

**Proposed Amendments to the
BYLAWS OF CONGREGATION BETH SHALOM**

ARTICLE VII - ELECTED OFFICERS AND IMMEDIATE PAST PRESIDENT

Amendment: Create a new position called Executive Vice President
Purpose: Prepare someone to be president before taking over the role

Current bylaw with changes

Section 1. **Officers:** The officers of this Congregation shall be:

A. President

~~A.B.~~ Executive Vice President

CB. Vice-Presidents: (Listed alphabetically)

- (i) Fundraising
- (ii) House
- (iii) Membership Development
- (iv) Programming
- (v) Ritual
- (vi) School
- (vii) Social Action
- (viii) Youth

DC. Financial Committee Members:

- (i) Treasurer
- (ii) Financial Secretary
- (iii) Accounts Receivable Secretary

ED. Administrative Secretary

Bylaw after changes

Section 1. **Officers:** The officers of this Congregation shall be:

A. President

B. Executive Vice President

- C. Vice-Presidents: (Listed alphabetically)
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 - (ii) House
 - (iii) Membership Development
 - (iv) Programming
 - (v) Ritual
 - (vi) School
 - (vii) Social Action
 - (viii) Youth

- D. Financial Committee Members:
 - (i) Treasurer
 - (ii) Financial Secretary
 - (iii) Accounts Receivable Secretary

- E. Administrative Secretary

Amendment: Make the Executive Vice President the default officer to fill in for the President.

Purpose: This is one of the planned roles for the new position

Current bylaw with changes

- Section 2. **The President:** The President is the Chief Executive Officer of the Congregation, and shall be responsible for the following duties:
- A. Implement policy, and administer business and legal affairs, as promulgated by the Board of Trustees;
 - B. Oversee the administration of the Congregation office through the efforts of the Executive Director;
 - C. Be the principal signatory on all documents and contracts as authorized by the Board of Trustees;
 - D. Appoint persons to serve as Chairs of Standing Committees who are not otherwise elected to the respective positions, and to appoint all Committee members in consultation with the respective Committee Chair;
 - E. Establish other Committees to aid in administering the Congregation's affairs or in implementing the Board of Trustees' policies in special areas and to appoint the Chair of such Committees;
 - F. Serve as a non-voting ex-officio member of all Congregation Committees;
 - G. Present an annual Report at the Congregation Annual Meeting;
 - H. Preside at all Board of Trustees and Congregation Meetings;
 - I. Vote at Board of Trustees and Congregation Meetings only on the occasion of a tie vote;
 - J. Be the presiding officer of the Executive Committee;
 - K. Assign their authority to a member of the Executive Committee upon the occasion of the President's absence. (If they are absent and ~~has~~ have not assigned their authority, the Executive Vice President shall assume that authority. If the Executive Vice President is absent, -the Board of Trustees shall ~~do so~~ assign the President's authority, and the most recent immediate past president willing and able to serve shall so serve until such action is taken by the Board of Trustees);

- L. Assume any other duties assigned by the Board of Trustees.

Bylaw after changes

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- A. Implement policy, and administer business and legal affairs, as promulgated by the Board of Trustees;
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 - C. Be the principal signatory on all documents and contracts as authorized by the Board of Trustees;
 - D. Appoint persons to serve as Chairs of Standing Committees who are not otherwise elected to the respective positions, and to appoint all Committee members in consultation with the respective Committee Chair;
 - E. Establish other Committees to aid in administering the Congregation's affairs or in implementing the Board of Trustees' policies in special areas and to appoint the Chair of such Committees;
 - F. Serve as a non-voting ex-officio member of all Congregation Committees;
 - G. Present an annual Report at the Congregation Annual Meeting;
 - H. Preside at all Board of Trustees and Congregation Meetings;
 - I. Vote at Board of Trustees and Congregation Meetings only on the occasion of a tie vote;
 - J. Be the presiding officer of the Executive Committee;
 - K. Assign their authority to a member of the Executive Committee upon the occasion of the President's absence. (If they are absent and have not assigned their authority, the Executive Vice President shall assume that authority. If the Executive Vice President is absent, the Board of Trustees shall assign the President's authority, and the most recent immediate past president willing and able to serve shall so serve until such action is taken by the Board of Trustees);
 - L. Assume any other duties assigned by the Board of Trustees.

Amendment: Define the role of the Executive Vice President
Purpose: Explain the functions of the Executive Vice President

Current bylaw with changes (entire section is new)

Section 3. The **Executive Vice-President** assists the President in all of the President's duties and takes on special assignments as assigned by the President. It is also the intent for that person to eventually succeed the President, if the Nominating Committee so chooses, when the President's term is over. Whenever the President is unable to perform one of the official duties listed above, the Executive Vice-President will assume those duties.

Bylaw after changes

Section 3. The **Executive Vice-President** assists the President in all of the President's duties and takes on special assignments as assigned by the President. It is also the intent for that person to eventually succeed the President, if the Nominating Committee so chooses, when the President's term is over. Whenever the President is unable to perform one of the official duties listed above, the Executive Vice-President will assume those duties.

