

OFFICERS OF THE SHUL

PRESIDENT

Section 1(a). The President shall preside at all meetings of the Board of Directors and of the Congregation.

Section 1(b). The President shall ensure that the Constitution, By-laws, and standing rules of the Board of Directors and the Congregation are observed.

Section 1(c). The President shall ensure that the Officers discharge their duties faithfully.

Section 1(d). The President shall appoint the chairmen of all standing and special committees where the chairman is not otherwise provided for.

Section 1(e). The President shall serve ex-officio, with vote, or designate a Vice President to so serve, on all standing committees.

Section 1(f). The President shall sign contracts and commitments on behalf of the Congregation at the direction of the Board of Directors or the Congregation.

Section 2. The President shall be entitled to vote at Board of Directors meetings only when the vote is by ballot or when the vote would change the results.

Section 3. The President and committee chairs (at the President's discretion) shall present an annual report to the Congregation on the condition of the Congregation during the December general membership meeting.

Section 4. The President must be male and must be a member-in-good-standing of the Congregation for over one (1) full calendar year.

VICE-PRESIDENT

Section 1. The Vice Presidents shall assist the President in the discharge of the President's duties.

Section 2. The Vice Presidents shall jointly assume the duties of the President in the President's absence.

Section 3. Each Apartment complex shall have its own Vice-President: Outside Apartments, Terrace Circle, Walraven and Westgate.

Section 4. Each Vice President is entitled to one vote at Board of Directors meetings.

Section 5. The Vice Presidents shall act as a liaison between their respective complexes and the Board of Directors.

Section 6. The Vice Presidents shall be responsible for ensuring all residents of their respective complexes who attend shul on a regular basis, are paid members.

Section 7. Each Vice-President will be responsible to oversee and represent one communal committee of their choosing - Kiddush, Events, Seudat Shlishit, Chesed, etc...

Section 8. The Vice Presidents shall be responsible for timely erecting and dismantling of their complex Sukkah, as well as assisting in the organization and preparation of Shul programming.

SECRETARY

Section 1. The Secretary shall arrange all communications from the Shul, notably the weekly newsletter and Shul emails.

Section 2. The Secretary should be someone who is experienced with updating, editing and maintaining websites, as well other social media platforms.

Section 3. The Secretary shall be the Webmaster of the Shul website, Facebook page and other social media platforms. The Secretary is responsible for updating and maintaining all forms of communication on an ongoing basis.

Section 4. The Secretary shall be responsible for recording the Minutes at all meetings of the Board of Directors.

Section 5. The Secretary is entitled to one vote at Board of Directors meetings.

TREASURER

Section 1a. The Treasurer shall maintain the financial books and records of the Congregation and shall receive, maintain, and disburse all monies on behalf of the Congregation.

Section 1b. The Treasurer, or the Treasurer's appointee, shall verify all bills and make the appropriate entries for monies received and paid in the books of the Congregation. The Treasurer shall deposit monies and maintain the accounts of the Congregation in the name of the Congregation in such banks as the Board of Directors shall designate.

Section 1c. The Treasurer shall ensure that the Congregation carries indemnification insurance to protect the Officers and Directors in the event they are sued as a result of executing their responsibilities as defined in the Constitution.

Section 2. The Treasurer shall semi-annually notify members of the Congregation of the status of their accounts and of amounts due.

Section 3. The Treasurer may delegate aspects of the Treasurer's duties to other members of the Board of Directors, but shall supervise their execution and maintain overall responsibilities.

Section 4a. The Treasurer shall deliver all monies, books, and papers to the Treasurer's successor in office. When so requested by the Board of Directors or by the Congregation, the Treasurer shall deliver such monies, books, and papers to the President.

Section 4b. All financial books and papers of the Congregation shall be kept in the principal office of the Congregation or other place authorized by the Board under the direct supervision of the Treasurer.

Section 4c. The Treasurer, or the Treasurer's designee, shall monitor the use of the Congregation's Tax Identification Number to ensure that it is not used inappropriately, including unauthorized use by unaffiliated charitable organizations.

Section 5. Authorized signatories of checks drawn on the account of the Congregation shall be the President and the Treasurer. The signatures of both the President and Treasurer shall be required to withdraw funds or issue checks on the accounts of the Congregation above \$1,000 (one thousand dollars).

Section 6. As deemed necessary by the Board, but no less than quarterly, the Treasurer shall provide the Board of Directors with a mid-year financial status report, comprising the Congregation's year to date financial performance, a projection of end of the year results and an update and overview of significant financial initiatives.

Section 7. The Treasurer is entitled to one vote at Board of Directors meetings.

GABBAIM - RITUAL COMMITTEE

Section 1a. The Gabbaim shall arrange for the conduct of religious services, designate those who lead the services and distribute honors. The Gabbai Rishon may delegate aspects of his duties to the other Gabbaim but shall supervise their execution and maintain overall responsibility.

Section 1b. The Gabbai Rishon shall be the chairman of the Ritual Committee.

Section 2. The Gabbaim shall act with the guidance of the Rabbi and in matters of Halacha shall be subject to Article XV, Section 1.

Section 3. All Gabbaim must be male and members of the Congregation.

Section 4. The Gabbaim shall assist in the preparation and clean-up of the Shul prior to, and subsequent to, services.

Section 5. In the absence of any Gabbai, the highest-ranking male officer present shall act as Gabbai.

Section 6. No individual shall officiate at services at any time without the express authorization of a Gabbai or acting Gabbai if one is present.

Section 7. The Gabbi Rishon and Gabbi Sheni are each entitled to one vote at Board of Directors meetings. If the either Gabbi Rishon or Sheni are unavailable, the Gabbi Shlishi, or Gabbi Re'vii, may vote in their stead, if present at the Board of Directors meeting.