



CONGREGATION
BETH SHALOM

Policy Manual

(thru 12/31/2018)

I. Congregation

- A. The congregation will be named Congregation Beth Shalom and will be part of United Synagogue of Conservative Judaism (United Synagogue of America). (9/11/1967)
- B. The Kol Nidre Appeal is to be made by the President of the congregation. (8/12/1968)
- C. Any member seeking office may not use the name of the synagogue in his/her endorsement, but he/she may declare his/her membership at Congregation Beth Shalom. (1/15/1973)
- D. Emergency action of officers and staff to solicit funds for the Israel Emergency Fund is under the approval of the Rabbi and the President in perpetuity. (10/15/1973)
- E. Funerals held at Congregation Beth Shalom will be available only to members of the congregation and their dependent children and must conform to the principles of Halachic tradition. (3/21/1988)
- F. Congregation Beth Shalom is a smoke free environment. (3/16/1992)
- G. The Immediate Past President will be co chair of the Long Range Planning Committee. (6/20/2011)
- H. Congregation Beth Shalom is an interfaith-friendly congregation through the Keruv program of the Federation of Jewish Men's Clubs. (3/21/2011)
- I. Interfaith families shall be billed family dues based on the established fee structure. (3/21/2011)
- J. In response to Public Act 98-63 the Firearm Concealed Carry Act that becomes Illinois Law on 1/1/14, CBS will become a Firearm Free Zone. This will allow for CBS security officers, if properly licensed, along with properly identified Federal, State and local law enforcement officers to carry firearms within the building. All other persons will not be permitted to carry, concealed or otherwise, a firearm within the building. Proper signage will be posted at each designated entrance to the building in accordance with the state and local statute. (11/18/2013)

II. Auxiliary Organizations

- A. Board of Trustees approves the organization of a Men's Club and a Sisterhood. (4/8/1968)
- B. Officers and Trustees of Men's Club and Sisterhood must be member of the congregation. (5/13/1968)
- C. The Youth Group of Congregation Beth Shalom will be affiliated with United Synagogue Youth of the United Synagogue of Conservative Judaism. (6/9/1969)

III. Board of Trustees

- A. Board of Trustee meetings will take place on the third Monday of each month whenever possible. (2/5/1968)
- B. Good and Welfare assesses \$15 for each Board member annually with the funds to be dispersed by the end of the year. (8/17/1981)
- C. The Board can set time limits for saving seats for High Holiday services. (3/16/1987)

- D. Board members should receive copies of the minutes from the previous meeting and the agenda for the upcoming meeting before the next session of the Board of Trustees. (6/20/1994)
- E. All agendas and committee reports are to be submitted in writing at the Executive meeting for distribution prior to the next Board of Trustees meeting. (6/20/1994)
- F. The Board of Trustees will make a donation to acknowledge a life cycle event for any Board member. (6/20/1994)
- G. Board members' individual responsibilities are to be stated in the Board Book. (3/15/1999).
- H. All Board members shall sign the Board Responsibilities Statement (7/1/2011).
- I. No motion can be presented at the Board meeting unless it is contained within the agenda with an adequate description of the topic. In the case of an emergency, a motion addressing the situation may be allowed. (8/17/1998)

IV. Bulletin

- A. Controversial content will be discussed with the Rabbi who will then decide which course of action to follow. (5/12/1969)
- B. The Professional Staff of Congregation Beth Shalom has the privilege to use the bulletin to communicate with or thank the congregation. (5/21/1973)
- C. In the "Milestones" section of the bulletin we will acknowledge the following events, without regard to religion or sexual orientation, only if we are informed directly by the family (3/2011):
 - a. The engagement and the marriage of the children, grandchildren and great grandchildren of synagogue members.
 - b. The births of children, grandchildren and great grandchildren of synagogue members.
 - c. The deaths of parents, siblings, spouses and children of synagogue members (based upon the obligation to say Kaddish).
 - d. Speedy Recovery wishes will only be printed at the request of the family of or the affected congregant.

V. Catering

- A. The first caterer contracted for a chosen weekend will be the caterer for the entire weekend for all the congregation events. (6/22/1987)
- B. Caterers pay a fee to CBS for each event. 03/21/16
- C. Congregation Beth Shalom will be made available to non-members if the building is not reserved for programming or by any synagogue member. (9/19/1988)
- D. No room can be rented to any outside organization for the purpose of fund raising. (9/19/1988)
- E. Caterers must adhere to the guidelines set by United Synagogue and meet with the approval of the Board of Trustees before they can be approved. (6/9/1997)

VI. Communications

All acceptable forms, as follows: Mail, e-mail, FAX, Phone, text message

- A. Congregation Beth Shalom's membership lists will not be made available to any outside organization except for Shalom Memorial Park (for the purpose of selling plots in the Beth Shalom section). The list can only be used by members for congregation business. (6/18/1973)
- B. There will be no special mailing for one project with the exception of fund raising projects and for Youth. (6/22/1992)
- C. The agenda for the upcoming Board meeting is to be mailed to each board member before the Board of Trustees meeting. (8/17/1998)

