

BYLAWS OF BETH SHALOM SYNAGOGUE

ARTICLE I – INTRODUCTION

Section 1. The name of the Corporation is Beth Shalom Synagogue, also referred to in these Bylaws as the “the Synagogue” or “the Congregation”.

Section 2. The purpose of these Bylaws is to organize the business affairs of Beth Shalom Synagogue in accordance with its Charter, dated October 26, 1907, and its religious and educational missions.

Section 3. These Bylaws shall become effective as of the date approved by the members of the Congregation.

ARTICLE II – OBJECT AND SCOPE

Section 1. The Corporation is a South Carolina nonprofit corporation pursuant to Section 33-31-101 et seq. of the South Carolina Code of Laws, and operates under a tax exempt status within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Corporation is organized and operated exclusively for religious and educational purposes as defined under Section 501(c)(3) of the Internal Revenue Code of 1986. No part of the net earnings of the Corporation shall inure to the benefit of any private shareholder or individual. No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws, the operations, activities and powers of the Corporation shall be limited to those permitted by an organization described in Internal Revenue Code Section 501(c)(3).

Section 2. Beth Shalom Synagogue is established to help maintain, through the instrumentality of the Synagogue and related institutions, the creative continuity of the Jewish people, as well as help strengthen Conservative Judaism; to put into practice its way of life; to teach its language, literature and religion; to foster and stimulate the expression of Judaism in everyday living and integrate it into the pattern of American life.

Beth Shalom Synagogue represents the spiritual home for G-d, Torah and Conservative Jewish Life in Columbia. Through strong Rabbinic leadership and an engaged congregation, Beth Shalom will continue to make Judaism a vital and integrated part of daily life now and for future generations. It will provide a center for prayer, spirituality, lifelong Jewish learning, and a place

to foster relationships between its members. It is a center for life cycle events and the special relationship between its members and G-d.

ARTICLE III - MEMBERSHIP

Section 1. Any person over eighteen years of age and of the Jewish faith shall be eligible for membership in the Congregation.

Section 2. Types of membership:

- A. Family Married. This membership may be extended to Jewish and interfaith married couples (as long as one spouse is Jewish) and shall entitle husbands and wives to all membership privileges. Each family shall be entitled to one vote and at least one spouse must be present to vote at the place and time of voting unless an alternative mechanism is in place for electronic voting. Non-Jewish members of the family will be entitled to participate in all activities except those proscribed by Jewish Law. Non-Jewish members may not serve on the Board of Directors (the “BOD” or the “Board”).
- B. Family Individual. This membership may be extended to single Jewish men or women with children who are not old enough to be eligible for their own membership. Each family shall be entitled to one vote and the member must be present to vote at the place and time of voting unless an alternative mechanism is in place for electronic voting.
- C. Single Individual. This membership may be extended to single Jewish men and Jewish women who do not have children or whose children are old enough to be eligible for their own membership. Each member shall be entitled to one vote and the member must be present to vote at the place and time of voting unless an alternative mechanism is in place for electronic voting.
- D. Honorary. This membership may be conferred upon individuals of the Jewish faith at the discretion of the BOD. Honorary members shall not be entitled to vote and may not serve on the BOD. Honorary members shall not be required to pay dues.
- E. Associates. This membership may be conferred upon individuals or families who are members in good standing of other Jewish congregations at the discretion of the BOD. Associate members shall not be entitled to vote and may not serve on the BOD. Associate members shall only have such privileges of membership as established by the BOD.

Section 3. A person desiring membership in the Congregation shall submit a written application to the Rabbi and the Membership and Goodwill Committee. Membership will be granted upon a majority vote of the BOD.

Section 4. A member may be suspended for the non-payment of dues, assessments, or other obligations by a majority vote of the BOD. Upon payment of the member's obligations on terms approved by the Board, the member shall be reinstated and restored to all rights and privileges.