Amendment: Clarification of wording to include Executive Vice President

Current bylaw with changes

Section ~~43~~. **A Vice-President** (including Executive Vice President) shall be responsible for the following duties:

- A. Assume ~~the certain~~ duties of the President should the Vice-President be so assigned;
- B. Chair the principal committee in the Vice-President's designated area and establish such sub-committees as the Vice President shall deem necessary;
- C. Countersign Congregation bank checks, if so authorized;
- D. Assume any other duties assigned by the Board of Trustees.

Bylaw after changes

Section 4. **A Vice-President** (including Executive Vice President) shall be responsible for the following duties:

- A. Assume certain duties of the President should the Vice-President be so assigned;
- B. Chair the principal committee in the Vice-President's designated area and establish such sub-committees as the Vice President shall deem necessary;
- C. Countersign Congregation bank checks, if so authorized;
- D. Assume any other duties assigned by the Board of Trustees.

Amendment: Define the requirements to be the Executive Vice President
Purpose: Have the requirements for Executive Vice President to be the same as the requirements to be President

Current bylaw with changes

Section 7. **Eligibility**

A. To be eligible for an office other than President of the Congregation or Executive Vice President, an individual must be a Voting Member of a Membership Unit in good standing (as defined in Article IV, Section 6) and have served on the Board of Trustees for at least two years as of the date of commencement of their term of office.

B. To be eligible for the office of President of the Congregation or Executive Vice President, an individual must be a Voting Member of a Membership Unit in good standing (as defined in Article IV, Section 6) and must have served as a member of the Executive Committee for at least two years as of the date of commencement of their term of office. ~~as said President~~

Bylaw after changes

Section 7. **Eligibility**

A. To be eligible for an office other than President of the Congregation or Executive Vice President, an individual must be a Voting Member of a Membership Unit in good standing (as defined in Article IV, Section 6) and have served on the Board of Trustees for at least two years as of the date of commencement of their term of office.

B. To be eligible for the office of President of the Congregation or Executive Vice President, an individual must be a Voting Member of a Membership Unit in good standing (as defined in Article IV, Section 6) and must have served as a member of the Executive Committee for at least two years as of the date of commencement of their term of office.

Amendment: Allow an officer to have a third term
Purpose: There are times when it is in the synagogue's best interest to have an incumbent remain in their office for a third term.

Current bylaw with changes

Section 8. **Election and Term of Office:** Officers shall be elected by the Voting Members of the Congregation in good standing at the annual meeting of the Congregation for terms of one (1) year, and may be reelected for a second consecutive term of one (1) year. ~~Although not expected to be the norm, the Nominating Committee can nominate an officer for a third consecutive term. No person shall be eligible to be elected for three (3) consecutive terms to the same office.~~ Each term of office shall commence July 1.

Bylaw after changes

Section 8. **Election and Term of Office:** Officers shall be elected by the Voting Members of the Congregation in good standing at the annual meeting of the Congregation for terms of one (1) year, and may be reelected for a second consecutive term of one (1) year. Although not expected to be the norm, the Nominating Committee can nominate an officer for a third consecutive term.. Each term of office shall commence July 1.

Amendment: Have the Executive Vice President assume the duties of President in case of a vacancy (if certain conditions are met)

Purpose: If the Executive Vice President has been in their role for at least a year, they are the best person to assume the role of the President.

Current bylaw with changes

Section 9. Vacancies

A. In the event of the death, resignation, or removal of any officer, the vacancy shall be filled by the President, subject to the approval by the Board of Trustees. This appointed officer shall serve for the balance of the Congregation fiscal year.

B. In the event of the removal of an officer due to absence, the vacancy shall not be filled by the President before thirty (30) days have expired in order to allow the removed officer to appeal.

C. In the event of the death, resignation or removal of the President, the ~~immediate Past President~~ Executive Vice President shall assume the duties of the President if they have been in the position for at least 12 months; otherwise, the immediate Past President shall assume those duties. However, within sixty (60) days after such death, resignation or removal the Executive Committee shall appoint (by majority of those present at a duly constituted meeting) a President, subject to the approval of the Board of Trustees. The appointed President shall serve for the balance of the Congregation fiscal year.

D. If an officer has served for more than six (6) months in an unexpired term, that term shall be considered equal to a full one-year term for purposes of Article VII, Sections 7 and 8.

Bylaw after changes

Section 9. Vacancies

A. In the event of the death, resignation, or removal of any officer, the vacancy shall be filled by the President, subject to the approval by the Board of Trustees. This appointed officer shall serve for the balance of the Congregation fiscal year.

B. In the event of the removal of an officer due to absence, the vacancy shall not be filled by the President before thirty (30) days have expired in order to allow the removed officer to appeal.

C. In the event of the death, resignation or removal of the President, the Executive Vice President shall assume the duties of the President if they have

been in the position for at least 12 months; otherwise, the immediate Past President shall assume those duties. However, within sixty (60) days after such death, resignation or removal the Executive Committee shall appoint (by majority of those present at a duly constituted meeting) a President, subject to the approval of the Board of Trustees. The appointed President shall serve for the balance of the Congregation fiscal year.

