

Approved at Annual Meeting June 15, 2010

**Amendment and Restatement Constitution of
Congregation B'nai Israel Little Rock, Arkansas**

Congregation of B'nai Israel of Little Rock, Arkansas having been established in 1867 for an initial one hundred year period, and having renewed its corporate charter in 1967 for a second one hundred year period, now, in 2010, finds it desirable to amend and restate its Constitution for the government of our Congregation.

ARTICLE I

Name and Purpose

Section 1. This Congregation shall be known as Congregation B'nai Israel of Little Rock, Arkansas.

Section 2. The purpose of this Congregation is to promote the enduring and fundamental principles of Reform Judaism and to insure the continuity of the Jewish people; to enable its adherents to develop a relationship to God through communal worship, study and assembly; and to apply the principles of Reform Judaism to the values and conduct of the individual, family, and society in which we live.

ARTICLE II

Membership

Section 1. (a) Any person of the Jewish faith or in accord with the purpose of the Congregation, eighteen years of age or older, may be elected to membership upon approval of his or her application by a majority vote of the members of the Board of Trustees.

(b) In the case of married persons, each spouse shall be eligible for membership and, if elected, each shall be entitled to all rights and privileges of membership, including the right to vote.

(c) In the case of domestic partners, each partner shall be eligible for membership and, if elected, each shall be entitled to all rights and privileges of membership, including the right to vote. For purposes of this Article II, domestic

partners shall be persons who declare themselves to be cohabiting and involved in a committed relationship with each other.

(d) The privileged family of a member shall consist of the member's children up to eighteen years of age and all of the member's children over eighteen years of age who are enrolled in a college or university on a full-time basis, none of whom shall be entitled to vote nor required to pay dues.

(e) The Board of Trustees may establish special membership classifications with such provisions as it shall deem advisable.

Section 2. (a) Members shall be responsible for support of the Congregation through payment of contributions, dues, assessments and other fees as shall be determined by the Board of Trustees. Any member aggrieved by such assessment shall have the right to petition the Board of Trustees for a revision thereof.

(b) In addition to the foregoing, each member of the Congregation shall be assessed in an amount, if any, equal to his or her pro rata share of the Congregation's prior fiscal year operating deficit. The Board of Trustees shall promulgate Bylaws for such assessment which shall equitably adjust for any such prior assessments, dues increases during such prior fiscal year and new memberships during such prior fiscal year. Notwithstanding the foregoing, such assessment shall only be levied in any year after the Board of Trustees shall have advised the membership that the deficit occurred despite the Board of Trustees' effort during the prior year to prevent the deficit through increased dues, fund raising activities and other means.

(c) A member who fails to pay any financial obligation due the Congregation may be suspended and deprived of all privileges of membership upon a vote of the Board of Trustees provided the member has been notified of the member's impending suspension in accordance with the Bylaws.

Section 3. In addition to the right to vote, members of the Congregation shall have all the privileges of membership, subject to the rules and regulations established from time-to-time by the Board of Trustees, including, but not limited to, worship, religious school and youth group for their children, adult studies and burial privileges.

ARTICLE III

Government of the Congregation

Section 1. Trustees.

The Government of the Congregation shall be vested in the Board of

Section 2. The Board of Trustees shall have the general management of the affairs, funds, record, and property of the Congregation. It shall establish and act on all matters of policy, fill all

vacancies on the Board of Trustees until the next Congregational election, and perform such other duties as the members of the Congregation in regular or special meetings may prescribe.

Section 3. The Temple Board shall have power to:

- (a) Elect persons to membership of the Congregation in accordance with the Constitution pursuant to Article thereof.
- (b) Determine all dues and assessments of members of the Congregation.
- (c) Expend unrestricted funds of the Congregation on behalf of the Congregation.
- (d) Select qualified persons for the position of Rabbi and submit the names thereof to the Congregation for election and re-election as set forth in the Bylaws; to fix assign duties and compensation of the said Rabbi.
- (e) Accept or reject trust funds or gifts and administer them in accordance with the provisions of the trust or gift.
- (f)) Remove any Board member or member of the Congregation for cause, provided two-thirds of all voting Trustees vote for such removal.
- (g) Promulgate Bylaws, not inconsistent with this Constitution, for the operation of the Congregation.

