

# **CONGREGATION BETH EMETH BYLAWS**

Revised: 14 May 2014



## CONGREGATION BETH EMETH

### ARTICLE I FINANCIAL OBLIGATIONS OF MEMBERSHIP

#### Section 1 - Dues Categories

Pursuant to Article IV, Section 1, effective July 1, 2015, the following dues categories are established:

Each dues category includes: Adult(s) living in the household as specified below, any unmarried children up to and including age 26 or still in school, and other dependents living in the household. Each person receives one High Holiday ticket.

- a. **Two Adults – Ages 65 and above:** Two adults, with at least one age 65 or older, married or in a committed relationship
- b. **One Adult – Age 65 and above**
- c. **Two Adults – Ages 36 to 64:** Two adults, with at least one age 36 or older up to and including age 64, married or in a committed relationship
- d. **One Adult – Age 36 to 64**
- e. **Two Adults – Ages 35 and under:** Two adults, both of whom are age 35 or younger, married or in a committed relationship
- f. **One Adult – Age 35 and under**
- g. **Associate:** A member in good standing of another synagogue, who wishes to associate with Congregation Beth Emeth

NOTE: **Alumni Fee:** Available to former members of Congregation Beth Emeth wishing to receive the monthly *Shofar*. Does not include High Holiday tickets.

#### Section 2 - Payment Schedule

Pursuant to Article IV, Section 4, Paragraph a, All dues, assessments and tuitions shall be incurred on a monthly basis.

### ARTICLE II PRIVILEGES OF MEMBERSHIP

Pursuant to Article IV, Section 8, members in good standing shall have first priority for use of Congregational facilities to celebrate life cycle events.

## **CONGREGATION BETH EMETH**

### **ARTICLE III MEETINGS**

#### **Section 1 - Agenda**

Pursuant to Article VI, Section 1, Paragraph a, the agenda for the Annual Meeting shall, as a minimum, include the following:

1. Call to order
2. D'var Torah
3. Approval of previous Congregation meeting minutes
4. President's report
5. Financial report
6. Discussion of standing committee reports
7. Presentation and approval of annual Congregation budget
8. Election of Officers, Directors, and Trustees
9. Other business stated in the meeting notification
10. New business

The financial report to the Congregation shall include the following as a minimum:

1. summary of the last audit or review
2. a summary of the current fiscal condition including a comparison to the projection made the previous year for the current year

Items of New Business submitted by Congregants adhering to the following criteria shall be included on the agenda of the Annual Meeting:

1. Written notification of the item is submitted to the Corresponding Secretary a minimum of 20 days prior to the meeting.
2. The submission is signed by a minimum of ten members in good standing.

Items submitted in accordance with this procedure shall have precedence over any items raised from the floor during the meeting.

#### **Section 2 - Standing Committee Reports**

Pursuant to Article VI, Section 1, Paragraph c, the written report from the chairperson of each Standing Committee shall include, at a minimum, a summary of the following items:

1. Accomplishment and or challenges faced in the current year.
2. Challenges to be faced in the next fiscal year. Reference must be made to any new initiatives which have been committed to and/or included in the budget.

## **CONGREGATION BETH EMETH**

### **ARTICLE IV FINANCIAL MANAGEMENT**

#### **Section 1 - Annual Budget**

Pursuant to Article XII, Section 2, the budget submitted for Congregational approval shall include, at a minimum, the following information by category:

1. Last Fiscal Year's Actual Expenditure
2. Current Fiscal Year's Budgeted Amount
3. Current Fiscal Year's Actual Expenditure, YTD
4. Current Fiscal Year's Anticipated Expenditures
5. Next Fiscal Year's Budgeted Amount

An explanatory note shall be included for each category in which there is a variance between the Anticipated Expenditure for the current year and the Budgeted Amount for the Next Fiscal Year, equal to the greater of (i) five percent or (ii) \$2,000.00.

#### **Section 2 - Restricted Funds**

Pursuant to Article XII, Section 3 & 4, The Board of Directors may establish a Restricted Fund upon the allocation of a minimum of \$2000. When establishing a Restricted Fund, the board of Directors shall specify, as a minimum, the following:

1. The purpose of the fund
2. The individual or entity to control the fund

Any proposed contribution from a restricted fund to an outside organization must first go to the Executive Director to assess the non-profit and non-advocacy status of the organization to the extent that the proposed contribution does not jeopardize the 501c3 status of the Congregation. Upon confirmation of the organization's status, the proposal must go to the Executive Committee for review and the Board of Directors for approval.

The Board of Directors may terminate a Restricted Fund should the balance of the fund fall below \$1000 for twelve consecutive months or should the fund have no activity for 24 consecutive months. Any remaining balance of an expired Restricted Fund may be transferred into any of the Congregation's general funds. The Board of Directors shall determine the distribution of the funds from an expired Restricted Fund.

## **CONGREGATION BETH EMETH**

### **Section 3 - Petty Cash Accounts**

Pursuant to Article XII, Section 5, the Board of Directors may establish the following petty cash accounts:

1. General account
2. Religious School account
3. Nursery School account
4. Youth Activities account

Each of these accounts may be maintained either in cash or as a checking account. When the Board of Directors establishes a petty cash account they shall specify the following:

1. The maximum dollar amount to be allowed in the account. This amount shall not exceed \$1000.00 at any one time.
2. The position of the person authorized to serve as a signatory on the checking account. The General account shall not be replenished by a check that is signed by the petty cash custodian.

The Treasurer shall establish procedures to provide for the requirement of receipts for monies previously disbursed to a petty cash account before the Treasurer, or the person to whom such duties are delegated, disburses additional monies.

## **ARTICLE V RECORDS MAINTENANCE**

### **Section 1 - Meeting Records**

Pursuant to Article XIII, the following officials shall supervise the maintenance of the records indicated:

Treasurer	-	Financial Records
Secretary	-	Administration Records
	-	Board of Directors Records
Senior Trustee	-	Board of Trustee Records
Committee Chairmen	-	Committee Records

Newly elected or appointed officials shall, within thirty (30) days, upon assuming office, verify to the Board of Directors that the records of the prior year are in order.

The Recording Secretary shall maintain a written record of all actions taken at Congregational, Board of Directors, and Executive Committee meetings. The Recording Secretary shall post the minutes of each meeting of the Board of Directors, within seven days of their adoption. The Recording Secretary shall

## **CONGREGATION BETH EMETH**

include in the monthly congregational newsletter, a summary of decisions taken at meetings of the Board of Directors.

Committee Chair shall maintain a written record of all actions taken and items discussed by their respective committees.

### **Section 2 - Educational Records**

The Religious School Principal shall maintain the educational records of the Religious School.

The Pre School School Director shall maintain the educational records of the Pre School.

## **ARTICLE VI AMENDMENTS**

### **Section 1 - Proposal**

Any member of the Board of Directors may propose amendments to these Bylaws. The proposed amendments shall be submitted to the President of the Congregation and placed on the agenda for the next meeting of the Board of Directors.

### **Section 2 - Notification**

The text of the Amendments shall be included in next issue of the Congregational newsletter, and sent to all members of the Board of Directors.

### **Section 3 - Approval**

At the Board of Directors meeting following publication of the issue of the Congregational newsletter containing the proposed amendments the proposed amendment shall be voted upon and adopted if voted favorably by two-thirds of the entire membership of the Board of Directors.

### **Section 4 - Effective Date**

Amendments shall be effective at the time of adoption unless specified otherwise in the approving resolution.