

Beth Am Temple
Pearl River, New York

Bylaws of the Congregation

January 1, 2007

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The Bylaws of Beth Am Temple

Article I. Name and Location

The name of the Congregation is “Beth Am Temple,” located in Pearl River, Rockland County, New York.

Article II. The Congregation

The Congregation of Beth Am Temple is open to all persons of the Jewish faith and their family members who wish to affiliate.

Article III. Mission Statement

Beth Am Temple is a Reform congregation embracing Jewish tradition. Our name, which means “House of the People,” reflects the value we place on each and every member. We strive to enhance our worship services with creativity, while keeping our tradition fresh and meaningful today. Spanning communities in both Rockland and Bergen counties, Beth Am provides a spiritual and supportive home for congregants of varying lifestyles.

We offer Family Services, an acclaimed Religious School, extensive Adult Education, as well as diverse social and community-oriented programs for all ages. Since the founding of Beth Am Temple in 1963, our congregation has been committed to God, Torah, Israel, and the ethics and values of Reform Judaism. Central to our mission is caring for and about each other.

Article IV. Practices

The Congregation follows the forms, practices, and usages of the Reform Movement's interpretation of Judaism and is affiliated with the Union for Reform Judaism.

Article V. Mode of Organization

The Congregation is organized as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code and applicable state regulations and as such may engage in activities consistent with its tax exempt status.

Article VI. Fiscal Year

The Congregation's fiscal year begins on January 1st and ends on December 31st of each calendar year.

Article VII. Board of Governance

Section 1. The Board of Governance manages the affairs, funds, records, and property of the Congregation and is responsible for retaining all personnel necessary for the proper functioning of the Temple and for fixing the terms and conditions of employment of such persons. It establishes and acts on all matters of policy consistent with these Bylaws, fills all vacancies on the Board until the next annual meeting of the Congregation, and performs such other duties as the members of the Congregation may authorize at an annual or special meeting of the Congregation.

Section 2. The Board of Governance consists of twenty persons: eight Officers defined in Article VIII, nine Trustees elected pursuant to Section 3 of this Article VII, one appointed delegate from the Men's Club and one from the Sisterhood (auxiliary units of the Congregation, as described in Article X), and the immediate past President of the Congregation.

Section 3. At each annual meeting, the Congregation elects three Trustees, each to serve a three-year term. (Exception: The first set of Trustees elected in accordance with these Bylaws will serve an extended term of approximately three-and-one-half years. See Article XII, Section 9.)

Section 4. No limits exist on the number of terms that individuals may serve as Trustees, except that no Trustee may be elected for more than two three-year terms consecutively.

Section 5. The appointees to the Board from the Men's Club and the Sisterhood serve for one year and may be reappointed by their organizations. (Exception: The first set of appointees who serve in accordance with these Bylaws will serve an extended term of approximately one-and-one-half years. See Article XII, Section 9.)

Section 6. The normal term of any member of the Board commences at an installation service to be held for the Congregation during the month of January. (Exception: The first set of Board members elected or appointed in accordance with these Bylaws will be installed in June 2006. See Article XII, Section 9.)

Section 7. The Board meets once every month. These regular meetings are open to the membership of the Congregation, with the exception of announced sessions to be closed as necessary for the discussion of confidential matters involving individual members, staff, or clergy.

Section 8. Special meetings of the Board may be called by the President or upon the request of no fewer than six Board members.

Section 9. Eleven persons, a simple majority of the Board, constitute a quorum. Further, unless otherwise provided in these Bylaws, all actions of the Board are approved by a simple majority of those present and voting.

Section 10. The order of procedure at meetings of the Board is determined by Robert's Rules of Order, latest revised edition.

Section 11. The office of any member of the Board who is absent without adequate excuse from three regular meetings of the Board, within one fiscal year, may be declared vacant by the Board. Subsequently, consistent with these Bylaws and specifically in accordance with Section 1 of this Article VII, the Board shall fill any such vacancy.

Section 12. The office of any member of the Board who is not in good financial standing, as defined in Article XI, Section 5, shall be declared vacant by the Board. Subsequently, consistent with these Bylaws and specifically in accordance with Section 1 of this Article VII, the Board shall fill any such vacancy.

