



CONGREGATION
BETH SHALOM

Policy Manual

(thru 5/19/2025)

A. 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 are available only to members of the congregation and their immediate relatives for whom they are obligated to say Kaddish. Any exceptions will be made on a case-by-case basis at the discretion of the clergy. The funerals must conform to the principles of Halachic tradition. (9/19/22)
- F. Congregation Beth Shalom is a smoke free environment. (3/16/1992)
- G. Congregation Beth Shalom is an interfaith-friendly congregation through the Keruv program of the Federation of Jewish Men's Clubs. (3/21/2011)
- H. Interfaith families shall be billed family dues based on the established fee structure. (3/21/2011)
- I. 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)

B. Auxiliary Organizations

- A. Board of Trustees approves the organization of a Men's Club and a Sisterhood. (4/8/1968)
- B. President and Executive Vice President of Sisterhood and Men's Club must be members of Congregation Beth Shalom (12/18/23)
- 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)

C. Board of Trustees

- A. Board of Trustee meetings will take place on the third Monday of each month whenever possible. (2/5/1968)
- B. Each Board of Trustees member will be asked to contribute \$25 annually to the Board of Trustees Good and Welfare Fund, with the funds carrying over from year to year. Funds in the Board of Trustees Good and Welfare Fund will be distributed as follows:

- An \$18 donation to a Congregation Beth Shalom fund will be made by the Board of Trustees for a board member or staff member:
 - In honor of a simcha (birth, B'nai Mitzvah, wedding) of the board member's or staff member's child or grandchild
 - To acknowledge the death of the board member's or staff member's parent, spouse, sibling, child or grandchild.
- In the case of the death of a Board of Trustees member or staff member, a donation to the Prayer Book Fund will be made by the Board of Trustees.
- For members of Congregation Beth Shalom clergy, a donation to the Prayer Book Fund will be made by the Board of Trustees
 - In Honor of a simcha (birth, B'nai Mitzvah, wedding) of a child or grandchild
 - In Memory of a parent, spouse, sibling, or child

The Board of Trustees secretary will manage the Good and Welfare Fund distributions and work with the Controller twice a year to make transfers. (1/2025)

- C. The Board can set time limits for saving seats for High Holiday services. (3/16/1987)
- D. Board members will 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 Committee meeting for distribution prior to the next Board of Trustees meeting. (6/20/1994)
- F. Board members' individual responsibilities are to be stated in the Board Book. (3/15/1999).
- G. All Board members shall sign the Board Responsibilities Statement (7/1/2011).
- H. 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)
- I. Remote Attendance. Remote attendance is not to be used solely for a member's convenience or to avoid attending in person. Physical presence at Board meetings is strongly encouraged, to allow members to communicate and deliberate; however, presence via videoconferencing, up to two (2) times per fiscal year per member, (excluding Special Conditions see para G) may be permitted, at the discretion of the President, based upon the following Extenuating Circumstances:
 - Personal illness or disability
 - Family member illness or emergence
 - Out of town travel

Remote attendance shall be noted in the minutes. A member may participate in an Executive Session if that member provides assurances to the board that no other person is able to see, hear, or otherwise participate from the remote location. (5/19/25, formerly bylaw)

D. 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 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.

E. 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 fundraising. (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)

F. 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)

G. 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 expenditures in excess of \$15,000.00 for House-related infrastructure and operating equipment expenditures and \$7,500.00 for all other expenditures from any budget must be submitted to the Board of Trustees for approval. All House related expenditures, pursuant to the terms of this paragraph, shall be approved by the House Committee, however, the Executive Director, after consulting with the President or House VP, may use their discretion to spend whatever amount they deem necessary for emergency matters related to building structural integrity, security or personnel safety. (8/26/2024)
- 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. Naming a fund can be done for \$18,000. (7/1/2008)
- I. Minimum donations to various funds increased from \$5 to \$10. (7/1/2008)
- J. Prior to High Holidays, letters will be sent to remind people of prior Yom Kippur appeal. (7/1/2010)
- K. Free tuition for child's first year of Religious School when enrolled in kindergarten, 1st or 2nd grade. Each child in the family is eligible for this waiver. (9/18/22)
- L. 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)
- M. 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)
- N. 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)

H. Membership

- A. Newly married children of synagogue members, along with their spouses, as well as couples married by the Congregation Beth Shalom clergy, will be offered two years of free membership.

