

# **Bylaws of the Blacksburg Jewish Community Center**

## **Article 1. NAME AND PURPOSE**

**Section 1. NAME:** This organization shall be called the Blacksburg Jewish Community Center (BJCC).

**Section 2. PURPOSE:** The purpose of the BJCC shall be as follows:

1. Religious – To promote, encourage, and provide religious services for Jews in the Blacksburg area.
2. Educational – To provide a Jewish education for Members and to disseminate an understanding of Judaism to the community at large.
3. Social – To organize and encourage BJCC social activities.
4. Cultural – To provide cultural programs of historical and current interest.

**Section 3. NON-PROFIT STATUS:** The Blacksburg Jewish Community Center shall be a non-profit organization.

## **Article 2. MEMBERSHIP**

**Section 1. DEFINITION OF A JEWISH ADULT:** A Jewish adult is defined as (1) being 18 years of age or older (i.e. adult); (2) having at least one Jewish parent or having converted to Judaism by a recognized Jewish authority; and (3) professing no other religion.

**Section 2. TYPES OF MEMBERSHIP:**

1. Individual membership – one Jewish adult (as defined in Article 2 Section 1).
2. Family membership – one or more Jewish adults and any non-Jewish adults wishing to participate, and any dependents that constitute a family unit. (Other circumstances will be determined by the board.)

**Section 3. MEMBERSHIP:** All Members are entitled to participate in BJCC functions and to receive the newsletter. All Members shall agree to abide by the bylaws of the BJCC. All Members are welcome at all social, religious, cultural, and educational events.

**Section 4. DUES:** Dues shall be set as stipulated in Article 3 Section 2 of these bylaws.

**Section 5. APPLICATIONS FOR MEMBERSHIP:** Individuals/families will apply for membership in the BJCC.

## **Article 3. GENERAL MEETINGS OF THE MEMBERSHIP**

**Section 1. GENERAL MEETINGS:** There shall be general meetings of the Membership to elect officers, to adopt a budget for the following fiscal year, and to initiate or review the contract of a rabbi. Meetings may be called by the President at any time. The President shall also be instructed to call a meeting requiring a quorum within two weeks upon receiving a written request by five or more Members. Notices shall be sent to all Members via email or to their last known address at least one week prior to any meeting.

**Section 2. APPROVAL OF BUDGET AND DUES:** The current and incoming officers shall submit a proposal for dues and a budget at a meeting of the Membership held within eight weeks

after the election of incoming officers. Budget and dues will be effective for the following fiscal year when approved by a simple majority of the Members present. When expenditure of the BJCC exceeds the total budget by ten percent, no further money may be spent until a revised budget has been approved by these same procedures.

**Section 3. QUORUM:** Official business can only be done by a quorum of the membership. A quorum is equivalent to ten percent of the adult Membership or ten persons, whichever is greater. See Section 5 for voting eligibility.

**Section 4. PROCEDURE:** General meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

**Section 5. VOTING:** An INDIVIDUAL MEMBER has one vote; FAMILY MEMBERSHIPS consisting of more than one adult can have up to two votes. The use of proxy voting is permitted only for amendment of the bylaws.

**Section 6. HIRING OR RENEWING THE CONTRACT OF A RABBI:** Hiring or renewing the contract of a rabbi will be decided upon at a General Meeting of the Membership.

#### **Article 4. ELECTED BOARD MEMBERS**

**Section 1. OFFICERS:** There shall be a President, President-Elect, Secretary, and Treasurer. No person shall hold more than one elected office simultaneously. The term of office shall be one year.

**Section 2. AT-LARGE BOARD MEMBERS:** There shall be up to two at-large members of the Board. The term of office shall be one year. An at-large Board member may not serve more than two consecutive one-year terms.

**Section 3. ELIGIBILITY:** Any Jewish Adult Member as defined in Article 2 Section 1 shall be eligible to hold elected office (Article 4 Sections 1 and 2).

#### **Section 4. ELECTION OF OFFICERS AND AT-LARGE BOARD MEMBERS:**

1. The election of officers and at-large Board members shall take place at a meeting of the Membership held between April 1 and May 30 of each year-
2. The President shall appoint a Nominating Committee, which shall present a slate of candidates for the officer positions and shall name an unrestricted number of at-large Board member nominees who have indicated their willingness to serve. Members are encouraged to inform the Nominating Committee of their willingness to serve as at-large Board members before the nominations are announced. Nominations can also be made from the floor at the time of elections provided prior consent has been obtained from the candidate.
3. The person receiving a simple majority of the votes cast for each officer position shall be declared the winner. Members at the meeting shall vote via a secret ballot for up to two at-large Board members from among those nominated, the winners being those two who receive the most votes. If fewer than two candidates are nominated or selected then the number of at-large Board members shall be reduced for that year.

**Section-5. TAKING OFFICE:** New officers shall take office and new at-large Board members shall replace the previous at-large members following the meeting at which the budget or the new fiscal year is adopted.