Section 5. A member shall be subject to expulsion by reason of acts or conduct which bring severe discredit upon the Congregation; PROVIDED: No member shall be expelled except by three-fourths vote of the Board at a regular or special meeting, and only after the following requirements have been met:

- A. Charges have been duly initiated by resolution adopted by a majority vote of the Board:
- B. Due of said charges shall have been given in writing to the member concerned;
- C. The member shall have been afforded an opportunity for a full hearing before the Board.

Section 6. No member who has been expelled shall thereafter be restored to membership except by the affirmative vote of two-thirds of the BOD.

Section 7. A member may resign at any time. The resignation of a member who is not in good standing shall not be relieved of the financial obligations accrued prior to the date of the resignation.

ARTICLE IV – DUES

Section 1. A member shall pay such dues and fees as assessed from time to time by the BOD at its discretion. A member is entitled, upon request, to a hearing before the BOD, or its designee(s), with respect to any matter pertaining to the assessment or payment of dues or other fees.

Section 2. For the purposes of good standing, any dues not paid by September 1 of any calendar year will be considered in arrears. The member owing such dues may be suspended as provided in Article III, Section 4 of these Bylaws unless arrangements are made with the Finance and Budget Committee, or its designee(s), for the member's compliance with his or her financial obligations. Such compliance may be accomplished by a payment plan or other plan at the

discretion of the Finance and Budget Committee. All other financial obligations to the Synagogue, such as but not limited to school fees, aliyahs and other assessments, are due and payable when incurred. These financial obligations are considered in arrears thirty (30) days after billing, and if arrangements are not made for payment, the member owing such payment may be suspended as provided in Article III, Section 4 of the these Bylaws.

ARTICLE V - PRIVILEGES OF MEMBERSHIP

Section 1. Members in good standing shall enjoy the following privileges:

- A. To attend all meetings of the Congregation;
- B. To vote at all Congregational meetings in accordance with the member's voting rights as provided in Article III, Section 2 of these Bylaws and subject to any other provisions set forth in these Bylaws;
- C. To hold office in this Congregation subject to the provisions of these Bylaws;
- D. To participate in divine worship at all religious services in the Synagogue, receive all Synagogue benefits, attend all Synagogue functions, enroll their children in the religious school, avail themselves of the Rabbi's services at ceremonies (and other functions when appropriate) and avail themselves of burial privileges—all of which are subject to any limitations set forth in these Bylaws as well as any rules and policies established from time to time by the Board; and
- E. To appeal for relief to the Board on any grievance related to Synagogue affairs.

ARTICLE VI - MEETINGS OF THE CONGREGATION

Section 1. The annual meeting of this Congregation will be held in December of each year on a day designated by the President. Written notice of the annual meeting shall be provided to all members of the Congregation by mail or electronic means. Notice of the annual meeting shall be given at least thirty (30) days prior to such meeting and contain a complete list of nominees for the BOD and Board of Education (BOE), which will be presented at the meeting by the chair of the Nominating Committee.

Section 2. Special meetings of the Congregation shall be called by the President, when deemed necessary, or by the President at the written request of twenty-five (25) voting members of the Congregation, in good standing, or at the request of seven (7) members of the Board. A request for a special meeting shall state the reason for and the purpose of the meeting. Written notice of

the special meeting shall be provided to all members of the Congregation by mail or electronic means. Notice of the special meeting shall be given at least thirty (30) days prior to such meeting and state the reason for and the purpose of the meeting. No business shall be transacted at a special meeting except for the purposes stated in the call for the meeting.

Section 3. At all meetings of the Congregation, regular and special, a quorum for the transaction of business will consist of twenty-five (25) voting members. Decisions of the assembled voting members will be by simple majority vote unless otherwise provided in these Bylaws. A quorum is not necessary for voting to take place unless seven (7) voting members at the meeting ask for a quorum to be present. If a quorum is asked for, the number of voting members present at the meeting will be counted, and if a quorum is not present, no voting on any issue may take place. If a quorum is asked for and is not present, the President or his/her designee shall adjourn the meeting to a future time when a quorum will be present to vote on matters at hand.

