

BYLAWS OF CONGREGATION ETZ HAYIM  
As Amended May 15, 2011

1. Nomination of Officers and Directors

Nomination of Officers and Directors to the Board of Directors of Congregation Etz Hayim (formerly Arlington-Fairfax Jewish Congregation) (hereinafter called the "Congregation") shall be by a Nominating Committee consisting of three (3) members of the Congregation. The Nominating Committee shall be named by the Board of Directors at least sixty (60) days before the election of Officers and Directors. The Nominating Committee may nominate more than one member for each office. Nominations may be made from the floor at the Congregation meeting for the election of the Officers and Directors.

2. Election of the Officers and Directors

The election of Officers and Directors of the Congregation shall be held annually during the month of May at the annual membership meeting of the Congregation. The names of the nominees shall be included in the notice of the election meeting that is sent to each member of the Congregation. If possible, notice shall also be published in the May issue of *The Chronicle*.

3. Term of Office

The Officers and Directors elected at the May Congregation meeting shall assume their term of office on July 1<sup>st</sup>.

4. Duties of Officers

The President shall exercise general supervision over the Officers, employees, and all activities of the Congregation. The President shall serve as Chairman of the Board of Directors and of the Executive Committee and shall preside over all general or special meetings of the membership, the Board of Directors, and the Executive Committee, unless the purpose of the meeting is to remove the President, in which case the First Vice President or his/her designee shall preside. In the absence of the President, the First Vice President shall be the Presiding Officer. The President shall also serve as an ex officio voting member of all Standing and Special Committees.

The First Vice President shall assume the duties of the President during the absence of the President or the inability of the President to perform his/her duties. The First Vice President shall assist the President in his/her general supervisory duties. The First Vice President, prior to entering office, shall agree to accept the nomination as a succeeding President if so nominated by the Nominating Committee.

The Vice President for Religious Affairs, the Vice President for Education and Youth, the Vice President for Membership, the Vice President for Fundraising, and the Vice President for Operations shall each oversee and coordinate the activities of the various Standing and Special Committees that are assigned to their specific administrative areas by the President, and shall otherwise assist the President in his/her general supervisory duties.

The Treasurer shall be responsible for the design and maintenance of all financial and accounting records of the Congregation according to standard accounting principles. The Treasurer shall monitor all Congregation funds from whatever source and shall keep the funds in a bank or other depository approved by the Board of Directors. The Treasurer shall monitor the disbursement of

funds upon authorization of the Board of Directors or of the Congregation as a result of the decision of the Congregation at a Congregation meeting. The Treasurer shall also be responsible for the timely preparation of all internal and external financial reports as may be required by the Board of Directors. The Treasurer shall supervise an annual independent review or audit of the financial records of the Congregation, if such review or audit is authorized by the Board of Directors.

The Recording Secretary shall keep accurate minutes of all meetings of the Board of Directors, membership meetings whether general or special, and meetings of the Executive Committee. Such minutes, when approved, shall become the official records of business transacted. The Secretary shall also keep a record, in a central designated place, of all official actions of the Board of Directors involving Congregation policy.

#### 5. Duties of Elected Directors

Directors elected by the Congregation, by virtue of the acceptance of their offices, shall agree to serve as a member of any Standing or Special Committee when requested to do so by the President. The President may also request Directors to assist the President to fulfill his/her responsibilities in a general supervisory capacity.

#### 6. Standing Committees

The following Standing Committees may be appointed by the President to fulfill the responsibilities indicated:

**ADULT EDUCATION** - The Adult Education Committee should promote, organize and conduct classes, lectures, seminars, and similar functions for the advancement of a better understanding of Jewish culture and religion among adult members of the Congregation and the larger community.

**BUDGET AND AUDIT** – The Budget and Audit Committee shall prepare a tentative budget for the ensuing year and submit the budget to the Board of Directors for approval on or before May 15<sup>th</sup> of each year. The Committee shall also examine the financial records of the Congregation from time to time to determine whether expenditures made were properly authorized, to report to the Board of Directors any unauthorized expenditures, and to recommend financial procedures.

**BUILDING** – The Building Committee shall supervise the use and maintenance of the Congregation’s building and real property. The Committee shall plan for and recommend any ordinary or extraordinary repairs or maintenance to the building. It is the responsibility of the Committee, working in cooperation with the Vice President for Operations, to maintain the building and Congregation real property in good condition to meet all legal and such other reasonable standards of safety and convenience.

