

RULES AND REGULATIONS

The Rules and Regulations contained herein have been adopted by the Board of Directors of Congregation Kol Emet in accordance with the By-Laws adopted by the Congregation on June 6, 1998 and any amendments thereto.

The Rules and Regulations are organized such that the number of each Section matches the concomitant Article of the By-Laws.

SECTION I: NAME AND REGISTERED OFFICE

There are no Rules and Regulations regarding this Section.

SECTION II: THE SEAL

There are no Rules and Regulations regarding this Section.

SECTION III: AFFILIATION

There are no Rules and Regulations regarding this Section.

SECTION IV: MEMBERSHIP

4-2:

1. The word “couples” refers to two adult partners living together. It does not include adults who are merely sharing a residence.
2. The term “residing dependents” refers to a natural born or adopted child of one or more of the adults who are the couple residing at a particular location, or a child over which one or both of the adult couple is a legal guardian, or a dependent parent(s) of at least one of the adults of the couple.
3. The following membership categories have been approved:
 - A. Family – defined as a 2-parent household with child/children where the oldest child is 7 or older or the youngest child is under 24.
 - B. Single – defined as a single person with either no child/children or where the oldest child is under 7 or the youngest child is 24 or over.
 - C. Senior Couple – defined as a couple where one or both is 65 years or older.
 - D. Senior Single – defined as a single person who is 65 years or older.
 - E. Newly Married – defined as a couple who have or will be married during the fiscal year when they join.
 - F. Single Parent – defined as a single parent with child/children where the oldest child is 7 or over or the youngest child is under 24. Single parent is defined as one parent residing in the household.

G. Couple – defined as a couple with no children or with children who are 24 or over.

H. Young Family – defined as a couple with child/children where the oldest is under 7.

4. Ages for membership categories are based on age as of June 30th. There are no exceptions.

4-4:

The Membership Committee shall accept new members of the Congregation based on their membership application.

4-6:

A complaint regarding failure to pay dues or assessments or engaging in any statement or conduct which is contrary to the best interests of the Congregation shall be reviewed by the Executive Committee who will then determine if further action by the Board of Directors is required.

Prior to the Board voting to suspend or expel a member, the member shall be provided with written notice that such action may occur and given two weeks to either pay all dues/assessments or make arrangements to pay same, or explain their conduct to the Board.

SECTION V: PRIVILEGES OF MEMBERSHIP

5-1-A:

1. Despite the meeting attendance privilege, a member may be asked to leave a meeting if a member's conduct unreasonably disrupts, or prevents the completion of, the meeting's agenda.
2. Current members are encouraged to bring their concern directly to the attention of the professional staff responsible for that area of practice. The staff person will work with the member to seek a satisfactory response to the issue in a timely manner.
 - Counseling & Religious – Rabbinic Staff
 - Education (all ages) - Educational Director
 - Administrative & Community Activities – Executive Director

Should the member not be satisfied with the outcome of this step, or does not feel comfortable going directly to the staff member, he/she may contact the President and request the issue be brought to the Executive Committee. The concern will be placed on the agenda of the next regularly scheduled meeting of the Committee, and if necessary the congregant will be requested to attend this meeting.

The Executive Committee will seek a satisfactory resolution and will keep the congregant informed and involved as possible.

Should the congregant not be satisfied with the outcome of this step, he/she may contact the President and request that the issue be brought to the attention of the entire Board of Directors. The congregant shall be invited to present the issue at the next scheduled Board meeting. Ten minutes will be set aside at the beginning of the meeting for this presentation. The Board may ask the congregant questions for clarification, but there will be no discussion at that time. The Board may take action as they determine in accordance with the Congregation's By-Laws and Regulations. The congregant will be informed of actions taken in a timely manner.

At least one week before the meeting, the Secretary will provide members of the Board, and the congregant, a written summary of the issue and the actions taken to date.

Recognizing that the completion of the steps offered can take several months, if there is a time factor involved or this is an emergency issue, the congregant can request to speak directly to the Board of Directors. In this case, the congregant will be responsible for giving the Secretary a written summary of the issue, which the Secretary will circulate to the Board one week prior to the Board meeting.

5-1-C:

1. Kol Emet encourages the participation of its members in religious services. Such participation shall be consistent with the Rabbi's planning and conduct of the service, and in conformance with ritual decisions of the Board.
2. Any member, their dependent(s) and/or guest(s) whose behavior unreasonably disrupts a service may be asked to leave.

5-1-D:

1. Members may enroll their dependent children, as defined in Section IV, in the Kol Emet Religious School or confirmation class in a grade determined to be appropriate for them by the School Committee after input by the Rabbi and Educational Director. The Board of Directors can determine how to resolve any disputes.
2. Prospective members may enroll their dependent children in the Kol Emet Religious School in Grades K - 1, for a period of one year without being either a Member, as long as space in that class is available, as determined by the Board.
3. The Board may restrict the size of any class depending on such factors as projected B'nai Mitzvah class size, numbers of classrooms and teachers or other factors as determined by the Board.