Section 13. By an affirmative vote of fourteen Board members, i.e., two-thirds of the full complement of the Board, the Board may call a special Congregational meeting (see Article XII, Section 4) for the removal from office of an Officer or Trustee for causes other than absenteeism and financial standing. A two-thirds vote by secret ballot of the Congregational members present, eligible to vote, and voting at the special meeting is required for enacting such removal. (A quorum is not required.) Notice must be served on the Officer or Trustee proceeded against, and the meeting must afford an opportunity for that person to be heard prior to the balloting.

Section 14. The Board is authorized to spend up to Three Thousand Dollars (\$3,000) on any project not included in the Congregational budget, subject to review by the Budget and Finance Committee as per Article IX, Section 5. Any appropriation, commitment, or expenditure in excess of this amount must be approved by the Board and by the Congregation prior to the making of a contractual commitment. In the case of a non-budgeted expenditure in excess of \$3,000 but less than Four Percent (4%) of the budget then current, if in the opinion of the Board such expenditure is necessary because of an emergency condition endangering health, safety or property, then the Board may authorize it, provided that a report of such authorization is made to the Congregation within ten days of its approval.

Section 15. Any decision of the Board may be subject to Congregational review by the filing with the Board of a petition signed by at least twenty-five percent of the eligible membership of the Congregation as determined in accordance with Article XII, Section 6. The Congregation then shall be called upon by secret ballot to approve or disapprove the Board's action at a regular or special meeting of the Congregation.

Section 16. The Board of Governance, as the chosen leaders of the Congregation, individually and collectively set a proper example to the membership by regular attendance at worship services and by active participation in the life and activities of the Congregation.

Article VIII. Officers

Section 1. The Officers of the Congregation consist of a President, Executive Vice President, two Vice Presidents, a Treasurer, a Financial Secretary, a Recording Secretary, and a Corresponding Secretary, each of whom serves for a term of one year. (Exception: The first set of Officers elected in accordance with these Bylaws will serve an extended term of approximately one-and-one-half years. See Article XII, Section 9.) No limits exist on the number of terms that individuals may serve, either consecutively or otherwise, except that the President may not serve more than two terms consecutively.

Section 2. The President chairs the meetings of the Congregation and the Board of Governance and may call special meetings of either. With the approval of the Board, the President appoints the chairs of standing committees, the chair and members of the Nominating Committee, the non-specified member(s) of the Pulpit and Financial Relief Committees, and the chairs and members of all special committees. The President serves as a member of the Pulpit and Financial Relief Committees and as an ex officio member of all other committees except for the Nominating Committee, signs all legal documents in accordance with the provisions of Article XIX, and as directed by the Board performs other duties incident to the office.

Section 3. The Executive Vice President assists the President in the administrative duties of the Temple and, along with the two Vice Presidents, assists the President in supervising the activities of each of the standing and special committees. The Executive Vice President serves as liaison to the Men's Club and Sisterhood. The Executive Vice President shall perform such other duties and have such other responsibilities as the President may assign.

Section 4. The two Vice Presidents, along with the Executive Vice President, coordinate the activities of all standing and special committees of the Temple and perform such other duties and have such other responsibilities as the President may assign.

Section 5. The Treasurer is the custodian of all funds of the Congregation, including those collected by the Financial Secretary and the various committees, as authorized by the Board of Governance and the Congregation. The Treasurer chairs the Budget and Finance Committee and is responsible for all financial affairs of the Congregation. The Treasurer, with the approval of the Board, shall assure that adequate insurance is maintained, as per Article XIX, Section 3. The Treasurer reports the financial condition of the Congregation to the Board monthly and to the Congregation at its annual meeting. The Board may appoint one or more assistants to the Treasurer as deemed necessary.

Section 6. The Financial Secretary is responsible for sending bills for dues, assessments, and pledges to the members of the Congregation, for collecting the payment of such amounts, and for keeping accurate records of payment. The Financial Secretary maintains a register of all members of the Congregation, reports delinquencies to the Board of Governance for action, transmits a record of monthly collections and receivables to the Treasurer, and coordinates with the Treasurer in providing reports to the Board and to the Congregation, including counts of members by category. The Financial Secretary serves as Chair of the Financial Relief Committee and Vice Chair of the Budget and Finance Committee. The Board may appoint one or more assistants to the Financial Secretary as deemed necessary.

