

**POLICIES OF BOARD OF TRUSTEES OF
CONGREGATION JEWISH COMMUNITY NORTH
ADOPTED FEBRUARY, 2007**

GENERAL:

- 1) The Board of Trustees will meet on the last Wednesday of each month at a time to be set by the President.
- 2) The CJCJN Secretary is to forward a copy of the charter, by-laws or policy statement to any CJCJN member requesting the same. The CJCJN By-Laws and policies shall be posted on the CJCJN website.
- 3) Unless approved by the Board, and exclusive of CJCJN membership, the membership roster shall not be disseminated to any person, group, company or other entity. The Membership Committee shall be responsible for maintaining the membership roster. The membership e-mail distribution list shall be maintained by the CJCJN Secretary and shall be used only for official CJCJN business. The e-mail distribution list shall be protected from disclosure except on a need-to-know basis.
- 4) On behalf of Congregation Jewish Community North, our friends at Christ the Good Shepherd in gratitude and continuing warm relationship may use our building on Easter Sunday on a priority basis.
- 5) A gallery of photos of past presidents will be permanently displayed.
- 6) Space in the CJCJN Newsletter ad page can be sold to non-members.
- 7) The naming of a structure or portion thereof on behalf of any individual or entity shall be the Board's prerogative. Placement of a donor's plaque shall be contingent upon the collection of 60% of the funds pledged by said donor toward the specific structure or portion thereof.
- 8) A motion was made to name the golf tournament in memory of Jim Jacob. The name will be Jim Jacob Golf Tournament
- 9) Smoking will be allowed on the Synagogue grounds only in the area of the rear door (by the Annex) and a cigarette receptacle will be placed there for members use. There will be no smoking on the Synagogue grounds during the High Holidays.
- 10) The CJCJN Document Retention Schedule shall be:
 - a. Legal, Formation documents including Articles of Incorporation, By-Laws, Tax exemption, etc. -- Perpetuity
 - b. Board Meeting Minutes - Perpetuity
 - c. Annual Meeting Minutes - Perpetuity
 - d. Year End Balance Sheets, Income Statements - Perpetuity
 - e. Payroll documents - current year (cy) + 6yrs
 - f. Financial (receivables and payables, bank statements) - cy +3
 - g. Capital purchases - cy +6
 - h. Warranties - through term
 - i. Contracts - expiration + 4
 - j. Operating manuals - life of equipment
 - k. Historical archives (Newsletters and similar) – Perpetuity

- 11) Officers, or Trustees, or Committee Chairs, or anyone with authority to spend Temple funds, shall refrain and abstain from participation in or voting upon the letting of any contract, the retention of any vendor, the purchase of any good or service, or the hiring of any employee, where the Officer, Trustee, Committee Chair, or other person with spending authority would directly stand to benefit and gain financially from the transaction, or where their blood relative or relative by marriage would stand to benefit and gain financially from the transaction.

MEMBERSHIP:

- 12) CJCJN will not actively solicit membership when such potential member is known to be affiliated with another congregation.
- 13) Rabbi Benno M. Wallach and his wife will retain permanent honorary membership in the congregation.

DUES and EXPENSES:

- 14) CJCJN will go to direct billing and the fiscal year shall be from to June 1 through May 31. New members shall have their fees prorated during the remainder of their first fiscal year as reflected in the membership application.
- 15) Collected dues shall be applied in the following order of priority:
 - a. Prior year outstanding balance due
 - b. Bar/Bat Mitzvah Training
 - c. Maintenance Fee
 - d. Religious School
 - e. Dues
 - f. MUM Dues
- 16) Any member who gives CJCJN a NSF check will not be pursued by legal means. The Finance Committee will continue to deal with these cases.
- 17) Requests for dues reduction or deferral must be made in writing. to the Finance Committee
- 18) There shall be a Maintenance Fund and an annual Maintenance Fee of \$300
- 19) Chronic poor payers at the Treasurer's discretion must pay 100% of their yearly obligation prior to any Bar/Bat Mitzvah.
- 20) A fee will be charged to members each year based on estimated average per family unit MUM dues for the succeeding year.
- 21) In the event of a CJCJN emergency, as determined by the Executive Committee, the congregation shall reimburse the Rabbi for his incremental expenses in connection with his return to Houston from out of town to officiate at funerals or other rituals.
- 22) Member facility rental fees will be a flat fee of \$250, which includes cleaning. No fee will be charged for Onegs if they are open to the entire Congregation. Rental fees for non-members will be