ARTICLE IV

Officers and Board of Trustees

Section 1. The Officers of the Congregation shall be a President, an Executive Vice- President, an Administrative Vice-President, a Secretary and a Treasurer whose powers, duties and responsibilities shall be as set forth in the Bylaws of the Congregation.

Section 2. The Board of Trustees of the Congregation shall be composed of the Officers of the Congregation, twelve elected members, three ex-officio voting members and two ex-officio non-voting members.

Section 3. Ex-officio members of the Board of Trustees shall consist of the following:

- (a) The Rabbi of the Congregation who shall be a non-voting member.
- (b) The President of the Temple Sisterhood and the Temple Men's Club who shall be voting members.

- (c) The immediate past President of the Congregation who shall be a voting member.
- (d) The President of the Temple Youth Group who shall be a non-voting member.

Section 4. Only voting members of the Congregation shall be eligible to serve as an Officer or Trustee.

Section 5. The presence of ten voting members of the Board of Trustees shall constitute a quorum.

ARTICLE V

Election of Officers and Trustees

Section 1. Nominations for persons to fill the positions of Officers and Trustees shall be submitted by a Nominating Committee designated by the Board of Trustees whose report shall be mailed to the members of the Congregation at least ten days prior to the Annual Meeting of the Congregation. In addition to the panel of nominations presented by the Nominating Committee, a voting member present at the Annual Meeting shall have the right to make nominations from the floor for any office or Board position.

Section 2. (a) In order to stagger the terms of the twelve elected members of the Board of Trustees, six members of the Board of Trustees shall be elected by ballot at each annual meeting of the Congregation to serve for a two-year term.

(b) Officers shall serve for a term of two years. No Officer or elected member of the Board of Trustees shall serve for more than two successive terms in the same capacity.

Section 3. No candidate for any office or Board position shall be declared elected until the candidate has received a majority of the votes cast. Should there be three or more candidates none of who has received a majority, the candidate receiving the smallest number of votes shall be dropped successively until one candidate shall have received a majority of the votes cast.

ARTICLE VI

Meetings of the Congregation

Section 1. The annual meeting of the Congregation shall be convened by the President within 30 days after the close of the Congregation's fiscal year. At this meeting, reports shall be submitted by the President, the Rabbi, and such other officers and officials, auxiliaries and committees as may be requested to do so by the Board of Trustees; a budget for the coming fiscal year shall be submitted and approved and Trustees and Officers as necessary shall be elected. Every member of the Congregation shall be notified by mail at least ten days prior to the holding of the annual meeting or an adjourned annual meeting.

Section 2. Special meetings of the Congregation may be called by the President, or shall be called at the request of the majority of the voting members of the Board of Trustees or on written application of twenty percent (20%) of the voting members of the Congregation. The call for a special meeting shall set forth the purpose of the meeting and written notice thereof shall be mailed to the member of the Congregation at least seven days prior to the time of such meeting. No business shall be transacted at such special meeting except that specified in the call.

Section 3. Ten percent (10 %) of the voting members of the Congregation shall constitute a quorum at meetings.

ARTICLE VII

Section 1. Proposed amendments to this Constitution shall be presented in writing and shall be initiated by a majority of the voting members of the Board of Trustees or at least twenty percent (20 %) of the voting member of the Congregation, and shall be filed with the Secretary. Proposed amendments may be acted upon at any regular meeting of the Congregation or at any special meeting called for the purpose. Copies of the proposed amendment shall be mailed to each member along with notice of the meeting. An affirmative vote of two-thirds (2/ 3) of the voting members present and voting shall be necessary to adopt any proposed amendment.

**THIRD AMENDED AND RESTATED BY-LAWS
OF
CONGREGATION B'NAI ISRAEL LITTLE ROCK, ARKANSAS**

The Board of Trustees of Congregation B'nai Israel in Little Rock, Arkansas, pursuant to the power vested in the Board of Trustees by Article III, Section 3(g) of the Constitution of the Congregation adopted by the Congregation at its annual meeting on June 28, 1988, does hereby promulgate the following amended and restated By-Laws for the operation of the Congregation, revoking and amending in their entirety all previous By- Laws:

ARTICLE I

Duties of Officers

Section 1. The President shall act as the chief executive officer of the Congregation and perform all of the duties incident to the office, including the enforcement of the Constitution and By-Laws. The President shall preside at all meetings of the Congregation, the Board of Trustees and the Executive Committee. It shall also be the duty of the President to:

- (a) Appoint at the first meeting of each Board of Trustees following the annual election, or as soon thereafter as possible, the Chairpersons of the Standing Committees, of each the President shall be an ex-officio member;
- (b) Appoint such other committees as the President may deem desirable or as may, from time to time, be required;
- (c) To sign legal documents on behalf of the Congregation;
- (d) Call a special meeting of the Congregation of Board of Trustees whenever, in the opinion of the President, a necessity therefore exists;
- (e) To call special meetings of the Congregation in accordance with the Constitution and to call special meetings of the Board of Trustees upon receipt of a request signed by seven (7) voting members of the Board of Trustees.
- (f) Be the custodian of all valuable documents and records of the Congregation, and to deliver them, upon the expiration of his or her term, to the successor in office.

- (g) Nominate qualified persons to fill vacancies on the Board of Trustees, subject to approval of the Board of Trustees.
- (h) Appoint representatives of the Congregation, with the advice and consent of the Board of Trustees, to all bodies wherein the Congregation may be entitled to representation.
- (i) In the absence of the Treasurer, counter-sign all checks on behalf of the Congregation.
- (j) Cast the deciding vote on all questions on which there may be an equal division of votes, except on appeals from the President's decision; and
- (k) Make a written report to the Congregation at its annual meeting of the status of affairs of the Congregation.

Section 2. The Executive Vice-President shall have such duties as may be assigned by the President. The Executive Vice-President shall automatically succeed to the office of President in the case of vacancy before the end of the term.

Section 3. The Administrative Vice-President shall also have such duties as may be assigned by the President. The Administrative Vice-President shall automatically succeed to the office of Executive Vice-President in the case of vacancy before the end of the term.

Section 4. The Secretary shall cause to be kept a complete record of meetings of the Congregation, the Board of Trustees and the Executive Committee. The Secretary shall keep a register of all members of the Congregation; send out notices of all meetings of the Congregation and the Board of Trustees. The Secretary shall perform such other duties incident to the office, including the attestation of legal documents signed by the President on behalf of the Congregation.

Section 5. The Treasurer shall be the chief fiscal officer of the Congregation, the custodial of all funds of the Congregation and disbursing agent of the Congregation as authorized by the Board of Trustees. The Treasurer shall be bonded, through a blanket surety bond, in an amount determined by the Board of Trustees, if any, the expense of which shall be borne by the Congregation. The Treasurer shall succeed to the office of President in the case of a vacancy before the end of the term and a failure of the succession to that office herein provided for. It shall also be the duty of the Treasurer to:

- (a) Present a report of the Congregation's financial condition at each monthly meeting of the Board of Trustees and at each annual meeting of the Congregation;
- (b) Counter-sign all checks on behalf of the Congregation;
- (c) Attend all meetings of the Budget and Finance Committee and coordinate with the Dues Review Committee, and be a member of each;
- (d) Cause an annual audit review of the Congregation's Financial records beginning with the fiscal year 2017-2018 (but not including the fiscal years 2019-20 and 2020-21) to be made by an independent Certified Public Accountant selected by the Board of Trustees;
- (e) Cause to be prepared and filed with the Union for Reform Judaism an annual report of membership and dues determination; and
- (f) Deliver to the successor in office at the expiration or prior termination of his or her term all records, documents, monies or other assets of the Congregation in his or her custody.

ARTICLE II

Powers and Duties of Trustees

Section 1. Any Trustee who is absent without adequate excuse from three successive regular meetings of the Board of Trustees may be removed from office by a majority of the Board of Trustees.

Section 2. The Board of Trustees shall meet not less frequently than monthly during the months of September through May, which monthly meeting shall be known as regular meetings.

Section 3. In order to provide continuity in the management of the Congregation, the Board of Trustees shall endeavor to make a written memorandum of known policies and procedures.

Section 4. Members of the Board of Trustees, as the elected lay leaders of the Congregation, shall individually and collectively set the example to the membership by attendance at worship services, active participation in the life and activities of the Congregation and service on at least one Committee.

ARTICLE III

Rabbi

Section 1. The Rabbi shall be the spiritual leader of the Congregation. The Rabbi shall be responsible to the Congregation for performance of the duties incident to his office, as outlined by the Board of Trustees.

Section 2. Upon the expiration of each term previously approved by the Congregation, the Rabbi shall be selected and nominated by the Board of Trustees and elected by the Congregation for such period of time, upon recommendation of the Board of Trustees, as the Congregation shall determine.

