

Proposal:

Beth El will continue to have a Financial Secretary, but the Financial Secretary will not be an Officer of the Board of Trustees and will not be required to serve on the Board (they can still be invited as an at-large member). The Financial Secretary will serve on the Finance Committee.

Rationale:

Over time, Beth El has increased the size of its professional staff, and Beth El's Executive Director now manages many of the responsibilities originally assigned to the Financial Secretary. For example, the Executive Director handles all billing and record keeping and manages mailing of statements for collection of member dues on a monthly basis. The Executive Director also handles deposits. All of this work is done in collaboration with a paid accounting firm (Kesef), and is overseen by the Treasurer and Finance Committee. The Executive Director reports monthly to the Finance Committee on financial accounts and operations. Beth El has proper procedures in place for safeguarding Beth El's funds, requiring the Treasurer or President to sign checks, review and approve significant expenses, etc. The Financial Secretary would continue to work closely with the Executive Director on membership and dues and help with recordkeeping, outreach to members, and other tasks as a member of the Finance Committee. With the Treasurer serving on the Board and Executive Committee, we do not need to continue also having the Financial Secretary on the Board.

Amendment to the Constitution proposed as follows:**ARTICLE VIII****BOARD OF TRUSTEES**

Section 1. The management, administration of the affairs, and financial health of the Congregation shall be vested in a Board of Trustees.

Section 2. The Board of Trustees will consist of the elected officers, the immediate Past President, and at least eleven (11) additional but no more than eighteen (18) additional Trustees, all of whom must be Beth El members in good standing. Officers shall be elected as defined in Article IX. Each Trustee shall be elected for a term of two (2) years. Terms shall overlap in such a manner that each year the terms of office of approximately half of the Trustees who are not officers shall expire. The election of the members of the Board of Trustees shall take place at the annual meeting of the Congregation.

Section 3. The Rabbi shall be an ex-officio member of the Board of Trustees without voting rights.

Section 4. The Board of Trustees shall be charged with and assume control of all of the property of the Congregation; shall designate the bank or other financial institutions wherein the funds of the Congregation shall be deposited; shall be responsible for all expenditures and disposal of congregational funds and property; and shall have the power to amend the budget.

...[Sections 5-9 omitted]

ARTICLE IX

OFFICERS

Section 1. The officers of the Congregation shall be elected at the annual meeting of the Congregation and shall consist of the following:

- a) President
- b) 1st Vice-President
- c) 2nd Vice-President
- d) Recording Secretary
- e) ~~Financial Secretary~~
- f) Treasurer

Section 2. The President, or board member designated by the President, shall preside at all meetings of the Congregation and of the Board of Trustees. Presidential duties include calling all meetings of the Congregation and of the Board of Trustees; signing all agreements, contracts, deeds, and other documents for the Congregation pursuant to appropriate resolutions by the Congregation and/or the Board of Trustees, unless the President chooses to delegate such signing authority to the Executive Director; and appointment of chairpersons of all standing committees and the members of all ad hoc committees. The President shall be an ex-officio member of all such committees without the right to vote.

Section 3. The Vice Presidents shall assist the President in the discharge of his duties as they may be called upon by the President. In case of the President's absence, resignation, death or disability, the duties of the President shall be carried out by the 1st Vice-President. If the 1st Vice-President is similarly absent or incapacitated, these duties shall be carried out by the 2nd Vice-President.

Section 4. The Recording Secretary shall keep an accurate record of all the proceedings of the Congregation and of the Board of Trustees. The Recording Secretary shall ensure that the official copy of the Constitution, by-laws, and all documented policies are kept.

~~Section 5. The Financial Secretary shall be responsible for billing record keeping and collection of members dues and other financial obligations to the Congregation, which records shall at all times be open for inspection by the Finance Committee; shall deposit all income as directed by the Board of Trustees; and shall report monthly to the Board of Trustees on the state of members financial obligations.~~

Section ~~6~~5. The Treasurer shall be responsible for the cash flow management of the Congregation by keeping an accurate and correct record of the income and expenses of the Congregation and the asset and liability accounts of the Congregation. The Treasurer shall manage investments as directed by the Finance Committee and shall provide at all times accurate records open for inspection by the Finance Committee. All asset management shall be to accounts in the name of the Congregation as directed by Board of Trustees.

The Treasurer shall provide a written report of the income and expenses and the assets and liabilities of the Congregation at all meetings of the Board, at the annual meeting of the Congregation, and at such other meetings or occasions as he may be directed by the Board of Trustees. Said reports shall be affixed to the minutes of the meeting at which they are presented. All financial books and records of the Congregation shall be audited periodically by such person or persons as may be selected by the Board of Trustees.

Section 7. The following designated officers shall be empowered to sign checks on behalf of the Congregation in payment of authorized and approved obligations of the Congregation:

- a) President
- b) Treasurer
- c) Executive Director
- d) Any other person(s) designated by the President

... [Sections 8-10 omitted]

Article XII COMMITTEES

Section 1. The President shall appoint the chairpersons of the standing committees of the Congregation for two-year terms. The President may replace committee chairs at any time. Committee chairs may serve for up to three consecutive two-year terms.

Section 2. Members of the standing committees shall be appointed by the chair for a term of one year and can be reappointed for additional one-year terms. The President may replace committee members at any time. Committee members may serve up to seven consecutive one-year terms, unless approved by the Board of Trustees.

Section 3. The standing committees of the Congregation are required to submit an annual budget, report monthly to the Board of Trustees, and report annually to the congregation. The standing committees shall be as follows:

- a) Finance Committee. This committee shall oversee all financial matters of the Congregation and shall be responsible for policy recommendations pertaining to the financial well being of the Congregation. These duties include: preparing an annual budget, with approval of the Board of Trustees, for presentation to the Congregation at the Annual meeting; periodically proposing a long-term financial plan, with approval of the Board of Trustees, for presentation to the Congregation at the Annual meeting; monitoring the financial operations of the Congregation and reporting regularly to the Board of Trustees and annually to the Congregation; establishing policies relating to the collection of dues and fees; ensuring the maintenance of sound account structures and proper accounting and financial control; overseeing cash management and income generation as executed by the Treasurer ~~and the Financial Secretary~~; and recommending appropriate insurance coverage for the congregation's assets, as well as insurance to indemnify Board of Trustees members and

Officers. The Committee shall include a Financial Secretary, who shall be responsible for supporting the collection of member dues and other financial obligations to the Congregation and assisting with recordkeeping and other tasks as needed. The Treasurer and the Financial Secretary will be voting members of this committee.