

BY-LAWS
OF
PENINSULA SINAI CONGREGATION

Including amendments as of 05/02/2021

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BY-LAWS
OF
PENINSULA SINAI CONGREGATION

ARTICLE I – DESIGNATION

SECTION 1.1/NAME

The name of this organization shall be Peninsula Sinai Congregation.

SECTION 1.2/PRINCIPAL OFFICE:

The principal place for the conduct of the business and affairs of the Congregation shall be located in the City of Foster City, County of San Mateo, State of California, at such place in said City as the Board of Trustees may determine.

SECTION 1.3/PURPOSE:

The organization's specific and primary purpose shall be to establish and maintain a conservative synagogue, to provide a place of public worship for the same in the City of Foster City, County of San Mateo and State of California, to establish, maintain and conduct schools for the religious instruction of the young, and to further other religious and charitable work.

ARTICLE II – MEMBERSHIP

SECTION 2.1/DEFINITIONS:

(A) A member is defined as a person at least 18 years of age, of good moral character, and has been admitted per Section 2.3. A Jewish member is defined as a person of at least 18 years of age, of good moral character and of the Jewish faith, and has been admitted per Section 2.3. The definition of a member in "good standing" shall be prescribed from time to time by the Board of Trustees, subject to the approval by the Congregation.

(B) Types of Membership Units:

- 1) Family. A Family membership includes any spouses/domestic partners, non-Jewish spouses and their unmarried children under the age of 21 or unmarried children over the age of 21 who are full time students. A family must include at least one Jewish member.

- 2) Individual. Any Jewish man or Jewish woman who wishes to join as a single person. This includes a single parent with their unmarried children under the age of 21.
- 3) Dual Members, at least one of whom is Jewish, who are also members of another Peninsula synagogue.
- 4) Senior Couple. A couple, at least one of whom is Jewish, who are both retired and on fixed income.
- 5) Senior Individual. A Jewish single who is retired and on fixed income.
- 6) Honorary Membership. This includes memberships which may be given to the professional staff of the congregation their respective spouses and children (through college graduation); and other deserving persons in the community, as approved by the Board of Trustees

SECTION 2.2/MEMBERSHIP RIGHTS:

- (A) All members and their families shall have the right to participate in all activities sponsored by the Congregation, including religious services, social activities, enrollment in religious school, youth education, adult classes and services, subject to Halacha and such rules and regulations as may be adopted from time to time by the Board of Trustees in collaboration with the rabbi as mara d'atra.
- (B) Jewish members in good standing shall be eligible to hold any elected or appointed office and serve on the Board of Trustees.
- (C) Non-Jewish Members may serve on certain Synagogue Committees or serve as chairperson of certain standing committee, as determined by the Board of Trustees in collaboration with the rabbi as mara d'atra.
- (D) Each Jewish member in good standing shall be entitled to one vote per adult, maximum two votes per Family membership. Honorary Members are not entitled to vote.

SECTION 2.3/NEW MEMBERS:

- (A) An application for membership in the Congregation shall be made on such forms as shall be prescribed from time to time by the Board of Trustees and shall be executed by the applicant. Admission to membership in the Congregation is subject to approval of the president or his/her designee.
- (B) If membership is refused, applicant may appeal the decision with written notice to the Board of Trustees for final decision.

SECTION 2.4/DUES:

- (A) Should there be Dues, the Dues shall be established by the Board of Trustees, subject to approval of the Congregation.
- (B) Should there be Dues, the Dues period shall coincide with the fiscal year of the Congregation.
- (C) The need for dues, religious school fees, capital fund requirements and assessments shall be determined by the Board of Trustees, and if needed paid by members in the amounts and at such time and manner as shall be determined by the Board of Trustees. The Board of Trustees, through the Finance Committee, is empowered to defer or waive any obligation or portion thereof, for any membership unit.
- (D) Any member in arrears in the payment of any obligation to the Congregation for a period of two months or more may be considered delinquent. In the event such delinquency is not paid nor special arrangements made within 30 days of written notice thereof, the member may be dropped from membership by the vote of a majority of the Board of Trustees. In the event a member is dropped, all rights and privileges of such member and his/her family shall cease. Any member or membership unit dropped, as herein provided, may be reinstated by the Board of Trustees under such terms and conditions as the Board may determine.

