

**JEWISH COMMUNITY CENTER OF LONG BEACH ISLAND**

**BYLAWS**

**CONTENTS PAGE**

	<b>Date Approved</b>
<b>1. Removal of Board Member</b>	<b>3/12/19</b>
<b>2. Donation Policy</b>	<b>3/12/19</b>
<b>3. Spending &amp; Signatory Authority</b>	<b>8/31/04; revised 3/12/19</b>
<b>4. Interpreting Constitution</b>	<b>3/12/19</b>
<b>5. High Holiday Honors</b>	<b>1/12/20</b>

**GUIDELINES**

<b>1. Ritual Committee</b>	<b>1/12/20</b>
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## **1. REMOVAL OF BOARD MEMBER**

SECTION 1. REMOVAL FROM BOARD. A Board member may be removed by the Board of Trustees and Officers (Board) for willful violation of the Constitution or Bylaws of the Congregation or for any conduct prejudicial to the best interests and welfare of the Congregation or for repeated obstruction of Board meetings.

SECTION 2. PRESENTMENT OF CHARGES FOR REMOVAL. Such person shall only be removed upon written charges and specifications preferred by five members in good standing of the Board and presented to the President of the Board, or Vice President if the President is the accused, who shall thereupon cause a copy of such charges and specifications to be served personally or by mail by the Secretary upon the accused.

SECTION 3. PROCEDURE FOR REMOVAL.

A. In case charges shall be so preferred as aforesaid, the Board shall not later than its second meeting after the receipt of such charges and specifications refer the matter to a committee of three members of the Board, none of whom shall be a member of the Board who preferred charges, to investigate the case or a relative. The President shall establish the committee promptly after the beginning of his/her term including a chairperson and shall have the authority to subsequently designate an alternate member(s) if (an) original member(s) has/have to be removed.

B. The Committee shall promptly examine the matter and file within 30 days of its appointment or such additional time as allowed by the Board its written report with the Board. The Board shall promptly after the receipt of the report of the Committee, act upon said report and render its decision which shall be final and binding, either dismissing the charges or removing the Board member from the Board, as the case may be, or any other conclusion which it deems fair and just. The person against whom the charges have been preferred shall have thirty (30) days from a date set by the

Committee to be heard before the Committee before it drafts its report and to present evidence and witnesses.

(Approved by Board 3-12-19)

## **2. DONATION POLICY**

The Jewish Community Center (JCC) Board, with the advice and consent of the applicable Committee, will determine whether it wishes to accept an offer to donate by gift or otherwise, any goods, services, or money, by an individual, group of individuals, organization, or club upon finding that such donation is beneficial to the JCC. The Board shall be notified, preferably through the Executive Director or President, of all such proposed donations and may at its sole discretion impose conditions or terms, and/or require the completion of documents relating to such donation. All completed donations accepted by the Board shall become the sole property of the JCC, not subject to return or refund.

(Approved by Board 3-12-19)

## **3. SPENDING AND SIGNATORY AUTHORITY**

Whereas, the Board desires to authorize certain spending limits and signatory rights to certain Officers and Chairpersons for the purpose of enabling a more efficient management of the Jewish Community Center's (JCC) business, facilities, and activities, the Board hereby resolves as follows:

- A. The President, and in his/her absence a Vice President, shall have authority to sign any and all contracts and other documents required by the JCC, unless otherwise specified herein.

B. The President shall submit to the Board for approval, prior to signing of the contract by the President, each contract greater than \$10,000.00 in value. A written summary of the key terms and conditions including but not limited to any indemnification and hold harmless obligations of the JCC shall also be submitted to the Board prior to but no later than submission for Board approval. All such contracts shall be reviewed with JCC Legal Counsel.

C. The President shall obtain unanimous approval by the President and three other members (including at least one Vice President) of the Board and JCC Legal Counsel, prior to signing, for each contract greater than \$3,000.00 and less than \$10,000.00 in value. The President shall, at the Board meeting following the commitment to the contract, submit to the Board a written summary of the key contract terms and conditions including but not limited to indemnification and hold harmless obligations of the JCC. Any contracts greater than \$10,000.00 in value shall be approved by the Board.

