

**CONGREGATION BETH SHALOM  
BYLAWS  
TABLE OF CONTENTS**

<b>ARTICLE I Name .....</b>	<b>1</b>
<b>ARTICLE II Purpose.....</b>	<b>1</b>
<b>ARTICLE III National Affiliation .....</b>	<b>1</b>
<b>ARTICLE IV Religious Practices .....</b>	<b>1</b>
Section 4.1. Reform Judaism .....	1
Section 4.2. Location/Reservation of Seats.....	1
<b>ARTICLE V Membership .....</b>	<b>1</b>
Section 5.1. Eligibility .....	1
Section 5.2. Admittance .....	1
Section 5.3. Membership Categories .....	1
Section 5.4. Annual Membership Obligation.....	2
Section 5.5. Membership Rights and Privileges .....	2
Section 5.6. Termination of Membership.....	3
<b>ARTICLE VI Congregational Meetings.....</b>	<b>3</b>
Section 6.1. Annual Meeting .....	3
Section 6.2. Special Meetings .....	3
Section 6.3. Notice.....	4
Section 6.4. Voting.....	4
Section 6.5. Quorum .....	4
Section 6.6. Member Approval Requirements .....	4
<b>ARTICLE VII Officers .....</b>	<b>4</b>
Section 7.1. Executive Committee. ....	4
Section 7.2. Eligibility .....	4
Section 7.3. Terms of Office.....	4
Section 7.4. Duties of Officers.....	4
Section 7.5. Fidelity Bond. ....	6
Section 7.6. Disbursement of Funds .....	6
Section 7.7. Appointed Officers.....	6
Section 7.8. Multiple Persons Serving as Co-Officers .....	6
<b>ARTICLE VIII Board of Governors.....</b>	<b>6</b>
Section 8.1. Composition .....	6
Section 8.2. Terms of Office of Members-At-Large .....	6
Section 8.3. Eligibility .....	6
Section 8.4. Nomination/Election to the Board .....	7
Section 8.5. Meetings .....	7
Section 8.6. Removal.....	7
Section 8.7. Quorum .....	8

Section 8.8. General Powers and Duties.....	8
Section 8.9. Employees .....	8
Section 8.10. Other Contracts.....	8
Section 8.11. Expenditure Limitations. ....	8
Section 8.12. Participation in Congregation Activities.....	8
<b>ARTICLE IX Spiritual Leaders .....</b>	<b>8</b>
Section 9.1. Generally.....	8
Section 9.2. Initial Selection of Rabbi.....	8
Section 9.3. Retention of Rabbi.....	9
Section 9.4. Benefits .....	9
Section 9.5. Assistant Rabbi .....	9
Section 9.6. Cantor .....	9
Section 9.7. Attendance at Meetings.....	9
<b>ARTICLE X Staff .....</b>	<b>9</b>
Section 10.1. Professional Staff .....	9
Section 10.2. Other Staff.....	10
<b>ARTICLE XI Committees and Auxiliaries.....</b>	<b>10</b>
Section 11.1. Standing Committees .....	10
Section 11.2. Standing Committee Chairs.....	12
Section 11.4. Nominating Committee .....	13
Section 11.5. Budgets/Reports.....	13
Section 11.6. Other Activities .....	13
Section 11.7. Auxiliaries.....	13
<b>ARTICLE XII Cemetery .....</b>	<b>14</b>
Section 12.1. Generally.....	14
Section 12.2. Cemetery Committee .....	14
Section 12.3. Funding.....	14
Section 12.4. Annual Report .....	14
<b>ARTICLE XIII Amendments .....</b>	<b>14</b>
Section 13.1. Generally.....	14
Section 13.2. Distribution of Text of Proposed Amendment(s) .....	15
Section 13.3. Approval Requirement.....	15
Section 13.4. No Retroactive Effect .....	15
<b>ARTICLE XIV Miscellaneous Provisions .....</b>	<b>15</b>
Section 14.1. Fiscal Year .....	15
Section 14.2. Incompatible Activities.....	15
Section 14.3. Rules of Procedure at Meetings. ....	15
Section 14.4. Notices by Electronic Device .....	15
<b>CERTIFICATE OF SECRETARY .....</b>	<b>16</b>

# CONGREGATION BETH SHALOM BYLAWS

## ARTICLE I Name

This Congregation shall be known as Sacramento Jewish Fellowship, Inc., also known as Congregation Beth Shalom.

## ARTICLE II Purpose

The purpose of this Congregation shall be to establish and maintain a synagogue and such educational, religious, social, and recreational activities as will help further the cause and objectives of the synagogue, applying the principles of Reform Judaism to the values and conduct of the individual, the family, our community, and the society in which we live.