Section 4. No real property of the Congregation used in connection with the operation of the Synagogue shall be purchased, sold, encumbered, or conveyed without the approval of two-thirds majority of the membership attending a special meeting called for such purposes, provided that the Synagogue building proper shall not be sold unless the proceeds are used or held for the acquisition of other Synagogue facilities.

Section 5. All elections for membership to the Board shall be:

- A. By voice vote unless there are additional nominations from the floor, in which case the election shall be by secret ballot.
- B. By a simple majority of the members present and eligible to vote.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. The powers, business, property and policies of the Congregation shall be, respectively, exercised, managed, controlled and formulated by the BOD except as elsewhere provided herein. The BOD shall consist of fourteen (14) members of the Congregation in good standing, the Officers of the Congregation, the Chairperson of the Board of Education (BOE), the Chairperson of the Beth Shalom Synagogue Foundation or his/her designee, a representative of each auxiliary organization (as defined in article X), and the immediate past president of the Congregation.

Section 2. Each year at the annual meeting of the Congregation, seven (7) members shall be elected to each serve a two-year term on the BOD and six (6) members shall be elected to each serve a two-year term on the BOE. All terms for elected members of the BOD and BOE will

commence January 1st following the annual meeting at which they are elected, and end on Dec 31st of the second year of their term. No person shall be elected to the BOD or BOE unless he or she is current in the payment of dues and is a member of the Congregation in good standing. Members may not serve for more than three consecutive two-year terms on the BOD or BOE.

Section 3. The BOD shall have all inherent powers necessary, desirable, or proper in order to manage the affairs of the Congregation, including, but not limited to, the following specific powers:

- A. To make and enforce bylaws, rules and policies governing the affairs of the Synagogue;
- B. To fix the amount of the annual dues required of members of the Congregation and to remit or suspend such portions of the dues as it may deem advisable and fix the amounts to charge for pews and seats;
- C. To engage a Rabbi and, when necessary or desirable, such other administrative and religious personnel to further the objectives of this Congregation and to fix their salaries, wages and duration of employment;
- D. To have the care, custody, and control of the real and personal property of the Congregation and accept any gifts, grants, devises and bequests and enter into contracts in the name and on behalf of the Congregation.
- E. To borrow necessary funds in the name of the Congregation when approved by a two-thirds majority of the voting membership attending a duly called Congregational meeting.
- F. To affiliate, in its discretion, with the United Synagogue of America or other appropriate organizations.

Section 4. The BOD shall meet regularly once a month at such time and place as may be determined by the Executive Board. Special meetings may be called by the President. The Executive Board may cancel a scheduled monthly meeting at its discretion. A simple majority of the BOD shall constitute a quorum at any meeting of the Board. A simple majority vote of those present at a meeting of the Board shall be sufficient to decide any question unless otherwise set forth herein. Each director on the BOD shall have a vote.

Section 5. The BOD must vote on any unbudgeted expenditure exceeding \$1000. Unbugeted expenditures less than \$1000 can be approved by the Executive Board (see Article VIII). Any proposed change to an existing Synagogue policy or procedure shall be discussed at two

consecutive BOD meetings prior to being voted upon if so requested by a member of the BOD.

Section 6. An independent review of the Synagogue's financial records shall be periodically performed by an independent accounting firm at the discretion of the BOD. However, such independent review shall be performed at least once every three (3) years.

Section 7. A director or officer shall be removed from office:

A. For cause, by majority vote of the membership attending a special Congregational meeting, but only after the following requirements have been met:

1. Charges have been duly initiated by resolution adopted by a majority vote of the Board;
2. Due notice of said charges shall have been given in writing to the individual concerned;
3. The director or officer shall have been afforded an opportunity for a full hearing before the Board.

B. Automatically, due to his or her unexcused non-attendance at three consecutive regular meetings of the Board.

ARTICLE VIII - OFFICERS

Section 1. The Officers of the Synagogue shall constitute the Executive Board and consist of a President, Vice President, Treasurer, Financial Secretary, Recording Secretary and the immediate past president. Officers shall serve two-year terms. Other than the immediate past president, Officers shall be elected every other year at the annual meeting of the Congregation. Officers may serve for no more than two (2) consecutive terms in the case of the President and Vice President and no more than three (3) consecutive terms for the other Officers.