\$500. Security rental deposit for members and non-members will be \$250. This fee is separate from the rental fee.

- 23) Treasurer has the authority to write checks up to \$3,000.00 without a co-signature.
- 24) In the event of the death of a congregant's parent, child, or spouse, if the family so elects the family will be granted a 90 day dues deferment at the end of which they will be contacted by finance committee to see if a pledge restatement is necessary.

FUNDS:

- 25) The Torah Fund shall be renamed the Sanctuary Fund. Such fund could be used as needed for anything in the sanctuary.
- 26) The Board approved the establishment of a Jacques C. Shure Memorial Fund
- 27) The Board approved the establishment of the Ben Aron Memorial Fund.

PLAQUES:

- 28) Separate plaques will be placed on a donor wall to acknowledge contributions of \$2,500 and above in a single year, as well as other items deemed appropriate by the Executive Committee or its designates.
- 29) Yahrzeit plaques will be available for \$350 per individual plaque. A reserved space may be secured for a non-refundable fee of \$50.00. This fee is not applied against the purchase price of the plaque.

BUDGET:

- 30) The Budget Committee is to review the budget quarterly and submit any recommended changes to the Board at that time.
- 31) The Budget Committee shall report on the status of the budget to the Board of Trustees at least four times during the fiscal year: September, December, March, and June, and at such additional times as the Budget Committee deems appropriate, or as the BOT may request. Budget change approval authority policy passed on 5/31/06, as follows:
 - a. A committee shall present any request to exceed its aggregate fiscal year budget to the Budget Committee for review. The Budget Committee shall present the request to the Board of Trustees, along with the Budget Committee's recommendation for approval or denial of the request. If the Budget Committee recommends approval of the request, it shall also identify a line item account or accounts it recommends to be used to provide the requested additional funding. If the request is approved, the Budget Committee shall revise the budget accordingly.
 - b. Upon the request of a committee chair to the Budget Committee and pursuant to the recommendation of the Budget Committee, the Executive Committee shall have authority to approve the transfer of funding from a budgeted line item amount allocated to the requesting committee to a different budgeted line item amount allocated to the same

committee, provided that the aggregate transferred amounts during the fiscal year for any committee shall not exceed the lesser of 15% of the aggregate fiscal year budget for that committee or \$5,000.

- c. In deciding whether to recommend or approve such a request, the Budget Committee and the Executive Committee shall consider all relevant factors, including the current and projected status of the committee budget and of the overall CJCN budget, and CJCN and committee strategic objectives and annual plans. Upon approval, the Executive Committee shall inform the BOT at its next meeting and the Budget Committee shall revise the budget accordingly.”
- d. A committee shall have authority to transfer funding from a budgeted line item amount allocated to that committee to a different budgeted line item amount allocated to the same committee, provided that the aggregate transferred amounts during the fiscal year for any committee shall not exceed the lesser of 15% of the aggregate fiscal year budget for that committee or \$2,000. The committee shall inform the Budget Committee of any such transfers and the Budget Committee shall revise the budget accordingly.