**COMMUNITY RELATIONS** – The Community Relations Committee shall endeavor to promote harmonious inter-community relations in the Greater Washington, D.C. area and to represent the Congregation in its relationship with other Jewish and non-Jewish organizations in the Northern Virginia community.

**MEMBERSHIP AND MEMBERSHIP RETENTION** -- The Membership Committee shall direct its efforts to enroll new members of the Congregation, and to organize and maintain a roster of individuals and families who are current or prospective members of the Congregation. The Committee shall contact members to encourage them to retain their membership and to offer support and comfort to them in times of need (Bikur Holim).

RELIGIOUS – Under the general direction of the Rabbi, the Religious Committee shall supervise all matters pertaining to the conduct of religious services, and shall purchase and safekeep all articles needed to conduct religious services. The Committee shall assist and comfort members of the Congregation when there is a death in the immediate family.

SCHOLARSHIP AND AWARDS – With the approval of the Board of Directors, the President shall appoint three (3) members of the Congregation to serve for a term of one (1) year to administer an annual program of scholarships and awards for the Congregation's youth programs.

SCHOOL – The School Committee shall be responsible for the operation of a Congregation Religious School and for recommending education policies to the Board of Directors. The School Committee should seek and encourage advice from the Rabbi as a professional educator.

YOUTH AND RECREATIONAL ACTIVITIES – This Committee shall organize, supervise, and direct youth activities other than Religious School activities for the benefit of the youth of the Congregation.

The President shall have the authority to appoint such other ad hoc Special Committees as he/she may deem necessary to carry out the President's functions and responsibilities.

#### 7. Dues, Assessments, and Fees

The Congregation shall raise funds to support its operations by the establishment of a schedule of dues, special assessments, and other fees.

Dues and assessments shall consist of the minimum contribution required of a member and shall be paid in accordance with the categories of membership and schedule established by the Board of Directors. The amount of such dues and assessments shall be established by a resolution adopted by a two-thirds vote of the Board of Directors. Any increase resulting in an annualized increase in excess of ten percent (10%) over the then-current dues or assessments shall require a resolution of the members of the Congregation adopted by a majority vote of the members present and voting at a membership meeting called in accordance with the requirements of Article XIII of the Constitution, provided, however, there is a quorum as required by Article X of the Constitution.

Special Assessments shall consist of one-time assessments of the members required to meet an extraordinary obligation of the Congregation. Special Assessments shall require a resolution adopted by two-thirds of the membership present and voting at a membership meeting called in accordance with the requirements of Article XIII of the Constitution, provided, however, there is a quorum as required by Article X of the Constitution.

Fees shall consist of other charges including, but not limited to, the sale of seating for the High Holy Days, Religious School tuition, use of synagogue facilities, and fees for events. The amount of such fees shall be established by majority vote of the Board of Directors.

In conjunction with a bona fide program promoting new members in the Congregation, the Board of Directors, by resolution adopted by a two-thirds majority, is authorized to waive, discount, or defer payment of all or part of the dues or to defer, for a period not to exceed eighteen (18) months, the payment of any assessment or Special Assessment by such member.

## 8. Meetings

Unless otherwise required by the Constitution or Bylaws, notice of any annual, general, or special membership meeting shall be given to the Congregation by mail, email, or any combination thereof at least ten (10) days in advance of such meeting.

A general membership meeting shall be called at least twice each calendar year. Each meeting may be adjourned for not more than sixty (60) days in the event of unfinished business.

The President, upon the receipt of a written petition of twenty-five (25) members requesting a special meeting of the Congregation, shall call such special meeting within thirty (30) days. The agenda for such special meeting shall be limited to the matter(s) requested to be heard in the written petition.

## 9. Amendments to Bylaws

Proposed amendments to these Bylaws shall be reduced to a petition in writing, signed by twenty-five (25) members in good standing and submitted to the President who shall call a membership meeting for the specific purpose of amending the Bylaws. Such meeting shall be scheduled to take place within thirty (30) days of the receipt of the petition by the President, or at such other time as the Board may determine by majority vote.

The text of the amendment(s) and the text of the existing provision(s) which it seeks to amend shall be included in the notices sent to members announcing the special meeting for the purpose of approving or rejecting the amendment(s) at least ten (10) days prior to such meeting. The proposed amendment(s) shall be voted upon at the special meeting called therefor and, if approved by a majority of the members present, shall be adopted, provided there is a quorum as required by Article X of the Constitution.