Section 2. The President shall preside over all meetings of the Congregation, the Executive Board and the BOD; and is responsible for overseeing the proper execution of these Bylaws. The President shall appoint the chairperson(s) for each of the committees authorized under these Bylaws, unless otherwise herein provided. The President shall exercise all other powers granted to the President in these Bylaws or by the BOD. The President will be the custodian of all titles, documents, and books or records belonging to the Congregation, except those in use by the Treasurer, Recording Secretary, and Financial Secretary. The President shall have, after proper authorization by the BOD, the power to sign all legal or financial documents, notes, conveyances, and bonds on behalf of the Synagogue.

Section 3. The Vice President shall assist the President in the discharge of the President's duties. In the case of the President's absence or disability, the Vice President shall act as President until the return of the President to full activity. In the event that the President fails to return for any reason, the Vice President will discharge all of the duties of the President for the remainder of the presidential term.

Section 4. The Financial Secretary shall receive all monies of the Congregation and deposit same in the name of the Congregation in such banks or trust companies as designated by the BOD. The Financial Secretary is responsible for contacting members whose financial obligations are in arrears and making arrangements for the payment of said financial obligations.

Section 5. The Treasurer shall keep the record of all finances of the Synagogue and will present a detailed report setting forth the Synagogue's accounts at the annual meeting of the Congregation and at any other time the BOD requests such information. Any disbursement(s) from Congregational funds shall be withdrawn by check(s) signed by the Treasurer. No disbursement shall be made without BOD approval, except those disbursements made for the payment of routine financial obligations of the Synagogue accruing in the normal course of business or those disbursements approved in accordance with Article VII, Section 5.

Section 6. The Recording Secretary shall keep minutes of all the meetings of the BOD and Congregation and shall maintain a complete record of all said minutes. The Recording Secretary shall maintain an up-to-date roll of the members of the Congregation; have custody of the Bylaws at all meetings of the Congregation and BOD; conduct all correspondence to the members of the Congregation, including the transmission of the official publication of the Congregation; and perform such other duties as may be prescribed by the BOD.

Section 7. All or part of the duties and responsibilities set forth in Sections 4, 5 and 6 may be delegated or reassigned to another individual (or individuals) if approved by the BOD.

Section 8. Except as hereinabove provided in the matter of the President, a vacancy on the BOD or any other elective office by resignation or otherwise, shall be filled by the BOD for the remainder of the term.

Section 9. The duties of the Executive Board shall include:

- A. Collecting and analyzing the reports of the various committees of the Synagogue and summarizing and directing the information to be discussed and voted upon by the BOD at each BOD meeting;
- B. Appointing ad hoc committees to assist in the business of the Synagogue.

- C. Approving the expenditure of any unbudgeted item less than \$1000.
- D. Assessing and developing the long-range goals of the Synagogue, and determining the direction and future planning with which to guide the BOD and the content of the BOD meetings with the assistance of the Rabbi and Director of Education.

ARTICLE IX - PULPIT

Section 1. The Rabbi shall be the spiritual leader of the Congregation. The Rabbi shall conduct religious services, render spiritual guidance to the members of the Congregation, and officiate, when appropriate, at weddings, circumcisions, funerals and other ceremonies and functions. The Rabbis activities shall be subject to the supervision of the Board.

ARTICLE X - AUXILIARY ORGANIZATIONS

Section 1. The Synagogue shall have such auxiliary organizations as shall from time to time be authorized and constituted by a 2/3 vote of the BOD to serve a specific function.

Section 2. The activities of all auxiliary organizations of the Congregation shall be conducted in the best interest of the Synagogue.

Section 3. The constitutions, bylaws and other policies of all auxiliary organizations shall be consistent with and subject to these Bylaws and the policies of the Synagogue.

ARTICLE XI - STANDING COMMITTEES

Section 1. After the annual meeting of the Congregation, the President shall appoint the Chairs of all the standing committees of the Congregation. All Chairs of the standing committees must be either members of the BOD or a Trustee of the Synagogue (see Article XII).