5-1-E:

1. Qualifications for B'nai Mitzvah shall include all of the following. Only the Board may alter or waive these requirements, and only after a request based upon specific circumstances is made to the Executive Committee:
 - a. a minimum of three (3) years of religious school at Kol Emet or another synagogue and/or equivalent training prior to the scheduled date of their B'nai Mitzvah;
 - b. a minimum of two (2) years of synagogue membership at Kol Emet prior to the scheduled date of their B'nai Mitzvah;
 - c. a minimum age of 12 ½;
 - d. the student is prepared for their B'nai Mitzvah to the Rabbi's satisfaction;
and
 - e. compliance with other Rules and Regulations as detailed herein.
2. Members and/or their dependent children shall be instructed for their B'nai Mitzvah consistent with these rules and regulations and Kol Emet practice whenever possible. Additional or special instruction and/or arrangements and costs may be required where it is determined that a candidate may not otherwise be ready for their B'nai Mitzvah as scheduled. This may include changing the date for the B'nai Mitzvah.
3. The Rabbi, in consultation with any B'nai Mitzvah Committee, shall determine whether the candidate is prepared and ready to proceed to their B'nai Mitzvah based upon the candidate's overall effort and their capabilities. Other than saying the aliyah, no specific prayers, Hebrew proficiency or length of B'nai Mitzvah service is required for a B'nai Mitzvah.
4. Students in the religious school shall be evaluated by their teachers, in conjunction with the Rabbi, for B'nai Mitzvah readiness by their Gimmel year. Students joining Kol Emet during or after their Gimmel year, and who otherwise satisfy all other requirements, shall be evaluated by the Rabbi for B'nai Mitzvah readiness before being given a date for their event.
5. Members may hold a celebration event in the synagogue to mark a child's thirteenth birthday in lieu of a B'nai Mitzvah; however, the event may not be held on Shabbat (Friday sundown to Saturday sundown), nor may the Torah be used in any service that may be conducted.
6. B'nai Mitzvah candidates shall be required to attend Friday night or Saturday morning services, the minimum number to be established by the B'nai Mitzvah or Ritual Committee in conjunction with the Rabbi.

7. B'nai Mitzvah candidates shall perform a community or self-improvement project as part of their B'nai Mitzvah preparation. The topic of the project shall be discussed with and approved by the Rabbi.
8. A mandatory meeting with all parents of B'nai Mitzvah candidates and the School or B'nai Mitzvah Committee will be held in the middle of the Bet grade level to discuss the requirements for B'nai Mitzvah at Kol Emet. During the meeting, a handbook describing the requirements will be distributed and discussed. During this meeting, the B'nai Mitzvah dates for the individual candidates will be discussed and assigned.
9. A mandatory meeting with all parents of B'nai Mitzvah candidates and the School or B'nai Mitzvah Committee will be held at the end of the Dalet grade level to discuss the requirements for B'nai Mitzvah for the upcoming year. The topics at the meeting will include:
 - a. the requirements for the project;
 - b. the expectation that the family of the candidate will act as ushers for the B'nai Mitzvah immediately preceding his/her own; and
 - c. a dress rehearsal using the Torah.
10. The Board may determine that a delay in the B'nai Mitzvah of an individual is appropriate if the Rules and Regulations of the congregation described herein are not followed.
11. Jewish adult members who would like to be instructed for their B'nai Mitzvah shall make arrangements for such with the Rabbi.
12. The Board may limit the number of B'nai Mitzvah candidates in any particular year based on the availability of the Rabbi to provide individual instruction to each candidate.
13. All Bar or Bat Mitzvah services will be held in the building sanctuary. Any requests for an exception to this rule must be brought before the Ritual Committee. A further appeal may be made to the board of directors whose decision will be final.

5-1-F:

1. Members may request the Rabbi to officiate at Jewish life cycle events for them or their immediate family but are not guaranteed the Rabbi will be available.
2. The privilege of having a funeral service conducted at Congregation Kol Emet shall be extended only to members of the congregation as defined in the by-laws. The Rabbi shall officiate at the funeral service, and if the funeral should occur at a time when the Rabbi cannot be present (such as a vacation period,

etc.), the immediate family of the deceased shall have the option of having the service conducted by another ordained Rabbi. If any questions or problems arise at the time of a death concerning the use of the synagogue, the decision of the Executive Committee and the Rabbi shall be considered final. There shall be no fee for the use of the synagogue for purposes of the funeral service.

5-1-G:

1. Members may only use the congregation's buildings for private functions subject to the Board's approval, facility availability, and the payment of appropriate costs as determined by the Board or the committee designated by the Board. [See Section XVI.C. - Building Use Policy]
2. Use of the synagogue building on the Sabbath will be reserved for appropriate congregational events.
3. Except in emergent circumstances, members who wish to schedule events for a specific day or days in the synagogue must clear those days with the Kol Emet office and the Rabbi, particularly when the Rabbi is expected to take part in the event, in order to avoid scheduling conflicts. The Rabbi must also be notified of all religious events to be held in the synagogue including those s/he may not have been expected to attend.
4. The synagogue kitchen shall be maintained as a kosher kitchen. Only those kosher caterers approved by the Board shall be allowed to cater events in the synagogue. Any food brought into the synagogue, whether prepared by members, guests, bakeries, etc., must be appropriate for a kosher facility.
5. Synagogue sponsored events held off synagogue grounds need not be kosher or kosher-style, but must make available a vegetarian or dairy meal.
6. Music shall be permitted on Shabbat.
7. There shall be no photography during Shabbat services. The Rabbi will be available either before or after services for pictures. Any videotaping during services shall be taken from a fixed, designated area.
8. The synagogue's Torahs may not be removed from the building as of January 1, 2001, except with the permission of the Ritual Committee whose decision will be final.
9. The synagogue will display both American and Israeli flags in our building since we are proud to be both Americans and Jews.