SECTION 2.5/EXPULSION:

- (A) Any member who violates the general standard of order and decorum of the Congregation or fails to obey and conform to these By-Laws will not be in good standing. On recommendation of the Executive Committee, said member may be expelled by a two-thirds vote of the Board of Trustees at a Board meeting, provided said member has been given at least 30 days written notice of said meeting and an opportunity to be heard at said meeting.
- (B) The expulsion or resignation of any member shall not relieve that member of any financial obligation due the Congregation.

ARTICLE III – MEMBERSHIP MEETINGS

SECTION 3.1/ANNUAL MEETING:

(A) The annual meeting of the Congregation shall be held between April 1 and May 15 on a date to be designated by the Board of Trustees. Every member of the Congregation shall be notified by mail, or by electronic transmission if they prefer, at least 30 days prior to the annual meeting. At the meeting, the Congregation shall elect officers and approve a budget and fees for the ensuing year.

B) Notice of the annual meeting shall include the following:

- Agenda for the meeting, as set by the board, and the information on agenda items as needed
- Slate of Officers/Trustees proposed by the Nominating Committee
- A copy of the proposed budget
- Absentee Ballot Request.

(C) An agenda item shall be added by the President upon the request of five or more members of the Board of Trustees, or upon written application of 10% of the membership. Such request shall be delivered to the President no less than 20 days prior to the annual meeting and the congregation shall be notified of the amended agenda no less than 12 days prior to the annual meeting. No agenda items will be added unless through this process.

SECTION 3.2/SPECIAL MEETINGS:

(A) Special meetings of the Congregation shall be called by the President at the request of five or more members of the Board of Trustees or upon written application of ten percent (10%) of the membership, and shall be held within thirty (30) days subsequent to any request. The call for a special meeting shall set forth the purpose for the meeting, and written notice thereof shall be mailed to all members in good standing at least seven days prior to the time of such meeting. No business shall be transacted at the meeting except that specified in the call. The notice shall include the agenda for the meeting and information on agenda items as needed.

(B) Any proposal to purchase, acquire, dispose of, partition, or encumber any real estate of or for this Congregation shall be acted upon at a special meeting of the Congregation called for such purpose. The proposal shall require a two-thirds majority of all members present and voting for its adoption.

SECTION 3.3/QUORUM:

Forty (40) members eligible to vote shall constitute a quorum for the transaction of business at any membership meeting. At least five members of the Board of Trustees must be present at each meeting. If no quorum is present at a meeting, a meeting shall be called and held within twenty-one (21) days thereafter. The notice of such subsequent meeting shall state the business to be transacted thereafter.

ARTICLE IV – BOARD OF TRUSTEES

SECTION 4.1/RIGHTS:

The Board of Trustees shall have the usual rights and powers provided by law in the conduct of the business and affairs of the Congregation and in the control of its property.

SECTION 4.2/DEFINITION:

Members of the Board of Trustees shall consist of the officers, eight additional elected Trustees, the Immediate Past President, and an elected representative of PS Women and an elected representative of the PSC Men’s Club.

Should the Immediate Past President be unwilling or unable to serve, the most recent Past President who is a current member of the Congregation and is able and willing to serve shall serve in his or her stead and assume the duties of Immediate Past President.

SECTION 4.3/RESPONSIBILITIES:

- (A) The Board of Trustees is responsible for the properties, real and personal, belonging to the Congregation, including the purchase and sale of securities and investment of funds. It shall act on all matters of policy and perform such other duties as the members, in regular and special meetings assembled, may prescribe.
- (B) The Board of Trustees shall have the authority to act on all matters concerning the Congregation for which action has not been specifically reserved to the Congregation in these By Laws.
- (C) Any proposed expenditure not in the budget and in excess of \$2,000 shall be acted upon at a regular or special meeting of the Board of Trustees called for said purpose. For any proposed expenditure not in the budget and in excess of \$30,000, each member of the Congregation shall be notified in writing at least ten days in advance that such a proposal will be discussed.