Section 2. The Chairs and members of standing committees shall be appointed for a term of one year. Whenever possible, it is advisable that no BOD action should be taken on any issue falling within the proper jurisdiction of a specific committee without input from that committee and/or Chairperson.

Section 3. The standing committees of this Congregation and their duties shall be as follows:

- A. Finance and Budget. This committee shall consist of the Vice President, Treasurer and Financial Secretary in addition to any other individuals who may be appointed to the committee from time to time. This committee shall make periodic reviews of the

financial operations of the Synagogue and report its findings at the monthly BOD meetings, and at other such times as requested by the President. This committee shall also report on the Synagogue's finances at the annual meeting of the Congregation. The committee shall present to the BOD a proposed Synagogue budget for the upcoming fiscal year no later than the November BOD meeting. This committee, along with the President, will serve as the liaison between the Congregation and the Beth Shalom Foundation.

- B. Ritual. With the guidance of the Rabbi, this committee shall be in charge of and regulate all religious services of the Congregation, subject to the approval of the BOD. This committee shall offer to the Rabbi such advice and guidance as the Rabbi may require regarding the character and mode of various religious services. The committee shall also be in charge of arrangements for the High Holidays and at other times during the year and shall have the obligation to appoint ushers for the various services. If the Rabbi is unavailable, the Chairperson of the Ritual Committee shall be in charge of all activities related to religious services on the Bema.
- C. Membership and Goodwill. This committee shall be responsible for engaging non-affiliated Jewish families in the community, particularly new families that have moved to the area, with the goal of inviting them to participate in congregational functions and to become members of Beth Shalom Synagogue. This committee shall also receive applications for membership, investigate such applications and present them to the BOD for approval. When the occasion arises, this committee shall also initiate actions for the suspension or expulsion of members. This committee shall also work with the BOD and Rabbi to improve relational Judaism within the Congregation's membership.
- D. Community Relations. This committee shall serve as a liaison between the Congregation and other Jewish and non-Jewish organizations in the greater Columbia community. This committee shall promote the Congregation's interests within the greater Columbia community and identify opportunities for congregational involvement or action.
- E. Cemetery. This committee shall serve as a liaison between the BOD and the Beth Shalom Benevolent Foundation.
- F. House and Building. This committee shall supervise and direct the proper maintenance of Synagogue property. This committee shall also prescribe rules and policies for the use of Synagogue property, including the fees, if any, to be charged for said use. This committee shall also make periodic inspections of Synagogue property.

- G. Bulletin. This committee shall be responsible for publishing a newsletter to the Congregation containing announcements of services and other matters for the good and welfare of the Congregation. Such newsletter shall be the official publication of the Congregation.
- H. Chevra Kadisha. This committee shall make appropriate burial preparations.
- I. Social. This committee shall be responsible for developing a year-round program of social activities aimed at furthering fellowship and sociability among members of the Congregation. This committee shall work closely with Membership and Goodwill to encourage new members and unaffiliated people in the community to attend the Congregation's various social functions.
- J. Gifts and Donations. This committee shall be responsible for securing gifts and donations for the benefit of the Synagogue. This committee shall consist of the Treasurer, Financial Secretary, a past President, and the Chairs of the House and Building and Ritual Committees. The President shall appoint a Director or Trustee to serve as the Chair of this committee. The Chair may appoint up to three additional members of the Congregation in good standing to serve on this committee. The President and the Rabbi will serve as ex officio members on this committee.

The responsibilities of the committee shall include:

1. Reviewing with the prospective donor the appropriateness of the gift for need, compatibility to the Synagogue decor and necessity for maintenance;
2. If appropriate, requesting the prospective donor provide supplemental funding to accompany and maintain the gift;
3. Generating and maintaining a list of gifts that are needed by the Synagogue and periodically publishing it in the Bulletin;
4. Overseeing the use of donated funds to ensure compliance with the intent of the gift. Cash received for specific projects shall be held in escrow until needed for expenditure; and
5. Converting to cash any gifts of securities, jewelry, or other valuables not appropriate for use in or by the Synagogue.