Section 3. The Rabbi shall be an ex-officio member of the Music and Ritual Committee and the Religious School Committee, and shall be privileged to attend the meetings of all other committees, except when requested not to attend.

Section 4. Section 2 of this Article III shall not apply to interim rabbis who are hired by the Board of Trustees on a contract basis to serve the Congregation for no longer than two (2) years in the absence of a permanent rabbi and who are forbidden from serving as a rabbi of the Congregation on a permanent basis.

ARTICLE IV

Committees

Section 1. There shall be an Executive Committee consisting of the Officers, the Rabbi, and the immediate Past President. It shall be the duty of the Executive Committee to assist and advise the President and the Board of Trustees.

Section 2. The Standing Committees and their duties shall be as follows:

(a) Budget and Finance Committee: to recommend to the Board of Trustees a budget of necessary expenditures in keeping with anticipated revenues for the ensuing for submission, upon approval of the Board of Trustees, to the Congregation at the annual meeting; to supervise the finances; investments and fiscal operations of the Congregation;

(b) Caring and Sharing Committee: to express in appropriate ways, on behalf of the Congregation, interest, care, concern and sympathy.

(c) Cemetery Committee: to supervise the operation and maintenance of, and improvements to, the Cemetery, in cooperation with the Congregation B'nai Israel Cemetery Foundation;

(d) Dues Review Committee: to recommend to the Board of Trustees a fair- share schedule of dues for all members adequate to fund the operating budget of the Congregation; to recommend the Sustaining Fund Pledge for new members; to review the dues of members; to assist in the collection of dues from members who are

delinquent in the payment thereof; to recommend suspension of membership for failure to pay dues when no extenuating circumstances exist;

(e) Endowment Committee: to stimulate inter vivos and testamentary giving to the Endowment Fund;

- (f) History and Archives Committee: to collect, maintain, preserve and display historic records and artifacts of the Congregation;
- (g) House and Grounds Committee: to supervise, maintain, repair and improve all physical properties of the Congregation; to recommend rules and regulations for the use of the physical facilities of the Congregation for adoption by the Board of Trustees and to supervise their observance when adopted;
- (h) Membership Committee: to promote membership in the Congregation; to interview prospective members, determine an appropriate dues level, and present applications for membership to the Board of Trustees; to welcome and introduce new members to the Congregation by appropriate means;
- (i) Music and Ritual Committee: to provide, in consultation with the Rabbi, the best possible liturgical music for services on High Holy Days, festivals and Shabbat; to consult with the Rabbi and make recommendations to the Board of Trustees revisions in worship services and rituals;
- (j) Nominating Committee: to nominate persons to fill positions of officers and Trustees in accordance with the Constitution (which shall consist of not less than five members of the Congregation, of who two shall be from the Board of Trustees and three shall be from the Congregation-at-large);
- (k) Outreach Committee: to provide educational and social programs of special interest to Jews by Choice and to the non-Jewish spouses and other relatives of members; and
- (l) Religious School Committee: to supervise the operation of the Religious School; to recommend policies governing the operation of the Religious School for adoptions by the Board and to supervise their observance when adopted.

Section 3. The size and membership of the Standing Committees shall be determined by the President and, unless subject to specific provisions of these By-Laws, appointments may be made from among the Trustees and members of the Congregation

generally; provided; however, each Standing Committee shall have at least three (3) members, one of whom shall be a member of the Board of Trustees.

Section 4. The Chairperson of each Standing Committee shall make regular reports of its activities to the Board of Trustees and an annual report of its activities to the Congregation at the annual meeting.

ARTICLE V

Dues and Assessment

Section 1. (a) Pursuant to Article II, Section 2(b) of the Constitution of the Congregation, each member's share of the Congregation's prior fiscal year operating deficit shall be determined as follows:

1. Prior fiscal year operating deficit* \$

2. Less cumulative operating excess at the beginning of such fiscal year (\$)

3. Operating deficit to be assessed to the

membership \$

4. Projected dues for current fiscal year \$

5. Operating Deficit Dues Assessment
expressed as a percent (3-4) %

6. Member's Dues \$

7. Percentage Dues Assessment (5) %

8. Assessment to member

*Computed without regard to the operating deficit dues assessment, if any, paid in such prior fiscal year.