SECTION VI: DUES AND ASSESSMENTS

6-1

1. Membership dues, school fees and building fund fees shall be recommended by the finance committee to the Board at their May meeting. The Board shall approve final amounts for dues and assessments.
 - A. School fees may include a discount for the second child in a family, and another for the third and additional children in a family.
 - B. When payments are made, they will be applied in the following manner: first, annual membership dues, second, school fees, third, building fund and maintenance fees.
 - C. Additional fees may be assessed to cover the cost of tutoring to bring a student to an appropriate scholastic level.
 - D. Other fees may be assessed by the Board.
2. Members will be assessed monthly on a ten month cycle beginning at the start of the fiscal year. Members have the option of prepaying their annual assessment at the beginning of the fiscal year. A discount to the total annual assessment may be provided at the Board's discretion to those members selecting the prepayment option.
3. Members having B'nai Mitzvah celebrations must pay their annual bill in total prior to September of that fiscal year. Requests to modify this requirement must be conducted in accordance with number 5 below.
4. Members wishing to adjust the payment schedule of their fees must speak to the Dues Consideration Committee.
5. Members wishing to adjust the amount of their fees must speak with the Dues Consideration Committee, and put into writing their reasons for this adjustment request. The Dues Consideration Committee shall determine the amount of the adjustment, if any.
 - A. Building fund and maintenance fees, if any, may be deferred, but not forgiven
 - B. Dues Consideration Committee may request financial information in order to make a determination. All discussions shall be kept confidential.
 - C. Dues Consideration Committee shall hold closed meetings
6. Other items that may appear on the monthly bill and are due at time of presentation are expenses for cards and other donations, school books, men's club and sisterhood
7. Money remaining in the School or Scholarship funds at the end of each fiscal year will be used to offset any financial loss incurred by the School in that year.

8. Donations made to the Rabbis' Discretionary Fund will be turned over to the Rabbis for use at his/her discretion. Account statements shall be sent to the synagogue office.
9. Members may make donations of other articles to the synagogue with the approval of the Executive Committee.
10. Members must have submitted a completed payment option form by the deadline stated on the form, decided on by the board of directors, to be issued tickets for High Holidays and to maintain all privileges of membership.
11. The newly married membership category:
 - a. Is valid only for the programming year in which the marriage takes place;
 - b. Will entitle the couple to become members of Congregation Kol Emet;
 - c. Will entitle the couple to the services of Kol Emet's Rabbinic staff for the wedding ceremony;
 - d. Entitles the couple to be married in Kol Emet's building at no additional charge;
 - e. Entitles the couple to avail themselves of all activities taking place at Kol Emet including religious, social and educational programs;
 - f. Will include a full cycle of Jewish holidays;
 - g. Can be discussed with the Dues Consideration committee should the need arise.

The newly married membership rate excludes:

- h. Any extra charges for the rental of the social hall for the wedding reception;
- i. Any extra charges for programming charged to the entire congregation (such as program ticket fees).

The newly married membership rate will not count toward the number of year's membership required to reduce the dues payment per our tiered payment system.

6-2

1. A current member, who has submitted the dues payment option form, three months in arrears, will be considered not in good standing, unless payment arrangements have been made with the Dues Consideration committee. Members who are in arrears may be asked to remove their children from religious school and may lose privileges of membership.
2. Members who are in arrears may not serve on the Board.

SECTION VII - OFFICERS

27-Sep-2009

7-3:

1. The President's relationship with the Rabbi may be exercised through a designated Liaison.
2. The President may call meetings of the Executive Committee as needed
3. The President will be a liaison to JRF or may appoint a liaison.
4. The President may participate in any committee meeting but may not cast a deciding vote in any committee on which he/she is not a sitting member.

7-4:

1. Each Vice President will be a resource person for the committees assigned to him/her, and will be responsible for the oversight of these committees.

7-5:

1. The Secretary will record the minutes of Board and Executive meetings and publish the Board meeting minutes in the newsletter and disseminate the minutes to the Board prior to the next meeting.
2. The Secretary has the responsibility for holding and updating the rules and bylaws of Kol Emet, or with permission of the president, delegating the task.

7-6:

1. The Treasurer will, with the assistance of office personnel, prepare monthly and annual reports on the financial standing of the congregation.
2. The Treasurer will receive from office personnel information concerning monthly billing, receipts and deposits on a regular basis.
3. The Treasurer will, with assistance of office personnel, be responsible for accounts receivable.
4. The Treasurer shall be responsible for the disbursement of funds (accounts payable and have control over the checking account(s) from which all Congregational payments are made.
5. Authorized purchases made by any member of the Congregation will be reimbursed by the Treasurer with evidence of an appropriate receipt or invoice.
6. Auxiliaries may have their own checking accounts.