Section 7. The Recording Secretary serves as secretary to the Board of Governance and to the Congregation, maintains attendance records of their meetings, and keeps the minutes.

Section 8. The Corresponding Secretary sends out notices of all meetings of the Congregation and the Board of Governance, conducts associated communications as necessary, and transmits the official correspondence of the Board and of the Congregation at the direction of the President and the Board.

Section 9. In the event of the President's death, resignation, or vacancy of office as per Article VII, Sections 11, 12, and 13, the order of succession to the office shall first be the Executive Vice President, then the two Vice Presidents (by lot if both are willing to serve), and finally the Treasurer.

Article IX. Committees

Section 1. To aid the Board of Governance in the administration of Temple affairs, the following standing committees are maintained:

- Adult Education
- Budget and Finance
- Building and Grounds
- Cemetery
- Endowment
- Financial Relief
- Fund Raising
- Membership
- Nominating
- Publicity and Advertising
- Pulpit
- Religious School
- Ritual
- Social Action
- Youth

Section 2. The Chairs of the standing committees, all members of the Nominating Committee, and the at-large member(s) of the Pulpit Committee and the Endowment Committee are appointed by the President, with the approval of the Board of Governance. Board approval is required also for the President to remove such persons from their positions.

Section 3. Except as specified by this Article IX, the number of members of each standing committee may be open or may be set by the Board of Governance or the President with the approval of the Board. The Chair of each Committee shall maintain a list of members and make it available to the Board whenever so requested.

Section 4. The Adult Education Committee promotes educational activities and programs for the Congregation and the community to increase knowledge of Jewish religion, culture, and heritage.

Section 5. The Budget and Finance Committee maintains a detailed accounting of income and expenses for the current year, submits an annual budget and recommended dues structure for the ensuing year on or before the October meeting of the Board of Governance, and makes recommendations with respect to appropriate insurance coverage. The Budget and Finance Committee shall arrange for an external audit of the accounts of the Congregation every two years and for an internal audit no less frequently than every intervening year. Any deeds, contracts, and other legal documents financially obligating the Temple and any expenditures in excess of Five Hundred Dollars (\$500) that are not provided for in the annual budget and that are not made because of an emergency condition endangering health, safety, or property shall be reviewed by Budget and Finance before they may be authorized by the Board.

Section 6. The Building and Grounds Committee keeps the building and property of the Congregation in good order and repair, makes recommendations with respect to all proposed improvements and other matters affecting the Temple building and grounds, and operates and reports to the Board of Governance as a clearing unit for all activities to be held at the Temple.

Section 7. The Cemetery Committee is responsible for managing the cemetery, provided that all actions shall be reported to the Board of Governance and subject to their approval. The Cemetery Committee recommends to the Board the charges for burial space, issues permits for burial, and arranges for maintenance and perpetual care. It establishes regulations for the landscaping of lots and other spaces in the cemetery and for the erection of monuments. All plans for monuments and landscaping must be submitted to the Cemetery Committee for advance approval.

Section 8. The Endowment Committee is responsible for managing the Endowment Fund of the Congregation, in accordance with Article XVIII of these Bylaws and provided that all actions shall be reported to the Board of Governance. The Endowment Committee solicits donations, publishes recognition of such, and maintains financial accounts. The Committee recommends investment policy for approval by the Board and engages external investment advisors and managers as appropriate. The Committee consists of an at-large Chair and an at-large member, each to be appointed to three-year terms by the President with the consent of the Board, and the Temple Treasurer.

Section 9. The Financial Relief Committee receives applications from members to be relieved of normal financial obligations and has the authority to waive, extend, or modify any such obligation, consistent with criteria that the Committee has established for doing so. All business transacted by the Committee is conducted in confidential executive session, and all names, minutes, records, agreements, and decisions are sealed and available only to the members of the Committee. The Committee is chaired by the Financial Secretary and consists also of the President, a past Financial Secretary chosen by the President, and two members from either the Budget and Finance Committee or the Board of Governance (or one from each), also as appointed by the President. All appointees to the Financial Relief Committee must themselves be in good financial standing, as defined in Article XI, Section 5.