## ARTICLE III National Affiliation

This Congregation will be a member in the Union for Reform Judaism (URJ) and will be entitled to all services as well as privileges prescribed in the URJ Constitution and bylaws.

## ARTICLE IV Religious Practices

Section 4.1. Reform Judaism. This Congregation shall interpret Judaism in the tradition of Reform Judaism.

Section 4.2. Location/Reservation of Seats. Location of seats in the place of worship shall be unassigned. It shall, however, be the duty of the Board, whenever it may be necessary on special occasions, to reserve a sufficient number of seats to accommodate the membership with special needs such as people with "mobility aids" and hearing and vision impairment, it being understood that no specific assignment to individuals shall be made within such reservations.

## ARTICLE V Membership

Section 5.1. Eligibility. Any person of the Jewish faith or who wishes to affiliate with the Reform Jewish Movement and who is 18 years of age, or older, is eligible for membership.

Section 5.2. Admittance. Any eligible person 18 years of age, or older, may be admitted to membership by affirmative vote of a majority of the Board.

Section 5.3. Membership Categories. There shall be two categories of membership in the Congregation, and shall be defined as follows:

- (a) *Family membership* shall consist of all individuals living together to form a household. At least one member of the household shall qualify for membership under Section 5.1. In the event of the death of the qualifying individual or the termination of a marriage, the remaining family members may retain their membership. A family membership with two or more adults is entitled to as many votes on any matter submitted to the membership as there are adult members of the family living in the same household. A family membership with one adult is entitled to one vote on any matter submitted to the membership.
- (b) *Single membership* shall consist of any person eighteen years of age or older who is not part of a family membership and who qualifies for membership under Section 5.1.

#### Section 5.4. Annual Membership Obligation.

Each fiscal year the Board will set a shared obligation amount that it will take to support the budget. The Board will define various levels of suggested giving that will guide members in making their own decision about their financial pledge. The financial secretary will record the contributions and distribute monthly statements of giving. No one shall be denied membership at Congregation Beth Shalom due to their financial ability to contribute to the financial support of the synagogue. Each member is encouraged to learn about the Terumah “giving from the heart” model CBS has embraced to encourage voluntary contributions. Giving voluntarily from the heart is the heart of our financial vitality and pledges may be adjusted during the year as members’ financial circumstances change.

Section 5.5. Membership Rights and Privileges. A member in good standing is entitled to the rights and privileges of membership. These rights include but are not limited to tickets to High Holy Days services; religious and Hebrew education (including complete bar/bat mitzvah training); life cycle officiation by clergy of the Congregation; clergy services; use of sanctuary for life cycle ceremonies; voting eligibility at congregational meetings; and member rates and/or preferences for congregational events and facility rentals.

Section 5.7. Termination of Membership. The Board may by Resolution adopt reasonable rules and internal due process procedures relating to termination of memberships.

## **ARTICLE VI Congregational Meetings**

Section 6.1. Annual Meeting. A congregational meeting shall be held each year prior to the beginning of the succeeding fiscal year, the time and place to be fixed by the Board. At this meeting, reports shall be submitted by the President, the Rabbi, and such other officials, auxiliaries, and committees as may be requested by the Board; a budget for the coming fiscal year shall be approved, and such members of the Board (including officers) as necessary shall be elected.

Section 6.2. Special Meetings. Special meetings shall be called at the request of the President, at the request of a majority of the Board, or upon the written petition of 15 percent of the voting members of the Congregation. The call for a special meeting shall state the purpose of the meeting, and at such meeting no other business shall be transacted. Meetings called by petition of members of the Congregation shall be convened by the President (or in his/her absence or refusal to act, by the Board) within 21 days of the receipt of the petition.

Section 6.3. Notice. Notice of any congregational meeting shall be mailed and/or sent electronically as provided in accordance with Section 14.4 to all members at least fourteen (14) days prior to the date of the meeting.

Section 6.4. Voting. Members may vote in person, by written ballot, or by electronic ballot. The decision of whether to conduct voting at an in-person, on-line, or hybrid meeting shall be made by the Board.

Section 6.5. Quorum. Thirty percent (30%) of the "units" of the Congregation shall constitute a quorum at any regular or special meeting, and for any action by written and/or electronic ballot. A unit comprises of either a family membership or an individual membership.

Section 6.6. Member Approval Requirements. Any matter requiring membership approval shall be approved only upon the affirmative vote of a majority of those casting votes, at a meeting or by written and/or electronic ballot, once a quorum has been established, except that (i) agreements for the acquisition or disposal of real estate, and (ii) agreements for the lease for more than one year of any facilities shall be approved only upon the affirmative vote of two-thirds (2/3) of those casting votes, at a meeting or by written and/or electronic ballot, once a quorum has been established.