D. The President shall have authority to enter into individual contracts up to \$3,000.00 without prior Board approval provided that the contract has been reviewed with JCC legal counsel. The President shall promptly inform all Board members of the signing of the contract and, at the Board meeting following the commitment to the contract, shall submit to the Board a written summary of the key contract terms and conditions including but not limited to any indemnification and hold harmless obligations of the JCC.

E. The President shall have spending authority up to \$1,000.00 for each event or miscellaneous product or service purchase and promptly inform the Treasurer and Financial Committee Chairperson of such expenditures.

F. Each JCC Officer and each event Chairperson shall have spending authority for budgeted items, without Board approval, up to \$500.00 per JCC, Sisterhood, Hebrew School PTA, Men's Club, or Committee sponsored event or purchase up to a cumulative total of \$1,000 per accounting year. The Treasurer and Financial Chairperson shall be notified in writing of such expenditure.

(Approved by the Board of Trustees on August 31, 2004, revised and approved by Board on March 12, 2019)

#### **4. INTERPRETING CONSTITUTION**

The new JCC Constitution provides, among other things, that voting in general (Article II.B.7) must be by physical presence or phone, for real estate by presence (Article II.D.2) at the applicable meeting, and for amendment to the Constitution by attendees (Article VIII.A.1). In either of the aforesaid instances or otherwise, for purposes of this Constitution only, the voting also may be done by completing an absentee ballot which is provided by the applicable JCC Committee responsible for voting.

(Approved by Board 3-12-19)

#### **5. HIGH HOLIDAY HONORS**

**HIGH HOLIDAY HONORS COMMITTEE.** The High Holidays Honors Committee shall consist of the President and up to two additional Officers selected by the current President. The Committee, upon consultation with the Rabbi and anyone else they deem necessary, shall decide who receives Aliyahs for the High Holidays services.

(Approved by Board on January 12, 2020)

## **GUIDELINES**

### **1. GUIDELINES FOR RITUAL COMMITTEE**

The members of the Ritual Committee shall be responsible for the following aspects of services at the Jewish Community Center of LBI:

- a. Ensure that wine and candles are available for the Friday night service (and purchased through the kitchen). The Rabbi shall light the candles and place the wine on the bimah prior to the start of services. If the Rabbi is not available, it will be the responsibility of the person opening the JCC.
- b. Work with the Kitchen Manager to ensure prior set-up of wine, grape juice and challah in the Social Room for Shabbat or Holiday (Sukkot or Shavuot) morning service. Passover kiddish will be wine, grape juice and Kosher for Passover items.
- c. There will be three Gabbaim during Holiday (Sukkot, Passover and Shavuot) and Shabbat morning services: the Floor Gabbai who will greet congregants and assign honors and the First and Second Gabbaim who will assist the Rabbi with Torah service. High Holiday aliyahs will be handled by the High Holiday Honors Committee as described in the applicable Bylaw.
- d. The Floor Gabbai shall invite people attending on Saturday morning or Holiday to take an honor (including, but not limited to, opening and closing the ark's curtain) or an aliyah (for the Torah reading), seeking to give them out to guests, those observing a Yahrzeit (utilizing the names provided by the Rabbi) and congregants. In order to ensure that such honors and aliyahs are rotated among all (both early birds and late-comers), they will be given out shortly before the start of the Torah service. The Floor Gabbai shall make every efforts to ensure that all congregants have an opportunity to participate over the course of time.
- e. In cooperation with the Rabbi and the office staff, the Ritual Committee shall assist with lighting the Yizkor lights for Holidays and lighting the menorahs inside and outside of the synagogue, as well as any other tasks related to the JCC's observance of Shabbat and Holidays.

f. The office staff shall be responsible for lighting the weekly Yahrzeit lights.

g. Should there be any change proposed to any ritual materials (including, but not limited to, the Prayerbook and the Chumash), it will be reviewed by the Ritual Committee to determine appropriateness, in consultation with the Rabbi, before presenting it to the Board of Trustees.

h. For the High Holidays, the Ritual Committee shall be responsible for participants in the service (not aliyahs), flowers, ushers, seating and security.

i. The Ritual Committee may modify these Guidelines from time to time as deemed necessary for a specific service.

(Approved by Board on January 12, 2020)