SECTION 4.4/MEETINGS:

- (A) Regular: Regular meetings of the Board of Trustees shall be held once each month at such time as the Board of Trustees may prescribe. All meetings of the Board of Trustees shall be open unless a meeting is called as an Executive Session or goes into Executive Session.
- (B) Special: Special meetings of the Board of Trustees shall be held at the call of the President at the request of five or more members of the Board of Trustees or upon written application of ten percent (10%) of the membership.
- (C) Quorum: Eight (8) Trustees shall constitute a quorum for the transaction of business of the Board of Trustees.

SECTION 4.5/TERM OF OFFICE:

The term of office for elected Trustees shall be two years. Terms of office shall coincide with the synagogue's fiscal year, June 1 – May 31. Four Trustees shall be elected in even years; four in odd years.

SECTION 4.6/VACANCIES:

(A) Elective offices and elective Board positions shall be considered vacant when the person holding the position has assumed a different office, died, resigned, or has ceased to be a member of the Congregation.

(B) The Board of Trustees may declare vacant any elective Board position if the person holding the position has not attended three consecutive regular Board meetings without good cause or if his/her dues are delinquent as per Section 2.4.

(C) The office of President, in the event of vacancy, shall be filled by the First Vice-President for the unexpired term. The office of First Vice President in the event of vacancy shall be filled by the Second Vice President. If all of these offices are vacant, the Board of Trustees shall fill the vacancies for the unexpired term by appointment.

(D) All other vacancies in the elective offices, including the Board of Trustees, shall be filled by the Board of Trustees to complete the term of the position being filled.

ARTICLE V – OFFICERS

SECTION 5.1/DEFINITION:

The Executive Committee of the Congregation shall consist of the Immediate Past President and the Officers of the Congregation who shall be President, First Vice President, Second Vice President, Treasurer and Secretary. Each Officer shall be elected for a term of one year and may not serve more than three (3) consecutive terms in the same office.

SECTION 5.1A/MID-TERM VACANCIES:

Should a position on the Executive Committee become vacant during a one-year term, this section shall determine whether a Member who assumes an Officer position on the Executive Committee mid-term can serve additional terms and how many of those terms.

A position that is filled mid-term shall be considered filled as of the date of the meeting of the Board of Trustees at which the Member is present in his or her capacity as an Officer in the position in question. If that first meeting is between June 1 and November 30 of the fiscal year, inclusive of those dates, the Officer will be considered to have served a one-year term as contemplated by SECTION 5.1. If that first meeting is between December 1 and May 31 of that fiscal year, inclusive of those dates, the Officer will not be considered to have served a one-year term as contemplated by SECTION 5.1.

SECTION 5.2/RESPONSIBILITIES:

(A) *President*

The duties of the President shall be to preside at all Congregational, Executive Committee and Board of Trustee meetings; to appoint committees (of which the President shall serve as an ex officio member); to call special meetings; to sign all legal documents; and to perform all other duties pertinent to the office. The President shall have the power to spend up to \$1,000 for a specific expenditure outside of the fiscal budget without prior consent, so long as that expenditure is approved by the Board at its next meeting. The Executive Board shall have the power to spend up to \$2,000 for a specific expenditure outside of the fiscal budget without prior consent, so long as that expenditure is approved by the Board at its next meeting.

(B) *First Vice President*

The duties of the First Vice President shall include, but not be limited to, the following:

- 1) Assist the President in the discharge of presidential duties.
- 2) Oversee Congregational committees, including Ways and Means and Membership. In the case of the President's absence or disability, the First Vice President shall discharge all of the duties of the Presidency.