- K. Fundraising and Endowment. This committee shall be responsible for the fundraising activities of the Synagogue and will coordinate its activities with the Social Committee and Finance and Budget Committee. This committee shall plan for the long-range financial security of the Synagogue and solicit endowments and other legacies for the benefit of the Synagogue. The President, Vice President, Treasurer and Financial Secretary shall be members of this committee.
- L. Archives and History. This committee shall be responsible for preserving the artifacts, history and documents of the Congregation. Members of this committee shall include the Vice President, the office staff of the Synagogue and any other members of the Congregation in good standing who may be appointed to the committee from time to time.
- M. Personnel. This committee shall be responsible for human resources-related matters for the Synagogue, including developing job descriptions for employees, evaluating employee performance, recommending compensation levels and recommending employment actions such as the hiring and termination of employees.
- N. Security. This committee shall be charged with the physical security of the Synagogue and those present on its premises. This committee shall maintain the SAFE Team of volunteers to secure religious services and other Synagogue events. This committee shall work with the House and Building Committee to ensure that the grounds and buildings are secure. This committee shall coordinate the hiring of uniformed law enforcement officers at Synagogue events when appropriate. This committee will also help coordinate security arrangements for off-site venues. The committee shall also work in conjunction with the House and Building Committee to prescribe security rules and policies for the use of the facilities, and the fees, if any, to be charged for said use.

Section 4. In exercising their responsibilities and authority, all committees shall consider the standards promulgated by the United Synagogue of America or other organizations with which the Synagogue may be affiliated.

Section 5. All committees shall submit monthly reports to the President of the Synagogue one week before the BOD meetings. Each report will have a one paragraph summary of monthly activities unless there is nothing to report. If the latter is the case, then it should be stated and submitted as such. Each committee shall also submit an annual report for presentation to the Congregation at the annual meeting.

ARTICLE XII - BOARD OF TRUSTEES

Section 1. The President shall appoint the two most immediate past presidents who are not already serving on the Board of Directors as Trustees. The President also has the discretion to appoint up to six (6) additional Trustees. Trustees must be members of the Congregation in good standing. Trustees shall attend meetings of the BOD in an advisory capacity, and do not get a vote.

ARTICLE XIII - NOMINATING AND ELECTION COMMITTEE

Section 1. The Nominating and Election Committee is responsible for proposing a slate of candidates to serve as Officers and Directors of the BOD and members of the Board of Education (BOE). This slate of candidates shall be sent to the membership of the Congregation along with the notice of the annual meeting. The Nominating and Election Committee will monitor and conduct the elections at the annual meeting.

Section 2. The President shall select the individuals who serve on the Nominating and Election Committee, which shall consist of the following individuals:

- A. A past president of the Congregation;
- B. Two Directors from the BOD; and
- C. Two members of the Congregation who do not serve on the BOD or BOE.

Section 3. In addition to the slate of candidates presented by the Nominating Committee, nominations can be made from the floor at the annual meeting by any member of the Congregation in good standing. Seconded nominations from the floor will be considered in contention for positions during the voting process. In the case of two or more nominations contending for the same position, voting will be by secret ballot.

ARTICLE XIV – CEMETERY

Section 1. The BOD shall establish the Beth Shalom Benevolent Foundation (the “Cemetery Foundation”), which shall be responsible for the supervision, maintenance and perpetual care of the cemeteries belonging to the Congregation.

Section 2. The Cemetery Foundation shall be managed by a board that shall consist of no more than ten (10) members of the Congregation in good standing. The President of the Synagogue shall appoint the members of the Board of the Cemetery Foundation, one of whom shall be the Chair of the Cemetery Committee. The President's appointments shall be ratified by the BOD. The terms of the members on the Board of the Cemetery Foundation shall continue at the pleasure of the BOD and until their successors have been duly appointed.

Section 3. Subject to the approval of the BOD, the Board of the Cemetery Foundation shall have the authority to:

- A. develop policies and procedures concerning membership in the Cemetery Foundation and burial rights in the Synagogue's cemeteries;
- B. develop the Synagogue's cemeteries; and
- C. set the location of grave sites within the cemeteries and select the location of graves for the Cemetery Foundation's members.