HIGH HOLY DAYS:

- 32) No High Holy Day tickets will be issued to any member not in good standing.
- 33) High Holy Day tickets will always be made available to Dr. Deanna Emerson as a condition for a special building fund pledge made by her (tickets made available to her family).
- 34) With the purchase of High Holiday tickets, a temporary membership will be granted expiring December 31st of the year sold. Building fund, MUM, and dues are waived on this temporary membership. On January 1st, holders of the temporary memberships can become regular members per the existing pro-rated dues schedule. Religious School fees are not included in the temporary membership. High Holiday Ticket prices will be set each year upon recommendation of the Ritual Committee and approval by the BOT.
- 35) Non-members having financial hardship and wishing to attend High Holy Days Services may make special arrangements with the Finance Committee.
- 36) The Ritual Committee is authorized to coordinate the distribution of High Holy Days tickets.
- 37) High Holiday tickets will be granted at no charge to (1) college students with permanent residences out of town and no family with synagogue memberships locally; and (2) members in good standing of out-of-town URJ Temples. Requests for tickets should be made prior to the Holidays, and in the case of visiting URJ Temple members should be made via mail on their Temple letterhead.

RITUAL:

- 38) A non-Jewish member of the congregation may participate in services as determined by the Rabbi.
- 39) Food served on the CJCN premises will be kosher-style, as defined by the Ritual Committee.
- 40) Use of flash or still cameras will not be allowed during services. However, stationary videotaping shall be permitted with the Rabbi's prior approval. No additional sanctuary lighting shall be permitted.

- 41) For all life cycle events, members have first priority to use CJCN facilities and nonmembers will be accommodated as possible.
- 42) Use of the sanctuary is limited to members of CJCN. Requests for exceptions must be approved by the BOT in consultation with the Ritual Committee and the Rabbi.
- 43) Interfaith marriage ceremonies, where the bride or the groom is of the Jewish faith, may be conducted in the Sanctuary of CJCN when the following guidelines are met:
 - a. The ceremony shall be performed by an ordained Rabbi, conducting a service approved in advance by the CJCN Rabbi; and
 - b. The bride or the groom or a member of his or her immediate family is a member in good standing of CJCN.
 - c. In such case, it shall be the responsibility of the CJCN Rabbi to extend an invitation to the other Rabbi to perform the service. Permission to conduct a marriage ceremony pursuant to the above mentioned circumstances shall not be unreasonably withheld.
- 44) Confirmation is to be held on the Sabbath closest to Shavous.

RELIGIOUS SCHOOL:

- 45) Phase II building will be named the Jacques C. Shure Religious School. All religious school correspondence and/or letterhead, if used, shall bear this name. The Board gratefully accepts the generous contribution from the Miron family.
- 46) Sephardic Hebrew accent is to be adopted in all aspects of CJCN schools and services.
- 47) The students in the Confirmation class shall wear robes as a symbol of their graduation from Religious School.

BAR/BAT MITZVAH

- 48) The Bar/Bat Mitzvah fee shall be \$420.
- 49) The Education Director will attempt to schedule no more than two Bar or Bat Mitzvahs during the months of September through May.
- 50) Bar/Bat Mitzvah's can be scheduled on four Saturdays during the months of June and August.
- 51) Dates for a Bar/Bat Mitzvah may not be reserved before the young person's 11th birthday.
- 52) The Adult B'nai Mitzvot fee shall be equal to 50% of the current Bar/Bat Mitzvah fee for children in our Bar/Bat Mitzvah program.
- 53) The Bar or Bat Mitzvah fee for anyone celebrating this event a second time at age 83 will be waived.

AUXILIARY ORGANIZATIONS:

54) Advisors and Officers of the Youth Groups must be members of the congregation; however, members of the Youth Groups do not have to be members of the congregation.

APPENDIX

Congregation Jewish Community North Statement of Operating Philosophy

As Approved by the Board of Trustees July 27, 2005, and amended May 31, 2006)

Under our bylaws, the management and administration of the affairs of the Congregation are vested in the Board of Trustees ("BOT"). The Executive Committee ("EC"), comprised of the officers of the Congregation, shall exercise only those powers specifically authorized by the BOT. In order to facilitate the daily management of the Congregation and to reduce confusion as to the authority of the EC in certain matters, the BOT, pursuant to its authority under the bylaws, hereby adopts this "Statement of Operating Philosophy" to be effective until modified, revoked, or superseded by formal action of the BOT or through bylaw revision.