Section 10. The Fund Raising Committee coordinates all fund raising activities and assures that these activities are performed in the best interests of the Temple.

Section 11. The Membership Committee actively seeks prospective members of the Congregation. It maintains contact with present members and makes every effort to retain those who might otherwise resign from the Congregation.

Section 12. The Nominating Committee establishes slates of candidates for Officers and Trustees, in accordance with Article XIII, Sections 1, 2, and 3. The Committee also is available to recommend candidates to fill vacancies as they may occur. The Committee consists of two members of the Board of Governance, other than the President, and three members of the Congregation at large.

Section 13. The Publicity and Advertising Committee is responsible for publication of a regular Temple Bulletin, for arranging coverage of Temple events by local news media, and for the design and publication of advertising, all to be done in cooperation with other committees, clergy, and the Board of Governance as appropriate.

Section 14. The Pulpit Committee is responsible for maintaining a continuing dialogue between the Rabbi, the Cantor, the Board of Governance, and the Congregation. The Pulpit Committee consists of the President, the immediate past President, and at least one at-large member of the Board to be appointed by the President with the consent of the Board.

Section 15. The Religious School Committee, with the advice and cooperation of the Rabbi and the Principal, establishes all regulations necessary for the governing of the school. The Religious School Committee recommends to the Board of Governance the hiring and continued employment of the Principal and approves the teaching staff. The Committee shall compile an annual budget that reflects all compensation arrangements.

Section 16. The Ritual Committee, in cooperation with the Rabbi and Cantor, establishes, reviews, and facilitates the rituals and observances in the Temple of all worship services, Festivals, and Holy Days, recommends to the Board of Governance the retention of the musical staff of the Congregation, and promotes the use of music, where appropriate, during worship. The Ritual Committee is responsible for maintaining the Torah scrolls, crowns, mantles, and other ritual items. The Ritual Committee may discuss and decide matters pertaining to the Temple Sanctuary, liturgical materials, including prayer books, and such related matters as may be directed to the Committee by the Temple clergy, Board, or members. Where possible, the Ritual Committee shall promote practices in the home to enhance the values of Jewish living.

Section 17. The Social Action Committee heightens awareness and acts upon opportunities to help others in the community through projects and donations. Social Action provides the motivation for congregants to volunteer their time and services in order to address important human needs.

Section 18. The Youth Committee promotes activities for young people to enhance their knowledge of Jewish tradition, their respect for Jewish religion, and their participation in activities with other Jewish youth. The Youth Committee oversees the activities of the youth groups and hires any associated professional staff with the approval of the Board.

Section 19. The President, with the approval of the Board of Governance, may create other committees, including but not limited to those related to archives, beautification, advancement of Judaism, leadership development, library, long-range planning, outreach, and technology.

Section 20. The Chairs of all committees are responsible for compiling minutes of their meetings and for communicating these and reports of any other significant activities to the Board of Governance on whatever timely basis the Board shall establish.

Section 21. All committees shall prepare and submit a budget to the Budget and Finance Committee on or before August 1st of each year.

Article X. Auxiliary Organizations

Auxiliary organizations, including the Sisterhood and the Men's Club, may be formed with the approval of the Board of Governance, provided that such auxiliaries adhere to the rules, regulations, and auditing requirements adopted by the Board. These organizations, commonly known as the Temple "arms," have their own bylaws, elect their own officers, and collect their own dues. Funds belonging to the arms are used for the benefit of their members and the Congregation and for other charitable purposes.

Article XI. Membership and Dues

Section 1. Any person of the Jewish faith, or a family member of any person of the Jewish faith, eighteen years of age or over, may be elected to membership by the Board of Governance, after completing and executing an application and fulfilling such other requirements as the Board may impose.

Section 2. Categories of membership are created by the Board of Governance, who determines all policies related to eligibility for each category.

Section 3. Membership dues are established for the purpose of raising the revenues necessary for the maintenance of the Congregation. The Board of Governance receives recommendations from the Budget and Finance Committee and sets the amount of dues for each category of membership, any changes of which must be approved by the Congregation at an annual or special meeting.