## ARTICLE VII Officers

Section 7.1. Executive Committee. The Executive Committee shall consist of the Immediate Past President and the following elected officers: President; Vice President, Operations; Vice President, Administration; Vice President, Finance; Vice President, Programming and Fundraising; Vice President, Membership; Vice President, Education; Vice President, Religious Practices; and Secretary. The executive committee shall make recommendations to the Board on matters of policy and fiscal matters.

Section 7.2. Eligibility. All officers shall be members in good standing of the Congregation

Section 7.3. Terms of Office. The President shall be elected for a term of two years, and all other officers shall be elected for a term of one year, at the annual meeting of the Congregation, and all officers shall take office at the beginning of the fiscal year, July 1. The President shall be limited to two consecutive terms as President.

### Section 7.4. Duties of Officers.

- (a) *The President* shall act as chair at all Congregational and Board meetings and shall appoint chairs of all committees other than the Nominating Committee. They shall be a non-voting member of all committees; shall have the authority to call special meetings; shall sign all legal documents; shall appoint the Parliamentarian; shall have oversight for all other officers; and shall perform such other duties as are incident to the office.
- (b) *The Vice President, Operations* shall have oversight for all standing and ad hoc committees functioning in the area of operations, including but not limited to Facilities/Building, Security Committee, and other committees as may be deemed by the President and Board to fall within the responsibilities of this office.
- (c) *The Vice President, Administration* shall be responsible for personnel, and shall have oversight for all standing and ad hoc committees functioning in the area of administration, including but not limited to Legal, Personnel, Music and Choir, Publications, and other committees as may be deemed by the President and Board to fall within the responsibilities of this office. In the absence or disability of the President, the Vice-President, Administration, shall perform all the duties of the President, and when so acting, shall have all of the powers of, and be subject to all of the restrictions upon, the President.
- (d) *The Vice President, Finance* shall be the chief financial officer of the Congregation. They shall report monthly to the Board and shall present a formal financial report at the annual meeting of the Congregation. They shall arrange, with the approval of the Board, to make the Congregation's financial records available for an annual audit. They will serve as chair of the Finance Committee.
- (e) *The Vice President, Programming and Fundraising* shall be responsible for oversight of all fundraising activities of the Congregation. This includes meeting

the annual operating budget fundraising goals, capital fundraising (exclusive of assessments determined by the Board) and general programming. They will serve as a member of the Finance Committee.

- (f) *The Vice President, Membership* shall be responsible for membership recruitment and retention.
- (g) *The Vice President, Education*, working in conjunction with the Rabbi(s) and the Director of Education, shall recommend policies relating religious education, shall serve as chair of the Education Committee, and shall serve as the congregational representative to all religious school programs.
- (h) *The Vice President, Religious Practices*, working in conjunction with the Rabbi(s), shall recommend policies relating to religious rituals and observances and shall serve as chair of the Religious Practices Committee.
- (i) *The Financial Secretary* shall maintain an accurate list of members and their addresses, perform billing functions, and maintain a current record of membership Terumah pledges and payments. They shall report monthly to the Board on the total collected Terumah contributions from active members of the congregation membership roster. The Financial Secretary shall serve as a member of the Finance Committee.
- (j) *The Treasurer* shall be the receiving and disbursing agent of the Congregation. They shall audit all bills and pay accordingly. They shall be a member of the Finance Committee.
- (k) *The Secretary* shall serve as secretary of the Congregation and the Board. They shall keep minutes of both bodies; shall keep a register of all members of the Congregation; send out notices of all meetings; supervise the official correspondence of the Congregation and perform such other duties as are incident to the office.

Section 7.5. Fidelity Bond. The Congregation shall maintain in effect a blanket position fidelity bond covering all officers and employees of the Congregation, the cost of which shall be borne by the Congregation.

Section 7.6. Disbursement of Funds. All disbursements of congregational funds amounting to \$2,500 or more shall require the signature of two of the following officers: President; Vice President, Finance; Financial Secretary or Treasurer. Disbursements less than \$2,500 shall require the signature of one of these officers.

Section 7.7. Appointed Officers. A Parliamentarian may be appointed by the President, subject to ratification by the Board. The Parliamentarian shall be without vote. The Parliamentarian shall be a non-voting member of the Legal Committee. Other officers will be appointed as necessary.

Section 7.8. Multiple Persons Serving as Co-Officers. Nothing herein shall preclude any office from being filled by more than one person as co-officers, e.g., two members serving jointly as co-president, secretary, etc. In the event of co-officers, such co-officers shall have only one vote.