7. The Treasurer will, with assistance of office personnel or other authorized agent, be responsible for monthly payroll and attendant taxes, for sending W-2's to staff, and all other taxes.
8. The Treasurer is a permanent member of the Finance committee
9. The Treasurer will, with approval of Finance Committee, invest surplus money. Surplus money may only be invested in Certificates of Deposit or Money Market funds, unless other investments are authorized by the Board.
10. The Treasurer shall be an ex officio member of any committee making a financial commitment.

SECTION VIII: BOARD OF DIRECTORS

8-1:

1. The Board may delegate certain of its responsibilities to various committees, consistent with the By-Laws and these Rules and Regulations.
2. The Board may revise these Rules and Regulations upon a majority vote of the directors present at a Board meeting with a quorum.

8-2:

1. Changes in the number of directors shall be determined by a vote of the Board within the range established by the By-laws.
2. The presidents of the Woman's Association (Sisterhood), Men's Association (Men's Club) and Parent-Teachers Association shall be elected by the membership of these organizations.
3. If the immediate past president of the congregation cannot serve as a director, the President may appoint a previous past president to fill the vacancy.

8-5:

1. The President shall chair all Board meetings. In the absence of the President, or an Executive Committee member designated by the President, the Executive Committee shall select one of its members to chair the Board meeting.
2. The secretary shall record the minutes of all Board meetings. The minutes shall be available to all members of the congregation.
3. A director may present a motion regarding synagogue business for a vote of the Board at any meeting where a quorum, as defined in the By-Laws, is present. If the motion is seconded, the President, after appropriate discussion,

shall call for a vote from the directors present at the meeting. The motion shall be considered approved if it is accepted by a majority of the directors present at the meeting.

8-10:

The President may call a special meeting of the Board in order to transact synagogue business. The President must call a special meeting upon presentation of a written request signed by at least five (5) directors. All directors shall be notified of the time, place and purpose of the special meeting at least 48 hours in advance of the meeting, except in emergency circumstances affecting the physical plant of the congregation.

8-12-A:

The Board is responsible for all decisions regarding the hiring, firing or retention of all personnel with the exception of the Rabbi or as otherwise described in the Kol Emet By-Laws or Rules and Regulations.

8-12-C:

1. The Board may authorize single, non-budgeted expenditures of up to and including \$10,000. Expenditures greater than \$10,000, except as provided in 8-12-C-2 below, shall be approved at a congregation meeting in accordance with the By-Laws.
2. The Board may approve expenditures greater than \$10,000 only in emergency circumstances to the physical plant of the congregation.
3. After approval by the congregation of an expenditure greater than \$10,000, the Board shall authorize or designate a committee to approve all contracts for the expenditure of the funds.

8-12-D:

1. The Board shall approve the annual budget of all committees and the religious school.
2. Any committee or subcommittee of the Board that proposes any program whereby the congregation will be obligated to expend any money not otherwise included within the annual congregational budget, shall prepare a budget for that activity for approval of the Finance Committee chair, prior to obligating the congregation. Funds held in separate accounts by auxiliary organizations, such as Sisterhood, Men's Club or PTO are not subject to this provision.

SECTION IX: ELECTIONS

9.3:

Nominating Committee Process

The Secretary shall notify the Board of Directors during the month of December, of the current terms of office and shall note those positions that will expire the following June.

In choosing the Committee, the President shall select congregational members who characterize a representative cross-section of the congregation including long-time and newer members, younger and older members, and female and male members. It is recommended that each member of the Nominating Committee represent at least two of the above constituencies.

Each Director shall be prepared at the January Board meeting to notify the Nominating Committee Chair of his/her intention to: continue in the current role; seek appointment of an allowable second term; request to be assigned a new committee responsibility, if possible; or resign from the Board of Directors at the Congregational Meeting. This procedure does not apply to the President of the auxiliary organizations of Congregation Kol Emet since these positions are chosen by the respective memberships of those organizations. The auxiliary organizations include, but are not limited to, the Men's Club, Sisterhood, and the PTOs (Religious School and Pre-School).

Within ten days after the January Board Meeting, the Board Secretary shall mail an announcement of Nominating Committee's appointment to all members of the congregation, together with a listing of the upcoming vacant Board positions, any specific skill sets recommended to perform the duties, and instructions on how congregants may submit nominations for vacancies to the Board directly to the Nominating Committee Chair by a specific date.

Immediately following the January Board meeting, each board member shall communicate with his/her respective committee his/her intention regarding continued service on the Board. The Board member may also disclose other board positions that will become available if requested. The Nominating Committee Chair will ask the Directors to provide: a list of members on his/her committee; recommendations for a replacement; and other recommendations to help improve the function of the committees.

From this point until the presentation of the slate at the March Board meeting, the Officers and Board of Directors are not involved in the work of this Committee because the Nominating Committee requires the honest assessment of fellow congregants in order to provide the most qualified slate of nominees for each assignment.

At its meetings, the Committee shall draw on their collective wisdom and input from the congregation, the Board, and the professional staff of Kol Emet in order to assemble a list of candidates from which to provide a slate of nominations for the next Board of Directors. To make an informed decision, the Chair, or his/her designee on behalf of the Committee, will contact each of the nominees to discuss his/her interest in a Board appointment, request resumes, and/or set meetings to assess the commitment of candidates. Nominees may also contact

the present chair to discuss the scope of duties performed. Once all contacts have been completed, the Chair will re-convene the entire Nominating Committee to agree on a slate of candidates.

