

# 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under the bylaws, hereby adopts this “Statement of Operating Philosophy” to be effective until modified, revoked, or superseded by formal action of the BOT or through bylaw revision.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:**

- (1) 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;
- (2) 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;
- (3) 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;
- (4) to 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.

(5) 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;

(6) 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;

(7) 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 its 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.;

(8) take such routine actions to administer the daily affairs of CJC/N as the EC may deem necessary and appropriate and in the best interest of CJC/N, 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 CJC/N do not implicate matters of current significant controversy within CJC/N or pertain to matters of evolving or unsettled CJC/N policy or strategic direction; and

(9) 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 CJC/N budget, and CJC/N 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)