VII. Financial

- A. All financial commitments, including building fund, will be determined by the Financial Committee with the approval of the BOT.
- B. The cost of dues to United Synagogue of Conservative Judaism will be added as an additional item on the Congregation Beth Shalom dues statement. (6/18/1973)
- C. All synagogue fees and commitments which are due must be paid in full prior to the family's Bar/Bat Mitzvah celebration. (5/13/1977)
- D. When discussing potential Board of Trustee nominees, it is the responsibility of the nominating committee chairman to find out if the nominees are members in good standing while being sensitive to any potential special circumstances. (9/5/2000)
- E. Any unbudgeted expenditures in excess of \$2,500 from any budget must be submitted to the Board of Trustees for approval. (2/16/2004)
- F. Shabbatone retreat shall receive a \$5,000 stipend from EETP to their budget each year.
- G. The EETP (Eastern European Torah Fund) Grant Review Committee can approve total monies up to \$20,000 without Board approval, provided that any individual grant does not exceed \$2500. Any grant exceeding \$2,500 or any grant of any size once the committee has approved \$20,000 in grants, must be brought to BOT for approval. (9/22/2008)
- H. Memorial Plaque Fees are raised to \$500. (7/1/2008)
- I. Naming a fund can be done for \$18,000. (7/1/2008)
- J. Minimum donations to various funds increased from \$5 to \$10. (7/1/2008)
- K. Prior to High Holidays, letters will be sent to remind people of prior Yom Kippur appeal. (7/1/2010)
- L. \$750 one time dues reduction for new CBS members enrolling a child in K-Aleph in our school or has a child attending Solomon Schechter Day School available for first year of CBS membership. (2/21/2011)
- M. Any new member 55 years of age or older who has previously paid a building fund at any synagogue will not be required to pay our building fund obligation. (2/21/2011)

- N. Debit and credit card payments will be available for all dues, programming, etc. for an additional fee. The fee will be determined by the Financial Committee. There is no fee for debit cards. ACH will also be an option. (7/1/2013)
- O. Congregation bills will have Sisterhood and Men's Club dues automatically added, however there will be an ability to opt out of those dues. (7/1/2013)

VIII. Membership

- A. Senior membership, 68 and older, who are heads of their households with no children under 18 will be responsible for senior dues, will receive two High Holiday tickets, and will have no Building Fund obligation. (3/21/2011)
- B. Newly married children of synagogue members, and their spouse, will be offered two years free membership. The first year is the first year of marriage and the second can be used at a later date. (7/1/2010)
- C. An adult membership cannot be purchased for a child. (9/5/2000)

IX. Ritual

- A. We are a fully egalitarian congregation where men and women may participate equally. (12/13/1999)
- B. All men must wear a tallit when they have an honor. (7/18/2018)
- C. All women who are accustomed to wearing a tallit must do so when they have an honor. (7/18/2018)
- D. We encourage everyone to wear a head covering whenever they are in the synagogue, and we require all males to wear a head covering (kippah) while attending a religious service in the building. (7/18/2018)
- E. We encourage Jewish males above bar mitzvah age to wear a tallit during morning services. (7/18/2018)
- F. A Haftarah will not be assigned to the same person two years in a row if another person requests it. (10/22/1990)
- G. There will no longer be B'not Mitzvah during Friday night services as of Jan 2001. (6/21/1999)
- H. Ambassadors for Saturday morning services include a representative from Ritual, the Board of Trustees, and B'nai Mitzvah parents. The Ritual representative is the head Ambassador. (11/15/1999)
- I. Only the Congregation President will represent the Board of Trustees on the Bima for Shabbat worship. If the President is unable to attend, he or she may appoint a Board member to take his or her place on the Bima. (8/27/2001)
- J. Bar/Bat Mitzvah candidates from other congregations will be accepted at Beth Shalom only if their parents have been members of a synagogue with their children enrolled in an approved religious education program for four consecutive years. (6/27/1977)

- K. Time of Friday night services is now 6:00 pm all year long, including when there is a later Shabbatone.
- L. There will no longer be B'nai Mitzvah during Mincha services as of January 2006. (6/16/2003)
- M. CBS can have one musical Shabbatone Friday night per month. There will always be a traditional service available the same night. (12/18/2006)
- N. Saturday Mincha will follow Kiddush throughout the year. (2/21/2011)

X. School

- A. Congregation Beth Shalom will be affiliated with the Board of Jewish Education. (10/15/1973)
- B. Registration for Congregation Beth Shalom religious school will not be permitted if the prior year's dues and fees are uncollected. (5/28/1975)
- C. A student may be expelled for disciplinary reasons. (3/18/1985)
- D. Congregation Beth Shalom will participate in the SKIP program. (12/15/1985)
- E. Religious School program is now one weekday and one Sunday, with a Junior Congregation for students offered twice a month. (3/15/2010)
- F. The School Board will plant a tree in Israel in honor of each Bar/Bat Mitzvah student. (1/23/1989)

XI. Staff

- A. The Professional Staff of the Congregation is expected to attend all regular Board of Trustee meetings. (4/21/1986)
- B. All proposals presented to the Board of Trustees regarding employment terms of the Professional Staff shall be presented in writing or screen presentation to the Board at the meeting at which such proposals are to be voted upon. (1/23/1989, updated 1/21/2019)
- C. In the case of the death of an immediate family member of anyone on the Professional Staff, two Chumashim will be dedicated in the deceased's memory. (6/12/1989)
- D. When tickets to synagogue functions outside the building cost the congregation, the Professional Staff will be asked to pay for those fees. Otherwise, they will be invited gratis. The Professional Staff must pay to be listed as a sponsor for events. (8/17/1992)
- E. Beginning with the medical renewal effective 5/1/15 that for any member of the Professional Staff who elects coverage under the CBS medical program, CBS will pay 50% of the employee premium for the lowest cost plan offered. (3/16/2015)

- F. Clergy will be the only members of the Professional Staff who have Contracts for Employment; all others will have an “at will” employment relationship. (12/14/2015)

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