The Nominating Committee Chair, or his/her designee, shall thank all congregants who requested consideration as a candidate including encouragement to become (or remain) involved in a congregational committee.

SECTION X: CONGREGATIONAL MEETINGS

10-3:

The office staff will maintain a list of email addresses of congregants. Families that have no email address will receive via US mail a printout of the content of emails sent to the congregation, regarding congregational meetings.

SECTION XI: GENERAL RULES AND REGULATIONS REGARDING COMMITTEES

11-1:

1. Meetings of the Executive, Dues Consideration, and Personnel committees shall be closed to members of the congregation. All other committee meetings shall be open to all members of the congregation. The Board may authorize certain committees to hold closed meetings.
2. Any committee may request a budget authorization by submitting a request to the Finance Committee by February 1 for the upcoming fiscal year.

11-1-A:

1. Committees shall only perform those duties as described in its Committee Description, unless so authorized by the Board. Any new committee shall have a Committee Description prepared at the time the committee is formed. Committee Descriptions may be changed by majority vote of the Board.
2. Any funds collected by any committee shall be placed into an account cosigned by a member of the Executive Committee. Unused funds from these accounts, shall be transferred to the General Fund at to the end of the fiscal year.
3. Each committee chairperson is responsible for providing a periodic update of committee activities to the Board. At the beginning of each fiscal year, all committees will be assigned to an Executive Committee member, who will be responsible for overseeing the activities of that committee.

11-1-C:

The President shall appoint the chairperson of all committees except the Executive Committee. The President or his/her designee shall appoint members of committees designated as closed committees. All other committees shall be open to all members of the congregation. The Board may limit committee membership when necessary.

11-3:

The permanent Standing Committees are Ritual, School, Finance and Membership. The Board shall reauthorize all other committees each year by majority vote. The Board may create a new committee by majority vote.

SECTION XII: THE KOL EMET RELIGIOUS SCHOOL

12-1:

1. PERSONNEL

A. Contracts: All contracts will be written by a committee or person appointed by the Board of Directors. This may be the personnel committee, finance committee or others.

B. Teachers: The Educational Director will interview and hire all teachers. The Rabbinic staff will be consulted before such hiring. The Education Committee will approve the number of, hiring and dismissal of teachers. The committee may delegate said authority to the Educational Director.

C. Teacher rehiring: The Educational Director and Rabbinic Staff will give the school committee their suggestions for teacher rehiring by the March Education Committee meeting, and Committee will approve or disapprove suggestions.

D. Educational Director: The Board is responsible for the hiring and contract of the Educational Director based upon the recommendation of the Rabbinic Staff, in consultation with the Education Committee. The Board may delegate this responsibility to the Education Committee.

E. Teachers shall:

1. perform the duties assigned by the Rabbi, Education Committee and Educational Director consistent with the directives of the Board;
2. comply with the terms of and perform the duties of his/her employment contract;
3. comply with these By-Laws and Board Rules and Regulations;
4. report to the Educational Director and the Rabbi on a regular basis; and
5. perform other duties as requested by Board or Board appointed representatives or committees.

2. TUITION

- A. The Board will decide school tuition and fees with input from the Education Committee.

Members seeking tuition subsidies should contact the Educational Director regarding potential scholarships from outside Congregation Kol Emet.

3. BUDGET AND EXPENSES

- A. The total expenses and expense per student for the current school year will be given by the Education Committee to the Finance Committee (via the treasurer/financial secretary) by February.

In addition, the Education Committee will approve and forward budget recommendations for the following year.

- B. Purchases during the year within the budget do not require approval.
- C. Purchases during the year not in the budget, but less than \$100 must be approved by the Educational Director who will notify the school committee chair.
- D. Purchases during the year not in the budget, but more than \$100 must be approved by the Education Committee.

4. CURRICULUM & STUDENT ISSUES

- A. New Students will be placed into classes according to their age/grade. Older students with no past Hebrew/religious training will be placed into class after interview with Rabbinic Staff and Educational Director. The Rabbi will have final approval of such placement. Issues affecting B'nai Mitzvah policy and dates must be settled in accordance with the bylaws and rules & regulations of Kol Emet. Any change from these rules must be approved by the Board. Policy changes that conflict with the bylaws must be approved by a congregational meeting. The Board may appoint a B'nai Mitzvah committee to act on its behalf.
- B. The B'nai Mitzvah training program will be set by the Rabbinic Staff with input from the Education and Ritual committees.
- C. The School calendar will be prepared by the Rabbi and Educational Director and discussed with the Education Committee at the June meeting. It will be forwarded immediately to the president for review by the Board or Board approved calendar committee.
- D. Student participation at services will be on a program approved by the rabbi and the Education committee.
- E. Evaluations of student will be individualized and sent to all parents twice a school year. The form used for this communication will be prepared by the Education committee.
- F. The Education Director will advise the Education committee if any student will not be advanced to the next school grade level at the end of the year by the April Education committee meeting.