(C) *Second Vice President*

The duties of Second Vice President shall include, but not be limited to, the following:

- 1) Oversee Congregational committees, including Education, Adult Education, Youth Activities and Religious Practices. In the case of the President and First Vice President's absence or disability, the Second Vice President shall discharge all of the duties of the Presidency.

(D) *Treasurer*

The Treasurer shall be responsible for all fiscal matters of the Congregation; shall supervise the keeping of the financial records of the Congregation, together with the receipt of all funds and the payment of all obligations; and shall present a financial report to the Board of Trustees at monthly meetings and at the annual meeting of the Congregation. The Treasurer shall serve on the Budget Committee and on the Finance Committee.

(E) *Secretary*

The Secretary shall be responsible for maintaining communications on behalf of the Board of Trustees with the Congregational membership and the community at large. The Secretary shall also record and maintain minutes of all proceedings of executive, regular and special board meetings, as well as the annual membership meeting and at any other time as determined by the President.

(F) *Past President*

The Immediate Past President shall serve as the Parliamentarian at all Board and Congregational meetings. Should the Parliamentarian be absent, the President shall appoint a Parliamentarian to serve for that meeting.

SECTION 5.3/ELIGIBILITY:

All members in good standing shall be eligible to hold any elected or appointed offices. Spouses shall not serve in any capacity on the Board of Trustees at the same time.

SECTION 5.4/NOMINATIONS FOR OFFICE:

(A) A Nominating Committee shall be appointed by the President with the consent of a simple majority of the Board of Trustees no later than at the November Board meeting. It shall consist of the Immediate Past President as chairman, two Board members and four members from the Congregation.

(B) Prior to the first meeting of the Nominating Committee, the chairman shall notify the Congregation by mail of the meeting for the selection of candidates for office. Any member who wishes to be considered for nomination shall notify a member of the Nominating Committee. The chairman shall call the first meeting of the Nominating Committee no later than December.

(C) The Nominating Committee shall present a report to the Board of Trustees at the March Board meeting consisting of a slate of nominees.

(D) Every member of the congregation shall be notified of the slate of nominees by mail or by electronic transmission if they prefer, at least thirty days prior to the annual meeting. Any individual wishing to run against a proposed nominee must deliver a written statement of candidacy to the president no less than 20 days prior to the annual meeting. The notice must include the signatures of five members in good standing who endorse this candidate. The congregation shall be notified of the contested election no less than 12 days prior to the annual meeting. One may run for only a single office at a time and only through this process.

(E) The Congregation shall receive a copy of this Section of the By Laws at the time the list of nominees is mailed.

SECTION 5.5/ELECTION PROCEDURE:

(A) Elections shall be conducted by secret ballot whenever more than one person has been nominated for an office. When nominations are closed, and only one person has been nominated for an office, that person shall be declared elected.

(B) Absentee Voting.

1) Absentee balloting shall be allowed only for election of Officers and Trustees.

2) A member wishing to cast an absentee vote shall mail a signed written request for an absentee ballot to the Secretary of the Board at least ten (10) days prior to the scheduled voting day. The Secretary must mail such absentee ballot to each member in good standing duly requesting same. The absentee ballot shall be completed by the member and must be received by the Secretary prior to the beginning of the meeting. Once a member's absentee ballot has been received by the Secretary, such ballot cannot be withdrawn after the beginning of the meeting.

3) Notice of the meeting shall contain an absentee ballot request.

C) No member may authorize another person or persons to act by proxy in any voting matter.

ARTICLE VI – COMMITTEES

SECTION 6.1/COMMITTEE CHAIRS:

The President shall annually appoint committees of the Board of Trustees as soon as possible after being elected, and shall designate their chairs for a one-year term. As deemed necessary, additional committees may, from time to time, be established by the Board of Trustees. In the appointment of members of a committee, the President shall advise and consult with the committee's chair.

SECTION 6.2/COMMITTEES:

The President shall appoint committees according to the "Peninsula Sinai Congregation Committee Structure Outline." The committees shall function according to the outline in terms of definition, goals and responsibility. This outline shall be reviewed annually by the Executive Committee.