ARTICLE XV - BOARD OF EDUCATION

Section 1. A Board of Education (BOE) shall be established by the election of twelve (12) members of the Congregation in good standing, each to serve a two-year term with a maximum of three (3) consecutive terms. Six (6) members of the BOE will be elected at the annual congregational meeting each year.

Section 2. The Board of Education shall elect the following officers for a one year term, from its members:

- A. Chairperson: The Chairperson shall preside at all meetings of the BOE and shall appoint all standing committees which may be authorized by the Chairperson, the President of the Congregation and the Director of Education. The Chairperson shall be the official BOE representative to the BOD and shall have a vote.
- B. Vice-Chairperson: The Vice-Chairperson shall assist the Chairperson in the discharge of his/her duties and in the case of the Chairperson's absence or disability shall act as the Chairperson until the return of the Chairperson to full activity. In the event that the Chairperson fails to return for any reason, then the Vice-Chairperson shall discharge all of the duties of the office for the remainder of that term.
- C. Recording Secretary: The Recording Secretary shall keep written minutes of all the meetings of the BOE; shall bring to all BOE meetings such records as shall be entrusted by the Chairperson to his/her custody; shall notify BOE members of all BOE meetings; shall conduct the correspondence of the BOE; and perform such other duties as may be prescribed by the BOE.
- D. Treasurer: The Treasurer shall keep record of all finances of the BOE and shall work directly with the Director of Education to prepare the annual school budget, which will then be submitted to the BOD for approval. The Treasurer shall work with the Director of Education to ensure that the approved budget is adhered to. The Treasurer shall also assist with any fundraising activities of the BOE.

Section 3. It shall be the duty and responsibility of the BOE, in collaboration with the Rabbi and the Director of Education, to:

- A. Determine policy and formulate rules and regulations for the administration of the Synagogue's religious school;
- B. Adopt standards for the operation of the Synagogue's religious school;
- C. Supervise the Synagogue's religious school, Adult Education programming and youth programming;
- D. Secure teachers for the education system, except those professionals selected by the BOD;
- E. Consider and adopt appropriate curricula for the Synagogue's religious school;
- F. Recommend tuition fee schedules and any changes in the financial obligations for each student (e.g. security fees); and
- G. Be available to all interested parties for discussions and recommendations concerning matters related to the Synagogue's educational system.

Section 4. The BOE shall meet at least once every six weeks during the school year.

Section 5. Any member of the BOE who fails to attend four consecutive meetings, without sufficient cause, shall be replaced by the Chairperson of the BOE.

Section 6. The actions and decisions of the BOE may be appealed to the BOD of the Congregation.

Section 7. The Chairperson of the BOE shall report on the activities of the BOE at each regular BOD meeting. If such report is not available for three consecutive BOD meetings, the President shall replace the Chairperson of the BOE before the next regular BOD meeting.

ARTICLE XVI – THE BETH SHALOM SYNAGOGUE FOUNDATION

Section 1. The BOD shall establish the Beth Shalom Synagogue Foundation (the "Foundation"), the purpose of which shall be to financially support the needs and requirements of Beth Shalom Synagogue and to do all things necessary or convenient, and not inconsistent with law, to further these goals.

Section 2. The Chairperson of the Foundation, or his/her designee, shall serve on the Synagogue's BOD.

ARTICLE XVII- AMENDMENTS

Section 1. Any amendments to these Bylaws may be proposed by:

- A. A majority vote of the BOD; or
- B. The written request of twenty-five (25) voting members of the Congregation in good standing.

Section 2. Any proposed amendment(s) to these Bylaws must be approved by the Congregation at the annual meeting or a special meeting called for the purpose of amending these Bylaws. Such amendment(s) must be presented in writing to the Congregation at least thirty (30) days prior to either the annual meeting or the special meeting at which the proposed amendment will be voted on. Passage of an amendment by the Congregation is subject to the voting procedures set forth in Article VI, Section 3.