5. CONFLICT RESOLUTION

- A. Parents with specific classroom questions should first contact the teacher and discuss the issue. If needed, the parent should then discuss the issue with the principal, school committee head (or come to an Education committee meeting), rabbi, vice president overseeing the school committee and finally the president. Any member is entitled to attend a Board meeting and bring up issues of concern.

SECTION XIII: EXECUTIVE STAFF

13-1:

Employment policy

The Congregation shall not employ any members of the congregation, with the exception of teachers and aides in the religious school and preschool, except in extraordinary circumstances with the approval of the Executive Committee. Members of the Congregation who resign in order to apply for employment will not be considered for employment for a period of one year.

13-2-C

- A. The Board may vote to renew the contracts of non-rabbinic executive positions by a majority vote at a meeting where this topic was announced at least a week before the vote.

13-3

As part of his/her duties, the Rabbi shall:

- A. officiate at all religious services scheduled for the congregation;
- B. officiate at all life cycle events for members of the congregation when reasonably possible;
- C. have ultimate responsibility for the implementation of the religious and educational objectives of the Kol Emet Religious School and the synagogues adult education program;
- D. comply with these By-Laws and Board Rules and Regulations;
- E. comply with the terms of and perform the duties of his/her employment contract;
- F. report to the president of the congregation on a regular basis;
- G. perform such other duties as the Board of Directors may assign;
- H. supervise the Assistant or Associate Rabbi and Cantor, and oversee the Educational Director and teachers;

- I. notify the congregation president, the office secretary, and/or Executive Director prior to his/her leaving the area for more than one day, where s/he can be reached and who will serve as his/her backup during his/her absence;
- J. periodically meet with a Liaison Committee representative to discuss issues raised by the congregation; and
- K. perform other duties as requested by Board or Board appointed representatives or committees.

13-4

The Assistant or Associate Rabbi shall:

- A. perform the duties assigned by the Rabbi and the Board;
- B. comply with the terms of and perform the duties of his/her employment contract;
- C. comply with these By-Laws and Board Rules and Regulations;
- D. report to the Rabbi and the president of the congregation on a regular basis; and
- E. perform other duties as requested by Board or Board appointed representatives or committees.

13-5

The Cantor shall:

- A. perform the duties assigned by the Rabbi and the Board;
- B. comply with the terms of and perform the duties of his/her employment contract;
- C. comply with these By-Laws and Board Rules and Regulations;
- D. report to the Rabbi and the president of the congregation on a regular basis; and
- E. perform other duties as requested by Board or Board appointed representatives or committees.

13-6

The Educational Director shall:

- A. perform the duties assigned by the Rabbi and the Education Committee consistent with the directives of the Board;

- B. comply with the terms of and perform the duties of his/her employment contract.
- C. comply with these By-Laws and Board Rules and Regulations;
- D. report to the Education Committee Chair and the Rabbi on a regular basis;
- E. perform such other duties as the Board, Education Committee or Rabbi may assign that are consistent with the duties of a school principal;
- F. supervise the school Teachers and hire substitute Teachers - at a rate fixed by the Board - on an as needed basis; and
- G. perform other duties as requested by Board or Board appointed representatives or committees.

13-7

The Executive Director shall:

- A. perform the duties assigned by the Board of Directors;
- B. comply with the terms of and perform the duties of his/her employment contract;
- C. comply with these By-Laws and Board Rules and Regulations;
- D. report to the president of the congregation on a regular basis; and
- E. perform other duties as requested by Board or Board appointed representatives or committees.

SECTION XIV: AUXILIARIES

14-1:

- A. Auxiliary organizations may include Men's Club, Sisterhood, and Parent-Teacher Organizations. Auxiliaries may establish their own membership, dues and organizational structure except as specifically stated otherwise in these rules.
- B. All Auxiliary organizations' checks must bear two signatures of designated auxiliary members, of which one who is a congregant, who are not of the same household.
- C. Quarterly statements of auxiliary bank accounts must be submitted to the Treasurer.

SECTION XV: INDEMNIFICATION AND LIMITATION OF LIABILITY

There are no Rules and Regulations regarding this Section.

SECTION XVI: MISCELLANEOUS PROVISIONS

A. MISCELLANEOUS RULES & AD HOC COMMITTEE REPORTS

1. Notices of fund raising events, not sponsored by Kol Emet, shall be approved by the Executive Committee before being placed in the newsletter or otherwise distributed to the congregation.

B. DONOR RECOGNITION POLICIES FOR CAPITAL CONTRIBUTIONS

1. The basic objective of a relationship marketing (donor recognition) program for the principal donors to Kol Emet is to create an atmosphere enabling them to feel an important part of a very significant endeavor. The message should be that Kol Emet cares about them (their desires, needs, beliefs, goals) and hopes to establish an ongoing relationship with these most important donors.
2. Gifts of \$100,000 and over by a family unit to the congregation will qualify donors to have named dedications as approved by the Board. Proper recognition to donors who participate at this giving level may include a special plaque specifying the gift and a separate designation in a central plaque to be located in the synagogue's main lobby area. The name plaques shall be of high quality and visible to all who enter the facilities.
3. All donors will be recognized for their participation in the capital campaign.
4. Status update letters on the campaign from the campaign co-chairs, the President, and the Rabbi will be on-going and may include public recognition to donors.
5. Donors should be invited to personally witness the programs they have endowed. Capital contributors should be invited to the openings of the area of Kol Emet that their gifts made possible.
6. Appropriate recognition may be given for memorial gifts.