The Standing Committees and their respective responsibilities are as follows:

COMMITTEE STRUCTURE OUTLINE

1. Budget
2. Building and Grounds
3. Membership
4. Education (Religious School)
5. Religious Practices
6. Adult Education
7. Youth Activities
8. Finance Committee
9. Ways and Means
10. HR Committee
11. Security Committee

1. *Budget Committee.*

The Budget Committee shall be composed of a minimum of five persons, including the President, who shall have a vote, the First Vice President, Treasurer, and two members appointed by the President with the approval of the Board of Trustees. The Budget Committee shall assist the treasurer in monitoring the financial status of the congregation throughout the year. The Budget Committee shall have the authority to make recommendations to the Board of Trustees during the year regarding the ongoing fiscal condition of the Congregation. It shall also be the duty of the Budget Committee to make a detailed estimate of the income and current expenses for the coming year. The budget for the ensuing year shall be submitted to the Board of Trustees for approval at the least 30 days prior to the annual meeting. The Committee shall recommend to the Board of Trustees the method for carrying out the budget. Each chairperson or representative of a standing committee shall be afforded the opportunity to appear before the Budget Committee for the purpose of presenting the committee's proposed budget.

2. *Building and Grounds Committee.*

It shall be the duty of the Building and Grounds Committee to keep the building and grounds of the Congregation in good order and repair and recommend policy for the security, function and use of the building.

3. *Membership Committee.*

It shall be the duty of the Membership Committee to acquire and retain members for the Congregation.

4. *Education Committee.*

It shall be the duty of the Education Committee, in consultation with the Education Director and Rabbi, to recommend policy for the functioning of the religious school.

5. *Religious Practices Committee.*

The duties of the Religious Practices Committee shall be to assist and work with the Rabbi on the religious services of the Congregation and any other religious matters upon which the Rabbi might wish help.

6. *Adult Education Committee.*

It shall be the duty of the Adult Education Committee, in conjunction with the Rabbi, to arrange for cultural and educational activities of the Congregation.

7. *Youth Committee.*

The Youth Committee shall be responsible for securing advisors for all functioning youth groups and serving as liaison between the advisors and groups.

8. *Finance Committee.*

(A) The Finance Committee shall be composed of the Treasurer and four other members who are appointed by the President and subject to confirmation by the Board of Trustees.

(B) The four appointed members shall serve no more than four consecutive years. Beginning in the fiscal year after passage of this amendment (FY 2014-15), the four appointed members shall serve staggered terms: one shall serve a one-year term, one shall serve a two-year term, one shall serve a three-year term, and one shall serve a four-year term.

(C) The Chair of the Finance Committee will be appointed annually by the President and approved by the Board of Trustees.

(D) During a member's term, said member may be removed from the Committee only by a vote of the Board of Trustees.

(E) Vacancies on the Finance Committee will be filled by the President's appointment (to complete the remaining term), subject to approval by the Board.

(F) The Finance Committee shall have oversight responsibility for the financial affairs of PSC, including financial systems and controls, annual budget, actual income and expenditures against budget, invoicing and collections for all PSC revenue and shall prepare a list of all eligible voting members in advance of every Congregational meeting.

(G) The Finance Committee shall have sole authority to defer or waive a member's financial obligations. Said Committee's determination shall be final.

9. *Ways and Means Committee.*

The Ways and Means Committee shall be responsible for raising general operating funds for the Congregation.

10. *HR Committee.*

The HR Committee shall be responsible for recommending and implementing employment policies and procedures. The Committee shall be responsible, as directed by the Board, for performance reviews of all staff.

11. *Security Committee.*

The primary function of the Security Committee is to create a safe environment for fellow congregants and guests. The Committee shall be responsible for the exterior and interior perimeters of the synagogue. The Committee will be composed of congregants who have been trained or will be trained in First Aid, Disaster and Emergency Planning and with those who have law enforcement expertise.