Section 4. The Board of Governance may levy special assessments upon the members of the Congregation, subject to the approval of two-thirds of the Congregation present, eligible to vote, and voting at a regular or special meeting. (A quorum is not required.) A statement advising of the proposed assessment and notice of the meeting at which the assessment is to be proposed shall be sent to the members of the Congregation at least ten days prior to the meeting.

Section 5. Dues and assessments are expected to be paid in full upon receipt of invoice. In conjunction with the adoption of the annual budget, however, the Board of Governance may provide for a different schedule of payment. A member in arrears for three months from the date of the invoice (or such other date as may be provided by the Board in connection with the adoption of such different schedule) is considered delinquent and thereby not "in good financial standing." The Financial Secretary immediately shall provide notice of such delinquency to the responsible member in writing, sent by certified mail, return receipt requested, to the last address on record in the books of the Congregation. If thirty days elapse without resolution, the Board may issue a suspension of membership, upon which all rights and privileges of the suspended member and the family membership, if applicable, shall cease.

Section 6. A member thus suspended may be reinstated by the Board of Governance on payment of all arrears and compliance with any other terms imposed by the Board.

Section 7. Requests for financial relief may be submitted to the Financial Secretary no later than thirty days after receipt of invoice and be reviewed by the Financial Relief Committee as per Article IX, Section 9. The Committee may at any time review a previous decision and modify or rescind all or any part of any relief previously granted. Applications for the renewal of financial relief are reevaluated at the beginning of each fiscal year.

Section 8. The resignation of any member does not relieve the member from the payment of any obligation due the Congregation at the time of resignation.

Article XII. Congregational Meetings

Section 1. The annual meeting of the Congregation is held in November or December as shall be set by the Board of Governance. At the meeting, Officers and Trustees of the Congregation are elected, the annual budget is adopted, and reports are submitted by the President and Rabbi, and by any auxiliaries or committees upon request of the President.

Section 2. In addition to the annual meeting, at least one other meeting of the Congregation is held regularly each year, as shall be set by the Board of Governance.

Section 3. Every member of the Congregation shall be notified by mail or, if the member agrees, by such other means as may be determined by the Board of Governance, at least ten days prior to the annual meeting, a regular meeting, or an adjourned annual or regular meeting. The proposed budget shall be included in the mailed notification of the annual meeting.

Section 4. Special meetings of the Congregation may be called by the President or by request of a majority of the Board of Governance (unless otherwise provided in these Bylaws; see Article VII, Section 13), or upon written application by at least twenty-five percent of the membership of the Congregation. The call for the special meeting shall set forth the purpose of the meeting, and written notice of the meeting shall be mailed to all members at least ten days prior to the time of such meeting. No business is transacted at a special meeting except that which was specified in the mailed notice.

Section 5. Unless otherwise provided in these Bylaws (see Article VII, Section 13; Article XI, Section 4; Article XIV, Section 3; Article XVIII, Section 3; Article XIX, Section 2; and Article XXI), actions taken at an annual or special Congregational meeting are decided by a simple majority of those present, eligible to vote, and voting, subject to the attainment of a quorum as defined in this Article XII, Section 7. If no quorum is attained, but a quorum of the Board of Governance is present, then the Board may take action on all agenda items, with the minutes of the meeting at which such action is taken to be sent to the Congregation within thirty days.

Section 6. Unless otherwise determined for a specific category of membership, each head of household and, in the case of a committed couple, each partner is entitled to one vote. Members who are not in good financial standing are not eligible to vote.

Section 7. Ten percent of the members of the Congregation entitled to vote at an annual or special meeting of the Congregation (as defined in this Article XII, Section 6) constitute a quorum for such a meeting. The Board of Governance may establish a policy for members of the Congregation not physically present to contribute to the quorum and to have their votes recorded.

Section 8. The order of procedure at meetings of the Congregation is determined by Robert's Rules of Order, latest revised edition.

Section 9. In order to transition to the usual January commencement of terms of office, as specified in Article VII, Section 6, a special meeting of the Congregation is to be held in May 2006 for the election of Trustees and Officers, and this first set of Trustees and Officers elected in accordance with these Bylaws will serve extended terms up to the installation of the next set of Trustees and Officers in January 2008. Accordingly, as an exception to this Article XII, Section 1, the annual meeting of the Congregation held in November or December 2006 will not include an election of Officers and Trustees.