(b) Such operating deficit dues assessment shall be payable by each member on the same periodic basis (i.e. monthly, quarterly or annually) as such member has chosen to pay his or her dues.

Section 2. Pursuant to Article II, Section 2(c) of the Constitution of the Congregation, the board of Trustees adopts the policy concerning delinquent dues

adopted by the Congregation on June 23, 1987, a copy of which shall be attached to these By-laws.

ARTICLE VI

Cemetery

Section 1. The Congregation is the owner of certain real property situated in Pulaski County, Arkansas known as "Oakland Cemetery". The Congregation may lease or own such additional land or other property as may be needed to operate a cemetery on behalf of the Congregation.

Section 2. The Board of Trustees shall cooperate with the Congregation B'nai Israel Cemetery Foundation in the fiscal management of the Cemetery. Accordingly, the Board of Trustees shall budget the Cemetery maintenance fee as the greater of (a) \$10000 per year, or (b) the difference, if any, between the projected Annual Cemetery Maintenance expense and the available contribution by the Cemetery Foundation towards the Annual Cemetery maintenance fees as reflected in the cemetery financial reports to extent such amount does not exceed 4 1/2 % of the Temple General Budget. The Cemetery Foundation will provide the information on annual maintenance fees to the Temple Board of Trustees for budgeting purposes each year.

Section 3. The management of the Cemetery shall be the responsibility of the Board of Trustees. The Board of Trustees shall delegate the management of the Cemetery to the Cemetery Committee whose action shall be subject to approval of the Board. The Cemetery Committee shall promulgate rules and regulations for the operation of the Cemetery, set the charge for purchase of cemetery lots, set the charges for burial space, issue permits for burial and arrange for maintenance and perpetual care. It shall establish rules for landscaping of lots and other spaces in the Cemetery and for the erection of monuments. All plans for monuments and landscaping must be submitted to the Cemetery Committee in advance for their approval.

ARTICLE VII

Seats

Location of seats in the Sanctuary shall be unassigned. It shall be, however, the duty of the Board of Trustees, whenever it may be necessary on special occasions, to reserve a sufficient number of seats to accommodate the membership, it being understood that no specific assignment to individuals shall be made within said reservation.

ARTICLE VIII

Fiscal Year

The fiscal year of the Congregation shall begin annually on June 1.

ARTICLE IX

Amendments

These By-Laws may be amended in whole or in part at any meeting of the Board of Trustees upon affirmative vote of a majority of its voting membership.

CERTIFICATION

The undersigned Secretary of the Board of Trustees of Congregation B'nai Israel does hereby certify that the foregoing is a true and correct copy of the amended and restated By-Laws of the Congregation adopted by unanimous vote of the Board of Trustees at its regularly scheduled meeting held on May 29, 2012.

SUZI DAVIS, Secretary

JACK GRUNDFEST, President

Named Funds of Congregation B'nai Israel

(Full Funds' Documentation Available Upon Request)

GENERAL ASSISTANCE TO THE CONGREGATION

ENDOWMENT FUND ~ To expend any or all income (whether current or accumulated) on behalf of the Congregation as may be determined by the Board of Directors of the Fund.

SUSTAINING FUND – to be used for building upgrades and repair.

ALINE AND LOUIS SALNIGER MEMORIAL LANDSCAPE FUND ~ to be used to assist in improving and maintaining Temple grounds.

LILAH S. AND RONALD MULKEY FUND ~ to be used to support, promote, and enhance the sacred music of the congregation, including supporting the professional High Holy Day choir.

BAUMAN FAMILY MUSIC FUND ~ to be used to provide support and enhance the music offerings and programs of the Congregation.

E. LEE RONNEL FUND FOR CANTORIAL MUSIC ~ to enrich worship and education by engaging cantors and enhancing worship via professional instrumental musicians.

OTTENHEIMER FUND ~ to be used for capitol improvements.

LIFE CYCLE NEEDS

VOGEL FAMILY MEMORIAL CARING AND SHARIG FUND ~ earnings to be used by the Caring and Sharing Committee of the Temple.

HALLIE COHEN MILLER ARCHIVE FUND ~ to be used for improvement and enhancement of the Temple Archives.

CONGREGATION B'NAI ISRAEL CEMETERY FUND ~ to provide perpetual care for the Cemetery and to financially support the Cemetery.