ARTICLE VII – AUXILIARY ASSOCIATIONS

SECTION 7.1/AUXILIARY UNITS:

Auxiliary units of the Congregation may be formed with the approval of the Board of Trustees.

ARTICLE VIII – CLERGY

SECTION 8.1/SELECTION OF RABBI:

- (A) The Pulpit of this Congregation shall be occupied by an ordained Rabbi, approved by the Joint committee on Rabbinic Placement of the Jewish Theological Seminary, the Rabbinic Assembly and the United Synagogue of America. A Rabbi in a temporary position will either be a student of or a graduate of a recognized Rabbinical school.
- (B) In the event of a vacancy in the position of Rabbi, the committee chairs from the Religious Practices Committee and the Education Committee shall serve on the Search Committee together with members of the Executive Committee and such other members of the Congregation as the President may appoint. They will be charged with recommending to the Board of Trustees the candidates for the position of Rabbi.
- (C) A two-thirds vote of the Board of Trustees shall be required to recommend the hiring of the Rabbi to the Congregation. A majority vote of the members of the Congregation who are present and voting at a meeting called for that purpose shall be required to approve the Board of Trustees' recommendation.
- (D) Any renewal of the Rabbi's contract shall require approval by a majority vote of those members of the Board of Trustees who are present and voting. In the event the Board of Trustees votes not to renew the contract, the issue shall be submitted to the Congregation at a meeting held for that purpose and shall be determined by a majority vote of those present and voting.

SECTION 8.2/DUTIES OF RABBI:

- (A) The Rabbi shall enjoy the freedom of the Pulpit and shall be the final authority on all issues of ritual and Halacha.
- (B) The Rabbi shall work with the Board of Trustees or any committees which may be set up to determine the views of the Congregation and provide guidance on the most effective way of discharging the Rabbi's duties.
- (C) The Board of Trustees shall appoint an Evaluation Committee to review the Rabbi's performance in accordance with the evaluation schedule specified in the Rabbi's contract. The Evaluation Committee shall consist of the members of the Executive Committee and the chairs of the Religious Practices Commission and the Education Committee. The Committee shall meet with the Rabbi and present a written review to the Board of Trustees for its approval. The approved evaluation shall be presented to and discussed with the Rabbi by the President and the Chair of the Evaluation Committee.

SECTION 8.3/SELECTION OF CANTOR:

- (A) The congregation may hire a cantor or cantorial soloist to serve in this role.
- (B) In the event of a vacancy in the position of Cantor, the committee chairs from the Religious Practices Committee and the Education Committee shall serve on the Search

Committee together with members of the Executive Committee and such other members of the Congregation as the President may appoint. They will be charged with recommending to the Board of Trustees the candidates for the position of Cantor.

(C) A two-thirds vote of the Board of Trustees shall be required to recommend the hiring of the Cantor to the Congregation. A majority vote of the members of the Congregation who are present and voting at a meeting called for that purpose shall be required to approve the Board of Trustees' recommendation

(D) Any renewal of the Cantor's contract shall require approval by a majority vote of those members of the Board of Trustees who are present and voting. In the event the Board of Trustees votes not to renew the contract, the issue shall be submitted to the Congregation at a meeting held for that purpose and shall be determined by a majority vote of those present and voting.

(E) The Board of Trustees shall appoint an Evaluation Committee to review the Cantor's performance in accordance with the evaluation schedule specified in the Cantor's contract. The Evaluation Committee shall consist of the members of the Executive Committee and the chairs of the Religious Practices Committee and the Education Committee. The Committee shall meet with the Cantor and present a written review to the Board of Trustees for its approval. The approved evaluation shall be presented to and discussed with the Cantor by the President and the Chair of the Evaluation Committee.

ARTICLE IX – FINANCES

SECTION 9.1/GENERAL FUNDS:

All funds of the congregation shall be deposited into accounts at banks, savings & loan associations, and/or money market mutual funds of nationally-recognized mutual fund families or securities broker(s) which invest primarily in Treasury or other government-issue obligations. Withdrawal of any Congregational funds held in such accounts shall require the signatures of two authorized signatories (at least one of whom must be an officer of the Congregation) on any check, draft or withdrawal ticket. Authorization of officers and staff members to sign a check, draft or other withdrawal ticket shall be given annually at the start of each fiscal year by the Board of Trustees at the recommendation of the Treasurer.