**Section 6. REMOVAL OF OFFICERS:** The President may replace any officer who is unable or unwilling to carry out his/her duties or who abuses his/her office. The Executive Board may call a General Meeting for the purpose of replacing the President if the Board determines the BJCC would be harmed by the continuance in office of the President.

## **Article 5. OFFICERS' DUTIES**

### **Section 1. DUTIES OF THE PRESIDENT:**

1. The President shall instruct the Secretary and the Newsletter Editor to notify the membership of the meeting of the Membership.
2. The President shall preside over the meetings of the Membership and the Executive Board.
3. The President shall appoint all Chairs of standing committees.
4. The President must co-sign any check for an amount over two-thousand five-hundred dollars (\$2500), unless the expenditure has been pre-approved by the Executive Board.
5. The President shall call meetings of the Membership and the Executive Board.

### **Section 2. DUTIES OF THE PRESIDENT-ELECT:**

1. The President-Elect shall assume the duties of the President, should the President be unable to perform his/her duties or resign from office. In the event that the President is unable to complete his/her term of office, the President-Elect shall become President until the next election, and the Executive Board shall appoint a new President-Elect.
2. The President-Elect shall serve as Parliamentarian.

### **Section 3. DUTIES OF THE SECRETARY:**

1. The Secretary shall take minutes at the meeting of the Membership and the Executive Board, and distribute the minutes to the Executive Board and to any members requesting them.
2. The Secretary shall be responsible for notifying the Membership of scheduled general meetings. This shall be done by mailing to each Member a notice through the Newsletter, the U.S. Mail, or by electronic mail at least one week prior to the date of the meeting indicating the place and time of the meeting. He/she shall include with this notice the text of any proposed by-laws amendments.
3. The Secretary must have a copy of the by-laws available at every meeting.

### **Section 4. DUTIES OF THE TREASURER:**

1. The Treasurer shall be responsible for the financial records of the BJCC for a fiscal year running from July 1 through June 30. He/she shall keep the records up to date and make a summary available at every general meeting or at the request of the Executive Board. He/she shall prepare an annual financial statement by August 15 of each year.
2. The Treasurer shall comply with the provisions regarding the anonymity of donors as stipulated in these by-laws.
3. The Treasurer shall sign all organization checks except those provided for in Article 5 Section 1 of these by-laws.
4. The Treasurer shall collect dues and send dues reminders as appropriate.

5. The Treasurer shall, at his/her discretion, assess reduced dues and fees for individuals or families in financial difficulty and in confidentiality collected reduced amounts and fees for those who cannot afford to pay the full amount.
6. The Treasurer shall prepare the BJCC draft annual budget.
7. The Treasurer shall provide a list of current Members in advance of a general meeting to the Board and the maintainers of the mailing list.
8. The Treasurer and the Education Chair shall share information about members paying Religious School tuition.
9. The Treasurer will ensure that the BJCC is in compliance with all relevant tax laws.

## **Article 6. THE EXECUTIVE BOARD**

**Section 1. COMPOSITION:** The Executive Board shall be composed of the elected officers (President, President-Elect, Secretary, Treasurer, Past President, and up to two Members-at-Large), and appointed Committee Chairs, (Building Chair, Cultural Chair, Education Chair, Membership Chair, Newsletter Editor, Religion Chair, Social Chair, and Community Service/Tzedakah Chair). Any Adult Member may hold appointed positions, except Religion Chair, which must be held by a Jewish Adult Member.

### **Section 2. DUTIES OF THE EXECUTIVE BOARD:**

1. The Executive Board shall be the directing and policy-making body of the BJCC.
2. The Executive Board has the power to appoint acting officers other than the President, should this become necessary between elections.
3. The Executive Board shall propose a budget and dues to the Membership at a meeting held within eight weeks of election of officers of each year.
4. The Executive Board shall serve as Trustees for the organization and have all the rights and responsibilities thereto appertaining.
5. The Executive Board will oversee hire of all personnel receiving a salary from the BJCC.

**Section 3. MEETINGS:** A meeting of the Executive Board may be called by any member of the Executive Board with seven days written notice.

**Section 4. LIMITATIONS ON EXECUTIVE BOARD EXPENDITURES:** The Executive Board shall not create any indebtedness, nor shall it appropriate funds in excess of 125% of the line item amount for that purpose in the annual budget, unless the action is approved by a simple majority of the Members present at a meeting of the Membership. The sum total of all non-line item expenditures within a given year shall not exceed ten percent of that year's budget.

**Section 5. DUTIES OF CHAIRS:** All Chairs shall propose, plan, and with the approval of the Executive Board, coordinate and carry out appropriate activities. They may appoint any Adult Member (as defined in Article 2 Sections 1 and 2) to their committees to help them execute their duties.