The EC shall have the authority to establish rules, regulations and procedures and to carry out the following delegated authorities without prior approval of the BOT:

Approve the expenditure of all budgeted items up to an amount of \$5,000 for any single item so long as the expenditure does not cause the fiscal year total expenditure for that item for that committee to exceed its approved budget by the greater of 10% or \$100;

Spend up to \$7,500 to address an emergency without BOT approval. The EC shall make a full report of the matter at the next meeting of the BOT. For purposes of this provision, an emergency expenditure is defined as a Congregational expense or obligation, necessary for the protection, care, repair or maintenance of an individual, realty or personalty, the failure of which to address immediately is likely to cause irreparable or serious harm, destruction or expense, or would significantly reduce our ability to use our facilities or personalty, and for which there is no time to obtain prior BOT approval at the next regular meeting or by calling an emergency meeting. The EC may take only such action as is required to eliminate the emergency. It is anticipated that emergency expenditures that cannot await a meeting of the BOT for approval would be few in occurrence;

Approve all contracts so long as (i) the contract appertains to a budgeted expense, (ii) the total expenditure under the contract is not greater than \$5,000, and (iii) the contract amount does not cause the fiscal year total expenditure for that item for that committee to exceed its approved budget by the greater of 10% or \$100;

Terminate any non-key employee for cause without awaiting approval of the BOT. "For cause" shall mean misconduct, violation of work rules, or unsatisfactory performance. The employee shall have the right to appeal his or her termination to the BOT at its next meeting. The decision of the BOT shall be final. In the case of key employees (the Rabbi, Cantor or Director of Education) the EC shall seek approval of the BOT prior to any termination; however, the EC may suspend a key employee pending BOT action in the event the key employee has engaged in serious misconduct that warrants immediate action by the EC (such as theft or violent behavior). The EC shall report to the BOT at each meeting any significant employment related issues it has dealt with since the prior BOT meeting.

Dismiss any volunteer. Such dismissal shall be subject to advance approval of the President who shall

provide notice to the volunteer of his or her right to appeal the dismissal to the BOT at its next meeting;

Approve or disapprove the prices, allowable payment plans, and acceptable modes of payment for any service or product if it is anticipated that (i) the price(s) to be established shall be \$25 or less and shall fully cover the cost of the service or item being provided; (ii) the price(s) to be established shall be for budgeted annually recurring fund raising events;

Approve renewal memberships and/or new memberships within the guidelines established by the BOT. Such guidelines shall be reviewed annually. The EC shall seek BOT approval prior to disapproving any new or renewal membership unless the EC determines that it's failure to act in advance of the next BOT meeting would defeat the purposes of the membership guidelines, in which case it shall inform the BOT of the action taken at the next BOT meeting.;

Take such routine actions to administer the daily affairs of CJCN as the EC may deem necessary and appropriate and in the best interest of CJCN, so long as such actions do not deviate from established BOT policy, including the expenditure guidelines set forth above, as they may be amended over time. Routine actions to administer the daily affairs of CJCN do not implicate matters of current significant controversy within CJCN or pertain to matters of evolving or unsettled CJCN policy or strategic direction; and

Upon the request of a committee chair to the Budget Committee and pursuant to the recommendation of the Budget Committee, the Executive Committee shall have authority to approve the transfer of funding from a budgeted line item amount allocated to the requesting committee to a different budgeted line item amount allocated to the same committee, provided that the aggregate transferred amounts during the fiscal year for any committee shall not exceed the lesser of 15% of the aggregate fiscal year budget for that committee or \$5,000. In deciding whether to recommend or approve such a request, the Budget Committee and the Executive Committee shall consider all relevant factors, including the current and projected status of the committee budget and of the overall CJCN budget, and CJCN and committee strategic objectives and annual plans. Upon approval, the Executive Committee shall inform the BOT at its next meeting and the Budget Committee shall revise the budget accordingly. (Added May 31, 2006)