SECTION 9.2/RESTRICTED FUNDS:

Restricted funds may be created for a special purpose and shall require a written explanation of purpose for the Congregation's official records. A status report shall be submitted to the Board of Trustees annually. All special funds shall be subject to the same depository and withdrawal restrictions enumerated in Section 9.1 for general funds of the Congregation, with the following exception: no monies may be withdrawn or used as collateral from a restricted fund for purposes other than the purpose for which the

restricted fund was created without at least two-thirds (2/3) approval of members present and voting at a Congregational meeting where the Congregation is notified with no less than 30 days notice that this topic will appear on the agenda and be discussed and voted on at the meeting.

SECTION 9.3/RECORDS:

The financial records of the Congregation shall be reviewed on an annual basis by the Budget Committee.

SECTION 9.4/FINANCIAL REPORTS:

Financial reports shall be presented monthly to the Board of Trustees.

SECTION 9.5/ANNUAL BUDGET:

A preliminary budget shall be presented to the Board of Trustees no later than the March meeting.

SECTION 9.6/SOLICITATION OF FUNDS:

No person shall solicit any funds in the name of the Congregation except upon prior authorization of the Board of Trustees. All persons, groups and committees who solicit or collect monies in the name of or for the purpose of the Congregation shall render an accounting and turn over all such funds to the Treasurer within one week after the completion of the particular event, or at such time as may be directed by the Board of Trustees.

SECTION 9.7/FISCAL YEAR:

The fiscal year of the Congregation shall be from June 1 to May 31 of the following year.

ARTICLE X – PARLIAMENTARY AUTHORITY

On all matters of parliamentary procedure not expressly provided for in these By-Laws, the most current edition of Roberts Rules of Order (Revised) shall govern.

ARTICLE XI – AMENDMENTS/NOTICES

SECTION 11.1/AMENDMENTS:

Amendments to these By Laws shall be prepared in writing and shall be proposed by the Board of Trustees or by at least ten percent (10%) of the members of the Congregation and shall be filed with the Secretary. Such amendments shall be acted upon at the annual meeting of the Congregation or at any special meeting of the Congregation called for that purpose. Copies of the proposed amendments shall be

mailed to each member along with the notice. An affirmative vote of two-thirds of those present and voting at the meeting shall make the change effective.

SECTION 11.2/NOTICES:

All notices shall be deemed to be duly given when mailed with proper postage prepaid, or transmitted electronically if preferred to all persons appearing on the most current membership list.

Tracking of Bylaw Changes

(If there are any discrepancies between this page and the bylaws themselves, then the bylaws will prevail)

1. Original Document includes all known bylaw changes from 2007 and before. Also includes all bylaw changes made during annual meetings of 2010 and 2011.
2. April 2013 Annual Meeting Amendments approved: Nominating Committee related changes, to provide the committee more time to do their work. The committee appointment date is moved earlier, from January to November, and the first meeting of the committee is moved earlier, from February to December.
3. April 2014 Annual Meeting Amendments approved: Section 2.1 Definitions and types of Member Units, Section 2.2 and 2.3 Membership rights and new members, Section 3.3 raising quorum from 25 to 40, Section 6.2.8 structure of Finance committee.
4. May 2016 Annual Meeting Amendments approved: Various modifications of Article II – Membership, including modification of definition of member in Section 2.1.A, removing the connection between membership rights and financial obligations in 2.2.D, removing 2.3.C related to dues, and modifications to 2.4 to account for the possibility of either a dues based or a non-dues based membership model.
5. May 2021 Annual Meeting Amendments approved: allowing current members of the Executive Committee to serve 3 terms of one year each, consecutively, increased from two terms as per previous bylaws; added section 5.1A to address mid-term vacancies.