Article XIII. Nominations and Elections

Section 1. A slate of nominations for all Officers and Trustees is developed by the Nominating Committee. Members of the Nominating Committee themselves are not eligible for inclusion on this slate.

Section 2. The slate of nominees shall consist of at least one nomination for each Officer and for each Trustee whose term of office is expiring at the close of the then current fiscal year. If no nominee exists for a particular position, the slate shall specify accordingly.

Section 3. Nominations by the Nominating Committee shall be reported to the Board of Governance, and notice of the nominations shall be mailed to the Congregation at least one month prior to the meeting at which the elections are to be held.

Section 4. Nomination for any elective office may also be made by petition of at least ten members of the Congregation, said nominations to be filed with the Recording Secretary at least fifteen days prior to the annual meeting. In turn, the Corresponding Secretary shall send notice of such nominations by mail or verifiable electronic means to all members of the Congregation at least ten days before the meeting.

Section 5. No nominations shall be accepted from the floor during the annual meeting.

Section 6. All elections of Officers and Trustees for which there is more than one candidate for the same position are held by secret ballot and supervised by a committee of three electors designated by the President at the time of the election.

Article XIV. Rabbi

Section 1. The Rabbi is considered the religious leader of the Congregation, officiates at worship services, Festivals, and Holy Days, conducts life-cycle ceremonies for members, establishes policy for all such ceremonies conducted under the auspices of Beth Am Temple, is available for confidential guidance to any member who seeks it, and advises and cooperates with the Ritual Committee to fulfill its responsibilities as indicated in Article IX, Section 16.

Section 2. The Congregation abides, when possible, by the rules, recommendations, and procedures of the Union for Reform Judaism and the Central Conference of American Rabbis in all dealings with the Rabbi.

Section 3. Candidates for the position of Rabbi are interviewed by a special search committee appointed by the President with the consent of the Board of Governance. Salary, other compensation, and period of employment are determined by this committee with the approval of the Board, after review by the Budget and Finance Committee. The appointment of the Rabbi and terms of employment are referred to an annual or special meeting of the Congregation, where a two-thirds vote of those present, eligible to vote, and voting is required for election.

Section 4. The Rabbi may be elected for a term of years, or in the absence of any specific period of election, after serving three years is considered the Rabbi of the Congregation until formal action to terminate the relationship is taken. If the Rabbi is not elected for a term of years, the compensation for the Rabbi must be fixed annually by mutual agreement between the Rabbi and the Congregation, and either the Rabbi or the Congregation can terminate their relationship upon written notice of not less than five months.

Section 5. At the age of sixty-five or at such other time as the Congregation may designate, the Rabbi may become Rabbi Emeritus, with privileges, duties, responsibilities and compensation as shall be agreed to between the Rabbi and the Congregation.

Section 6. The Rabbi is invited to attend all meetings of the Board of Governance and of the Congregation, except during confidential discussions of the Rabbi's own employment or when requested for some other special reason to be absent, and is an ex officio member of all standing and special committees, except the Nominating Committee, the Pulpit Committee, and such other committees as the Board may specify.

Article XV. Cantor

Section 1. The Cantor is in charge of the musical aspects of all worship services, Festivals, and Holy Days, is the lead solo vocal music interpreter on these occasions, works in coordination with the Rabbi to bring a proper spiritual atmosphere to the Congregation, and performs such other duties as may be assigned by the Board of Governance.

Section 2. Candidates for the position of Cantor are interviewed by a special search committee appointed by the President with the consent of the Board of Governance. Salary, other compensation, and period of employment are determined by this committee with the approval of the Board, after review by the Budget and Finance Committee. Election of the Cantor is by the majority vote of the Board.

Section 3. At the age of sixty-five or at such other time as the Congregation may designate, the Cantor may become Cantor Emeritus, with privileges, duties, responsibilities and compensation as shall be agreed to between the Cantor and the Congregation.

Section 4. The Cantor is invited to attend all meetings of the Board of Governance and the Congregation, except when requested for some special reason to be absent.

Article XVI. Professional Staff

Section 1. The Congregation employs a Principal to administer its Religious School, under the supervision of the Religious School Committee as described in Article IX, Section 15.