ROBERT SAKON RABBI'S DISCRETIONARY FUND ~ to be used for the purposes set out by the Board of the Congregation at the Rabbi's discretion.

EUGENE M. PFEIFER JR. AND FAY S. PFEIFER COMMUNITY OUTREACH FUND ~ The primary purpose of this Fund is to support programs of the Congregations' Social Action Committee and the Religious School that benefit the broader Little Rock community.

MEMORIAL PRAYER BOOK FUND ~ to be used to add to or replace those Prayer Books used by the Congregation at its Religious Services.

LOIS G. STERN LIBRARY FUND ~ to be used to add or replace books in the Temple Library; and for education programs held in the library setting.

EDUCATION, YOUTH, CAMP, AND SCHOLARSHIPS

JANET AND ARNOLD L. MAYERSOHN LEADERSHIP DEVELOPMENT FUND ~ to provide scholarships to members (including youth members) to attend seminars, conventions, institutes, and other programs that, in the judgement of the Board of Trustees, will advance the leadership skills of such members for the benefit of the Congregation.

DAVE GRUNDFEST JR. ISRAEL SCHOLARSHIP FUND ~ to be used for educational scholarships to Israel for deserving youth.

ROSA PFEIFER ISAACSON SCHOLARSHIP FUND ~ to be used for members of the Youth Group to defray the cost of attending regional and national Youth Group sanctioned events and conferences.

HARVEY LUBER YOUTH SCHOLARSHIP FUND ~ to be used by the Confirmation Class to participate in L'Taken.

SAM J STORHZ II RELIGIOUS EDUCATION DISCRETIONARY FUND ~ to be used to enhance Religious School programming.

OLA AND MERVIN LIEBS MEMORIAL RELIGIOUS SCHOOL SCHOLARSHIP FUND ~ to be used for Religious School Scholarships.

MEMORIAL FUND BENEFITTING EDUCATION AND YOUTH ~ to be used to enhance the religious school experience and to assist in sending students in the school to camp.

RABBI EUGENE AND BOBBYE LEVY FUND FOR CAMP SCHOLARSHIPS AND YOUTH ~ to provide financial aid to Congregation B'nai Israel Religious School students wanting to go to Jacobs Camp.

MEIR CHAYIM CAMP SCHOLARSHIP FUND – to be used to supplement Jewish overnight camp fees.

DR. WILMA DINER MEMORIAL FUND FOR JEWISH EDUCATION ~ supports education programs for adult learning.

KIMBRELY CAROL JORDAN MEMORIAL FUND FOR JEWISH EDUCATION – supports professional learning for Director of Education.

THE KNOFF FAMILY FUND ~ to be used for offsetting program and worship experiences for the congregation.

THE CHARLES NEWFELD FUND FOR INTERFAITH RELATIONS ~ to be used to support the congregational Seder and other programs that are interdenominational.

SISTERHOOD LEGACY ENDOWMENT FUND ~ to be used as support for the Temple's PJ Library commitment, the Temple kitchen, and the Temple's children and family endeavors.

LASKER ERHMAN, JR FUND ~ to be used for scholarships and rabbinical studies, religious administration, and religious education.

LIFELONG LEARNING FUND ~ to be used for lifelong learning programming and religious education.

HARASSMENT AND MISCONDUCT POLICY
CONGREGATION B'NAI ISRAEL
POLICIES AND PROCEDURES

SUBJECT: HARASSMENT AND MISCONDUCT POLICY

POLICY ORIGINATION DATE: December 17, 2013

EFFECTIVE DATE: April 27, 2021

EFFECTIVE UNTIL: Superseded

POLICY:

Congregation B'nai Israel is committed to providing an environment that is free from harassment and other misconduct including harassment or misconduct based on race, color, sex, sexual orientation, disability, age, national origin, or any other characteristic or factor violating its policies or protected by applicable federal, state, or local law.

The terms, definitions, and procedures set forth in this document are established to educate and protect the staff members, prospective staff members, congregants, prospective congregants, visitors, and volunteers of Congregational B'nai Israel. This policy in no way supersedes any applicable federal or state law.

PROHIBITED BEHAVIOR AND DEFINITIONS

The term Harassment and Misconduct in this document refers to behavior of a threatening nature based on actual or perceived race, color, sex, religion, sexual orientation, gender identity, disability, age or national origin.

