregational

accounts and all checks for payment of Religious School obligations shall be paid from the congregational general funds. Finances shall be handled according to the following schedule:

a. In February, the Educational Professional shall submit a proposed budget for the succeeding fiscal year to the Religious School Committee. After review, the budget shall be submitted ~~to in March to the Budget Subcommittee of~~ the Finance Committee and to any other organization from which money will be requested.

~~b. In June, the Committee shall submit to the Budget Subcommittee of the Finance Committee and to the president of any other constituent organization of the Congregation from which money was requested, a year-end financial statement for the preceding school year with estimated accruals through July 31.~~

~~c. In August, prior to the beginning of Religious School, the educational professional shall provide the Treasurer a preliminary list of students enrolled in the Religious School. In September, the educational professional shall provide a final enrollment list to the Treasurer and will inform the Treasurer of the enrollment of additional students during the school year. The Treasurer shall be responsible for collecting Religious School fees.~~

~~4. Internal Operations of the Committee. The Religious School Committee shall adopt its own Rules and Procedures not inconsistent with this Article for the conduct of its business, subject to repeal, in whole or in part, by the Board of Directors.~~

RATIONALE:

This section contains several left-over provisions from the days before the hiring of an Education Professional, when the Religious School was more independent with its own budget and governance document. Several changes update the Committee's role as advisory to the Educational Professional.

Section B. Change reflects the advisory rather than supervisory role of the committee.

Section B1a. The term of the Committee chair is changed from one year to up to three years to allow for more continuity.

Section B1c. The maximum size of the committee is reduced to ten which is a more realistic and manageable size. The commitment to serve is extended to two-year staggered terms to allow overlap and continuity.

Section B1d. The reference to the Parent-Teacher Organization is removed because this organization no longer exists.

Section B2. Changes reflect the advisory rather than supervisory role of the committee. The bullet item on soliciting input reflects current practice.

Section B3. References to consolidation are no longer necessary as this has been completed. References to additional deadlines in the budgetary process are deleted as overly specific. References to the internal operations of the Committee are deleted as unnecessary.

Section B4. The provisions are deleted as unnecessary.