C. PLAQUES

1. All plaques should be uniform in simplicity throughout the Kol Emet complex, unless a variance is granted by the Board.
2. All donors to the capital campaign of \$100,000 and above may have a plaque placed at the area/room for which they have taken a naming opportunity. Prominent opportunities include:

the Kol Emet campus, administrative section, educational wing, and social hall.

3. Actual dedications for a capital campaign should take place providing that at least 80% of the donor's pledge commitment is paid.
4. Two or more unrelated families cannot combine their resources for a larger named dedication.
5. While commitments at all levels are encouraged, gifts of \$1,800 and higher will be recognized in perpetuity on a central plaque located near the main entrance of the Kol Emet building.
6. Variances to the above policies can be proposed to and must be approved by the Board.

16-4

A. BUILDING USE POLICIES

1. No smoking is permitted in any part of the building, including the lavatories.
2. Formal written application, along with a 50% non-refundable deposit is due to book the social hall. The balance is due 30 days prior to the event.
3. There must be provided a list of each vendor who will come into the building, including but not limited to, caterers, photographers, florists and musicians. This list must include all pertinent contact information, supervisory information, as well as a valid and current Certificate of Liability Insurance form. This is due 30 days prior to the event.
4. The person(s) booking the room rental are ultimately responsible for any and all damage to synagogue property during the set hours of the affair, as well as vendor set-up, break down and final clean-up time.
5. The member rate for booking the social hall is for Regular Kol Emet members who are in good standing. This means that all fees, past and present, must be paid no later than 30 days prior to the event.
6. The executive board of Kol Emet reserves the right to refuse rental of the synagogue building to any individual or group whose views, stated or implied, run contrary to the ideals, values, and morals of Judaism.
7. Booking the social hall is generally on a first-come, first-served basis, and only occurs with submission of a written application and a 50% deposit. Only congregants with an assigned B'nai Mitzvah date can book the social hall on said date.
8. Non-congregants and groups may only book the social hall within 18 months of the event, to allow congregants ample opportunity to book their own events.
9. The ritual committee will determine all rules of Kashrut that will be observed within the synagogue. The decision of that committee is final.

10. The synagogue's liability in the event of the building not being available due to fire, flood, lack of utilities, and acts of G-d is limited to a full refund of the booking fee only.
11. All fees are subject to change by action of the Board of Directors at any time.

B. TIKUN OLAM POLICY

No one person or committee in the Congregation shall attach the Congregation's name to any activity sponsored by an outside group without the permission of the Board. It shall be the Social Action Committee's responsibility to research any Tikun Olam request for sponsorship, affiliation or donation, including the religious school tzedakah collections. The Chairperson of the Social Action Committee shall present the Committee's recommendations to the Board for its vote. The decision of the Board is final. A list of approved agencies/events/affiliations will be available upon request from the Kol Emet office.

Research provided by the Social Action Committee shall include the non-profit status of the requesting organization, an overview of the goals of the organization to determine compatibility with the goals and values of Congregation Kol Emet, the financial obligation requested of the Congregation for the activity, and any other information to assist the Board with its decision.

The Social Action Committee may rely upon research provided by the Jewish Reconstructionist Federation, the Reconstructionist Rabbinical College and/or the Jewish Federation to assist in the review process.

All Tikun Olam sponsorship/affiliation/donation requests shall be made in writing and submitted in a timely manner to allow the Social Action Committee sufficient time to gather information for the formation of a recommendation and presentation to the Board. The requesting group shall be aware that the Board meets monthly and will only consider these requests at regular monthly Board meetings.

All Tikun Olam requests for sponsorship/affiliation/donation may, at the discretion of the Board, be granted on an event by event basis. Periodic evaluation of the sponsorship/affiliation/donation group shall be undertaken to insure that the goals and mission of the group continue to be compatible with the goals and mission of Congregation Kol Emet. The Board reserves the right to revoke the Congregation's support of any group that is deemed to no longer match the goals of Tikun Olam adopted by Congregation Kol Emet.

C. WEB SITE POLICY

The Kol Emet web site shall be maintained to provide general information about Kol Emet and its upcoming activities and events to the community at large. The public web pages shall publish only the names of the current

board members but no other members or employees without their permission.

The only e-mail address and phone number published in the public areas shall be Kol Emet's, unless recommended by the Communications Committee and approved by the Board of Directors.

Private Kol Emet (members only) web pages, accessible with a password, will provide all updated available information including names, addresses, and e-mail addresses for all current members. The newsletter, committee and board meeting minutes may also be available as deemed appropriate by the Web Site Committee.