The definitions and prohibited behaviors listed below apply to all persons, staff members (full or part-time), prospective staff members, clergy, congregants, prospective congregants, visitors, volunteers and others acting for the Congregation, or at any other location while engaged in normal or specifically sanctioned Congregation activities.

Prohibited harassment, intimidation, or misconduct includes unsolicited or unwelcome verbal or physical contact that has threatening overtones. This can include, but is not limited to:

- *Sexually suggestive, obscene or derogatory comments, gestures, threats, slurs, jokes, or sexual propositions.

- *Physically coercive behavior, or unwelcome or unsolicited touching, hugging, rubbing, fondling or any contact of a sexual nature.

- *Suggestive or excessive communication through letters, notes, emails, texts, and any other statements.

*Conducting benefits, employment, services, or favors in exchange for sexual favors or acts.

*Use of position of trust, authority, or perceived position of trust to coerce, persuade, or intimidate another to engage in a sexual relationship.

*Unwelcome conduct is conduct not solicited or incited by the individual. Participation in the conduct does not imply acquiescence, since such participation may have been prompted by fear, coercion, power disequilibrium, or threats.

Jokes, slurs or other comments of a derogatory nature—particularly, but not only, jokes, slurs, or comments based on actual or perceived race, color, sex, religion, sexual orientation, gender identity, disability, age or national origin.

*Use of position of trust, authority, or perceived position of trust to coerce, persuade or intimidate another to engage in any act of violence, threats of violence, or harassment or misconduct.

Harassment or misconduct is prohibited between staff members, and between staff members, visitors and congregants.

COMPLAINT PROCEDURE

Complaints, verbal or written, related to harassment or misconduct will be directed to the Congregation President, Rabbi, or Administrator. Incidents and complaints may be reported to the other members of the professional staff if the complainant requests, because of individual involvement or gender issues that may arise. Any staff member, congregant, visitor, or any other individual who is aware of harassment or misconduct must report any incident(s) which they are aware of to one of the Temple staff or officials listed above.

Any person receiving a complaint is responsible for bringing that complaint to the President, the Rabbi or Administrator, for appropriate action.

All grievances and complaints will be promptly and confidentially reported, verbally or in writing, to members of the Executive Committee. If the Executive Committee does not include members of all genders relevant to the complaint, and the complaint is sexual in nature, the President shall appoint an additional Temple member of the appropriate gender—if possible, a member of the Board of Trustees-- to have persons of all relevant genders serving on the Committee for the investigation of the complaint(s). The Executive Committee will make a report and recommendations to the Board of Trustees at its next regular meeting in Executive session. All investigations and reports will be handled promptly and confidentially. All parties to the complaint will be informed of the status of the investigation.

Any involved party will have the right to meet with Executive Committee at the appropriate meetings. The Executive Committee may request that only the involved parties, Rabbi, other

related staff, and witnesses be present. Guest will be excluded from any proceedings to ensure confidentiality. The Executive Committee and Board of Trustees will meet in executive session for deliberations and final decision.

DISCIPLINE

Any Congregation staff member or member found to have violated this policy will be subject to the appropriate disciplinary action and/or sanction as determined by the Board of Trustees, including, but not limited to: warnings, reprimands, suspension or termination.

IMPLEMENTATION

The policy will take effect upon action of the Board of Trustees. A copy of this policy will be given to all staff members and available to any congregant who requests one. Notice will be posted in the Chronicle notifying the congregation that this policy is in effect and copies provided to any member who requests.

**OFFICE HOLIDAY SCHEDULE
CONGREGATION B'NAI ISRAEL**

POLICIES AND PROCEDURES

SUBJECT: Holiday Office Closings

EFFECTIVE DATE: April 18, 2023

EFFECTIVE UNTIL: Superseded

PURPOSE OF POLICY: To delineate Paid Holidays for Office Closings for Full Time Employees

Policy:

1. Full time employee are defined as working an average of 30 hours/week for each month employed at Congregational B'nai Israel. Full time employees include all those not covered by a formal contract with Congregation B'nai Israel.
2. This policy applies to both exempt and non-exempt employees.
3. The Temple Office will be closed for the national holidays listed below and full-time employees will be paid. When one of these holidays falls on a weekend, the Temple office will be closed the same day that banks and government offices are closed.
 - New Year's Day
 - Rev. Dr. Martin Luther King, Jr.'s Birthday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Day
 - 2 Floating Holidays to be taken at the employee's discretion throughout the year with prior approval from the Temple Administrator.
4. The Temple Office will be closed for the following holidays. However, when these holidays occur during a weekday, the support staff will be onsite to provide support for services and programs. If the holiday falls on a weekend, the office will be closed for the support staff and the employee is not paid for the holiday.