### **Section 6. PARTICULAR MANDATES OF THE CHAIRS:**

1. The Religion Chair shall organize community religious observances including Shabbat services, High Holy Day services, and worship for major Jewish holidays. The Chair shall advise the Board on matters concerning Bar and Bat Mitzvah celebrations and other rituals.

2. The Education Chair shall oversee the activities of the Religious School, including hiring of teachers and determining the curriculum, and serve as a liaison between the Religious School and the Executive Board.
3. The Social Chair shall facilitate social gatherings of community members, including coordination of events with other Chairs.
4. The Cultural Chair shall coordinate cultural activities of Jewish content or interest.
5. The Newsletter Editor shall publish a monthly newsletter from September through May and summer issues as needed and inform the Membership of General Meetings, congregational issues, and events.
6. The Building Chair shall be responsible for maintenance of the BJCC building. The Building Chair shall not enter a contract exceeding \$1,000 without the prior approval of the Executive Board, except in case of an emergency.
7. The Community Service/Tzedakah Chair shall be in charge of creating or identifying community service opportunities for BJCC participation, coordinating BJCC participation with other organizations for service events, and identifying appropriate target organizations for our monetary tzedakah when the budget permits.
8. The Membership Chair shall encourage retention of existing Members, identify potential new members, and act as a welcoming liaison.

**Section 7. COMMITTEES:** The President has the power to create ad hoc committees at any time.

### **Article 7. THE RELIGIOUS SCHOOL**

**Section 1. DEFINITION:** The Religious School offers instruction in Judaic studies and Hebrew language to the children of Members.

**Section 2. FEES:**

1. Fees shall be proposed by the Executive Board in consultation with the Education Chair and approved by the Membership.
2. Fees shall be paid to the Treasurer and are due at the beginning of the Religious School's Academic Year, unless other arrangements have been made with the Treasurer.

**Section 3. ENROLLMENT:** Only children of Members may attend the Religious School.

### **Article 8. JEWISH CEMETERY SECTION**

**Section 1.** There shall be a standing Cemetery committee whose responsibilities shall include oversight of the agreement between the BJCC and Memorial Gardens of the New River Valley regarding the Jewish section of the MGNRV cemetery.

**Section 2.** The responsibilities of the Cemetery committee shall be in accordance with the BJCC's policies and procedures regarding the cemetery section, which will be posted on the BJCC web site. The Cemetery committee, acting for the BJCC, shall give prior approval of those purchasing burial plots in the Jewish section, and shall ensure that the Jewish character of the section be maintained.

**Section 3.** Approval by the Cemetery Committee for purchase of a plot in the Jewish section shall be conditioned upon an individual being Jewish as defined in Article 2 Section 1. Approval also will be given for the non-Jewish immediate family of BJCC members to be buried there.

#### **Article 9. CHARITY**

**Section 1.** A percentage of the BJCC's income, determined by the general Membership, shall be set aside for charity. The distribution of this money shall be determined by the Executive Board.

#### **Article 10. DONATIONS**

**Section 1. CASH:** The Treasurer shall accept cash donations or checks made payable to the Blacksburg Jewish Community Center.

**Section 2. RECEIPT:** The Treasurer shall give an official receipt for any contribution in accordance with U.S. Federal tax laws.

**Section 3. ANONYMITY:** Any donor who wishes to remain anonymous shall have this wish respected. Records of anonymous donations shall be privileged information and are not to be made available upon request.

**Section 4. OTHER THAN CASH DONATIONS:** The Executive Board shall have the right to refuse to accept donations of other than cash if it feels that such donations are not in the organization's best interest. Members are requested not to make such donations without prior indication of their acceptability by the Executive Board.

**Section 5. TREASURY:** All funds collected shall be placed in the organization's treasury under the supervision of the Treasurer.

#### **Article 11. AMENDMENT**

**Section 1. PROPOSALS FOR AMENDMENTS:** Any voting Member may propose an amendment to these by-laws at any general meeting.

**Section 2. NOTIFICATION:** A copy of the proposed amendment shall be sent to each Member by the Newsletter Editor at least one month before the general meeting at which it will be voted upon.

**Section 3. VOTING:** Voting on amendments shall take place at a general meeting following the one at which they were proposed. A two-thirds majority of all Members will be required for passage. In the case of Family Memberships, no more than two adults per family unit may vote.

**Section 4. PROXY VOTING:** Members shall be able to vote on amendments to the by-laws by written or electronic proxy. These must be sent to the President and be received by the date of the general meeting at which the voting is to take place. The names of all those voting by proxy shall be entered into the record.

#### **Article 12. FUNDS OF DISSOLUTION**

**Section 1. FUNDS OF DISSOLUTION:** Should this organization be dissolved for any reason with funds remaining in the treasury, then those funds shall be donated to B'nai Brith, to Hillel, or to any combination of Jewish charities deemed appropriate by the Executive Board.

**Section 2. NO BENEFIT TO MEMBERS:** Under no circumstance shall any member of the organization profit from the dissolution of the organization.