D. If an officer has served for more than six (6) months in an unexpired term, that term shall be considered equal to a full one-year term for purposes of Article VII, Sections 7 and 8.

ARTICLE IX - STANDING COMMITTEES

Amendment: Remove the specification of standing committees from the Bylaws
Purpose: Allow more flexibility to create and eliminate standing committees.

Current bylaw with changes

~~Section 1. The President, with the approval of the Board of Trustees, will determine which Standing Committees are required to administer the Congregation's affairs or to implement the Board of Trustees' policies.~~

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~~Section 1. The Board of Trustees shall maintain at all times the following Standing Committees:~~

- ~~A. Administrative~~
- ~~B. Fundraising~~
- ~~C. House~~
- ~~D. Membership Development~~
- ~~E. Programming~~
- ~~F. Ritual~~
- ~~G. School~~
- ~~H. Social Action~~
- ~~I. Strategic Planning~~
- ~~J. Youth~~

~~Section 2. The duties of the Standing Committees shall be as follows:~~

- ~~A. The **Administrative** Committee is responsible for:
 - ~~(i) Board of Trustees communication;~~
 - ~~(ii) Synagogue archives (including maintenance of the permanent set of these by laws, as amended from time to time, the minutes of the Executive Committee, Board of Trustees and committee proceedings at the Congregation's registered office);~~~~

~~This committee shall report to the Administrative Secretary.~~

- ~~B. The **Fundraising** Committee shall be responsible for developing and implementing fund raising programs:~~

- ~~(i) to ensure there are sufficient funds for the Congregation's current operations;~~
- ~~(ii) for Congregation Beth Shalom Endowment Fund;~~
- ~~(iii) and for Congregation owned real property improvements.~~

~~(iv) And for Congregation Beth Shalom Create a Legacy Program~~

~~This committee shall report to the Fundraising Vice President.~~

~~C. The **House** Committee shall be responsible for:~~

- ~~(i) maintenance, repairs and replacements of all Congregation owned or leased real and personal property (including parsonages);~~
- ~~(ii) the creation, implementation and enforcement of the rules for Congregation facility usage (including Kashrut, kitchen and catering);~~
- ~~(iii) overseeing, through the Executive Director, building maintenance support staff;~~
- ~~(iv) periodically reviewing the Congregation's insurance coverage, and when appropriate, recommending the updating or revisions thereof to the Board of Trustees.~~

~~This committee shall report to the House Vice President.~~

~~D. The **Membership Development** Committee shall be responsible for the recruitment of new Membership Units, the conservation of existing Membership Units, and the integration of all members into Congregational activities. The Chavurah chair sits on this committee and reports to Membership Development Vice President.~~

~~This committee shall report to the Membership Development Vice President.~~

~~E. The **Programming** Committee is responsible for the planning of Congregational speakers, cultural and social activities. This committee oversees adult education and planning thereof in conjunction with other arms of the Congregation as appropriate.~~

~~This committee shall report to the Programming Vice President in conjunction with the Director of Jewish Life and Learning.~~

~~F. The **Ritual** Committee and the Clergy shall be responsible for all religious services of the Congregation. It shall formulate the rules and regulations for all such services subject to the approval of the Board of Trustees, within Halakhic interpretation and Halakhic limits established by the Designated Rabbi. The committee shall offer advice, guidance and support to the Clergy regarding the character and mode of the various services and shall periodically review the religious atmosphere of the Congregation and shall report its findings and recommendations to the Clergy and to the Board of Trustees. In conjunction with the Clergy it shall supervise the purchases of books, supplies and religious articles pertaining to religious services and rituals. This committee shall report to the Ritual Vice President.~~

~~G. The **School** Committee shall be responsible for the supervision of the school or schools of the Congregation and shall formulate policy, rules, and regulations for the administration of such school or schools, subject to the approval of the Board of Trustees. The Library falls under the school committee.~~

~~This committee shall report to the School Vice President in conjunction with the Education Director.~~

~~H. The **Social Action** Committee shall be responsible for developing and maintaining liaison with Jewish and general organizations. The committee is also responsible for developing and implementing outreach, social, economic and political action programs. This committee shall report to the Social Action Vice President.~~

~~I. The **Strategic Planning** Committee shall be responsible for developing, modifying and monitoring the implementation of the Congregation's strategic plan. This committee shall report to the President.~~

~~J. The **Youth** Committee shall be responsible for formulating the policy, rules and regulations for the administration of youth activities (including college students) for the Congregation. It shall be responsible for the employment and supervision of all persons hired to organize or supervise youth activities at the Congregation in conjunction with the Youth Director. This committee shall report to the Youth Vice President.~~

~~Section 3. The Standing Committees of the Congregation shall report to the Board of Trustees through their respective designated officers and all policies formulated by these Committees shall be subject to review and approval by the Board of Trustees.~~

Bylaw after changes

Section 1. The President, with the approval of the Board of Trustees, will determine which Standing Committees are required to administer the Congregation's affairs or to implement the Board of Trustees' policies.