D. HIGH HOLIDAY ATTENDANCE POLICY

- Ticket policy for non-members for high Holidays shall be determined by the Board on an annual basis.
- All Kol Emet members in good standing will receive their non-transferable tickets by mail two weeks prior to the High Holidays.
- Members in good standing may purchase tickets for their parents, grandparents, or adult children who live out of the area (limit 4, pending space limitations). Tickets are good for all services.
- Anyone purchasing a ticket must provide names and addresses of guests.
- Due to space limitations, it is impossible to accommodate EXTENDED families of members (aunts, uncles, cousins, etc.)
- Non-member college students are welcome to all services by reservation.
- Tickets are not transferable.
- The following services may require tickets:
 - Rosh Hashanah – first day (any service)
 - Kol Nidre
 - Yom Kippur – morning (any service)
- The following services are open to non-members
 - Erev Rosh Hashanah
 - 2nd Day Rosh Hashanah
 - Yiskor
 - Yom Kippur afternoon

E. OFFICE CLOSURE POLICY

The Kol Emet office shall be closed on the following holidays:

- 1st and 2nd days of Rosh Hashanah
- Yom Kippur
- 1st and 2nd days of Sukkot
- Shemini Atzeret
- Simchat Torah
- 1st and 2nd days of Passover
- 7th and 8th days of Passover

- 1st and 2nd days of Shavuot

The Kol Emet office shall be closed at 3 PM on Friday afternoon for Shabbat.

Telephone coverage should be available in the School Office on any of the aforementioned holidays if school is in session that day.

Any change from this schedule of office closing days must be approved by a committee consisting of the chairperson of the Ritual Committee, the President and the Rabbi.

F. POLICY REGARDING FUNDS

1. Funds shall be established at the discretion of the Board. There is no limit as to the number of Funds.
2. Funds, other than the Endowment Fund, shall be comprised of three types: Memorial, Discretionary and Standard.
 - Memorial Funds may be established by Board approval, the request of a regular member as a method of remembrance after the death of a family member. There is an expectation that a Memorial Fund will generate at least \$10,000. The Board will provide alternatives for the member to select from the use of the Fund. At the time of inception of a Memorial Fund, the Board may, after conferring with the member, set a termination date for the Fund.
 - Discretionary Funds are maintained separately from the routine operating accounts of the synagogue. Expenditures are controlled by the individual, committee or auxiliary designated by the Board to manage the fund. There are currently four discretionary funds: Rabbis' Discretionary, PTO, Men's Club, Sisterhood. The Rabbis will assure the Board that they understand that any disbursements from the Rabbi's Discretionary Fund to cover personal expenses are taxable to as compensation. The managers of the other Discretionary Funds are required, no less than quarterly, to file a cash flow statement with Treasurer of the Congregation.
 - Standard Funds are all other funds.
3. With the exception of Restricted Funds as described below, all monies donated to Memorial and Standard Funds shall be considered Non-Restricted Funds and shall be maintained in the synagogue's general account. The Treasurer shall keep track of the amount of money in each Fund. The Board shall approve all monies expended from Memorial and Standard Funds, whether restricted or Non-Restricted, either as part of the annual budget or as a supplemental expense.
4. A Restricted Fund is a Memorial or Standard Fund that is allocated to a specific purpose as identified by a donor and approved by the Board.

Monies remaining in the Restricted Fund at the end of the fiscal year are not returned to the synagogue's general account.

5. All monies donated to a Non-Restricted Fund shall generally be utilized for that Fund's stated purpose. If the amount of money donated in a particular fiscal year does not reach the amount budgeted for that program, the synagogue's general fund shall make up the difference. If the donated amount exceeds the budget amount, the Committee responsible for determining the expenditures for that program may request an additional budget allocation from the Board. Any money remaining in a Non-Restricted Fund at the end of the fiscal year shall be returned to the synagogue's general account, unless otherwise requested by the Committee responsible for the fund and approved by the Board by June 30th.

6.

a. Current Standard Funds:

- Mitzvah Restricted
- School Non-Restricted
- Scholarship Non-Restricted
- Library Non-Restricted
- Prayerbook Non-Restricted
- Building Non-Restricted

b. Current Memorial Funds:

- Charles A. Fisher Memorial Non-Restricted
- Bruce Levitt Memorial Restricted

G. INVESTMENT POLICY

The congregation shall maintain a Reserve equal to approximately six months of the current budget. It is this Reserve that can be invested in instruments other than guaranteed cash or cash equivalents. The operating working capital (available assets in excess of the reserve) will be held only in guaranteed and/or insured accounts, normally consisting of cash in checking or savings accounts, money market accounts or certificates of deposit. This operating working capital will not be subject to the investment policy of the Reserve. All investment shall be made in keeping with the stated intentions of the Congregation's mission statement. No investments shall be made in concerns whose primary business aims are not congruent with such intentions. The finance committee shall be responsible for implementing this policy, with the assistance of outside professional expertise. The treasurer shall report the approximate return on the investments to the board on a quarterly basis.

Specifically excluded from the investment policy for the Reserve is the Endowment fund and the monies pledged and received by the Capital campaign fund.

The investment strategy shall be as follows:

- A minimum of 20% of the Reserve amount shall be in cash or cash equivalents (checking, savings or money market funds or certificates of deposit)
- A maximum of 10% of the Reserve amount may be placed in individual equities or stock mutual funds.
- A maximum of 20% of the Reserve amount may be placed in Investment grade securities, namely bonds and bond funds
- A maximum of 80% of the Reserve amount may be placed in government-backed or government-secured investments
- Up to \$10,000 may be invested in funds that promote community and/or Jewish causes