- Rosh Hashanah (1st day)
- Yom Kippur
- Sukkot (1st day and last day)
- Pesach (1st day and last day)
- Shavuot (1st day)

PAID TIME OFF POLICY
CONGREGATION B'NAI ISRAEL
 POLICIES AND PROCEDURES

SUBJECT: Full Time Employee Paid Time Off (PTO)
 EFFECTIVE DATE: April 18, 2023
 EFFECTIVE UNTIL: Superseded
 PURPOSE OF POLICY: To delineate paid annual leave of full-time employees

Policy:

1. Full time employee are defined as working an average of 30 hours/week for each month employed at Congregational B'nai Israel. Full time employees include all those not otherwise committed by a formal contract negotiated with Congregation B'nai Israel.
2. This policy applies to both exempt and non-exempt employees.
3. *PTO is earned according to the schedule below, with a calendar year defined as January through December :*

Service Period	Accrual Rate	PTO Annual Maximum
Calendar Year 1: Hire Date to December of that year	0.5 days per month worked	5 days
Calendar Years 2 through 5	1 day per month worked	10 days
Calendar Years 6 and over	1.25 days per month worked	15 days

4. Starting in Calendar year 2, full time employees are permitted to use PTO from the annual maximum amount prior to accrual. In the case that employment is later terminated, voluntarily or involuntarily, any PTO used but not yet accrued will need to be paid back by the employee in the final paycheck.
5. Scheduling of PTO must be approved by the CBI Administrator in advance and in writing.
6. PTO must be taken in the calendar year in which it is accrued; unused PTO will not be paid out to the employee.
7. CBI will not increase salary to any employee in lieu of foregoing PTO.
8. Upon terminating employment with CBI, employees will not be paid for accrued but unused PTO.

MEDICAL LEAVE POLICY
CONGREGATION B'NAI ISRAEL
POLICIES AND PROCEDURES

SUBJECT: Paid Medical Leave
EFFECTIVE DATE: April 18, 2023
EFFECTIVE UNTIL: Superseded
PURPOSE OF POLICY: To delineate paid medical leave of full-time employees

Policy:

1. Full time employee are defined as working an average of 30 hours/week for each month employed at Congregational B'nai Israel. Full time employees include all those not covered by a formal contract with Congregation B'nai Israel.
2. This policy applies to both exempt and non-exempt employees. All Congregation B'nai Israel employees, including independent contractors, are expected to stay home when they have or potentially have a contagious illness.
3. Employees, including independent contractors, should be free of fever, vomiting, diarrhea, and or other symptoms for 24 hours before returning to work inside the building. If the employee has a contagious illness requiring prescription medication, they should return after at least 24 hours of taking the medication.
4. Full-time employees are eligible to earn up to 5 days of paid medical leave per calendar year, with calendar year defined as January 1st through December 31st. Paid medical leave is earned as follows:
 - a. In the first calendar year of employment beginning with the employee's start date, a full-time employee will accrue 0.5 days of paid medical leave for each month worked with a maximum of 5 days earned for that calendar year.
 - b. In calendar year 2 and over, employees are provided an additional 5 days of paid medical leave each January.
5. Medical leave not used in any year may be banked for each specific employee to use in subsequent years.
6. Medical leave may be utilized for an employee's own illness or that of an immediate family member for whose care the employee is responsible.
7. Unused medical leave has no monetary value. All unused paid medical leave expires immediately upon the termination of employment with Congregation B'nai Israel.

HEALTH INSURANCE POLICY
Congregation B'nai Israel
Policies and Procedures

SUBJECT: Health Insurance

EFFECTIVE DATE: June 1, 2019

EFFECTIVE UNTIL: Superseded

POLICY:

1. The congregation shall offer a group health insurance plan to all of its full-time employees, including any independent contractor who works for the congregation full time.
2. The congregation shall pay no less than 80% of health insurance premiums for the employee only.
3. The congregation's group health insurance plan shall enable participants to cover a spouse and/or children through the plan, but not at the congregation's expense.
4. The congregation's group health insurance plan may offer optional coverage, such as for dental or vision insurance, but not at the congregation's expense.