Section 2. The Board of Governance may arrange for the employment of additional professional staff, such as administrators, youth directors, and program directors.

Article XVII. Cemetery

Section 1. The management of the Congregation's Cemetery, as well as any other land or property acquired or leased by the Congregation for cemetery purposes, is the responsibility of the Cemetery Committee with the approval of the Board of Governance, as described in Article IX, Section 7. The Committee shall furnish to the Board an annual report concerning the finances and state of the Cemetery.

Section 2. The Cemetery is the property of the Congregation, which is entitled to use the surplus funds derived from its management, but it shall be the aim of the Congregation to set aside enough money to maintain the Cemetery in perpetuity. A special fund may be established for this purpose to be administered by the Cemetery Committee, subject to review by the Treasurer of the Temple and the approval of the Board of Governance.

Article XVIII. Endowment Fund

Section 1. The management of the Congregation's Endowment Fund is the responsibility of the Endowment Committee, as described in Article IX, Section 8. The Committee shall report quarterly to the Board of Governance on the financial status and performance of the Fund.

Section 2. The Endowment Fund shall be maintained in banking and investment accounts that are entirely separate from other accounts of the Congregation.

Section 3. The primary purpose of the Endowment Fund is to provide earnings that will contribute to the operating income of the Congregation on an ongoing basis. Upon the recommendation of the Endowment Committee and approval by the Board, in any single Fiscal Year as much as five percent of the assets of the Fund may be withdrawn and used for said purpose. Only given unusual circumstances that threaten the viability of the Congregation may this limitation be violated. In such instance, the Board must bring the matter to a regular or special meeting of the Congregation. An affirmative vote of two-thirds of the members present, eligible to vote, and voting is required for enacting any withdrawal that exceeds the five percent limitation. (A quorum is not required.)

Section 4. Other specific policies related to the Endowment Fund may be established by the Board, typically upon the recommendation of the Endowment Committee. These policies may include: investment guidelines and performance objectives; minimum acceptable donation; and recognition of donors. The policies of the Endowment Fund shall be published as a manual and made available upon request to any member of the Congregation.

Article XIX. Legal Documents, Real Estate, and Insurance

Section 1. Deeds, contracts, and other legal documents obligating the Congregation require the approval of the Board of Governance. All such legal documents shall be approved as to form, completion, and impact on tax status, if any, by legal counsel to the Congregation.

Section 2. Before entering into any contract for the purchase, sale, lease, mortgaging, or alienation of real estate by or for the Congregation, the Board of Governance shall ascertain all of the relevant material facts and submit them to the Congregation at an annual or special meeting. Any such real estate transaction must be authorized by a two-thirds vote of those present, eligible to vote, and voting. (A quorum is not required.)

Section 3. The Treasurer and the Board of Governance shall assure that insurance is maintained to protect the Congregation against unlawful acts of its employees and to protect the Congregation, its Officers, and its Trustees against liability for the adverse results of any actions taken while conducting the business of the Congregation.

Article XX. Dissolution or Merger

In the event of the dissolution or merger of the Congregation, no Officer, Trustee, clergy, professional staff, employee, agent, or representative of the Congregation is entitled to any distribution or division of its remaining property, assets, or proceeds. The balance of all money and other assets or property owned, held, or received by the Congregation from any source, after the payment of all debts and obligations of the Congregation, shall be used exclusively for exempt purposes within the intention and purpose of the Internal Revenue Code, or it shall be distributed to an organization or organizations exempt under said section of the Internal Revenue Code. Moreover, any such use or distribution of the money or property of the Congregation shall, to the extent possible, be in accord with the Congregation's mission as set forth above, and, to the extent possible, shall promote similar or related purposes.

Article XXI. Amendments

Amendments to these Bylaws may be proposed by the Board of Governance or by at least twenty-five percent of the members of the Congregation. Any such amendment shall be presented in writing and filed with the Recording Secretary. An amendment may be acted upon at any annual meeting of the Congregation, or at a special meeting. A copy of the proposed amendment shall be mailed to each member at least ten days prior to the meeting at which the amendment is scheduled to be voted upon. An affirmative vote of two-thirds of the members present, eligible to vote, and voting is necessary for adoption. (A quorum is not required.)