The first year of membership is the first year of marriage. The second year of membership can be used at a later date at the couple's discretion. (10/2024)

- B. An adult membership cannot be purchased for a child. (9/5/2000)
- C. Unmarried children, under age 30, (whether or not the children reside with the Member), legally dependent parents and legally dependent children (whether or not they reside with the Member) may be included within the Membership Unit. (5/19/25, formerly bylaw)
- D. A non-Jewish spouse may serve on any committees except for the Ritual Committee or School and Youth Subcommittees. Non-Jewish Committee Members will have voting rights in their committees. Enrollment of non-Jewish children (as defined by the Conservative Movement) in the Religious School will be according to the guidelines of the Conservative Movement and under the supervision of the Designated Rabbi. (5/19/25, formerly bylaw)

I. 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. B'nai Mitzvah may be scheduled during Mincha services under special circumstances with the approval of the clergy. (8/22/22)

- 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)

J. 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. The Religious School Program is one day per week for kindergarten through 2nd grade and two days per week for 3rd through 7th grade. (9/22/22)

K. Staff

- A. Professional Staff of the Congregation is ARE 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. When tickets to synagogue functions outside the building cost the congregation, the Professional Staff will be asked to pay for those fees. Any function inside the CBS building, there will be no charge for staff. (8/17/92)
- D. CBS pays a varying % of the cost for healthcare coverage for the employee under the high deductible health plan: Admin Staff 90% Prof Staff 70%
- E. Clergy will be the only members of the Staff who have Contracts for Employment; all others will have an "at will" employment relationship. (12/14/2015)

L. Miscellaneous

- A. In accordance with the guidelines of the CBS Donor Recognition Policy, the House Committee recommends that all donor plaques for the names opportunities in the Administrative Wing will be bronze plaques mounted on the wall or above the doorways in the same style of the existing plaques. (1/21/19)

agenda, 3, 5
 agendas, 3
 Ambassadors, 7
Auxiliary Organizations, 2
 B'nai Mitzvah, 3, 7
 Bar/Bat Mitzvah, 5, 7
 Bima, 7
 B'nai Mitzvah, 7
Board of Trustees, 2, 3, 4, 5, 7, 8
 building fund, 6
 bulletin, 4
Bulletin, 4
 caterer, 4
 Caterers, 4
Catering, 4
 Clergy, 8
 commitments, 5
 committee reports, 3
Communications, 5
Congregation, 2
 Contracts, 8
 credit card, 6
 death, 3
 donations, 6
 donor plaques, 8
 EETP, 5
 egalitarian, 6
 e-mail, 5
 emergency, 3, 5
 endorsement, 2
 expenditures, 5
Financial, 5, 6
 Firearm, 2
 fund, 4, 5, 6
 funds, 2, 6
 Funerals, 2
 Good and Welfare, 3
 Haftarah, 7
 head covering, 7
 healthcare coverage, 8
 High Holiday, 3
 High Holidays, 6
 infrastructure, 5
 interfaith, 2
 Interfaith, 2
 Israel Emergency Fund, 2
 Keruv, 2
 kippah, 7
 Kol Nidre Appeal, 2
Membership, 6
 membership lists, 5
 Men's Club, 2, 6
 Milestones, 4
 Mincha, 7
 minutes, 3
 motion, 3
 new member, 6
 Newly married children, 6
 nominees, 5
 non-Jewish, 6
 operating equipment, 5
 outside organization, 4, 5
 Professional Staff, 4, 8
 Remote Attendance, 3
Ritual, 6, 7
 saving seats, 3
 school, 7
School, 7
 Shabbaton, 5
 Shabbatone, 7
 Shalom Memorial Park, 5
 simcha, 3
 Sisterhood, 2, 6
 SKIP program, 7
 smoke free, 2
Staff, 8
 tallit, 6, 7
 text message, 5
 tuition, 6
 United Synagogue, 2, 4, 5
 Unmarried children, 6
 Yom Kippur appeal, 6
 Youth Group, 2