



Board Training Manual

August, 2011

Temple Sholom

Vancouver BC, Canada

*A Member of the
Union for Reform Judaism*

***Prepared under the Leadership of the
Temple Governance Committee***

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Temple Sholom Board Training Manual

August, 2011

Introduction and Welcome

Thank you for agreeing to serve on the Board of Directors. Whether as an Executive Officer, Trustee, Chair of a standing committee or as President of the Sisterhood of Temple Sholom – Women of Reform Judaism, the Men’s Club or the 60+ Group, being a Board member is a privilege and a responsibility. We are fortunate to be members of a dynamic congregation; the result of the energy, dedication and leadership of our clergy, our Boards, our staff and all the volunteers, who have selflessly given of themselves over the decades.

Being a Board member carries with it responsibilities beyond attending Board meetings. You have the opportunity to make an idea into reality – to truly contribute to our Temple community. This Board Training Manual is intended to give you a brief outline of some of the duties that are expected of a Board member and to provide a larger context for understanding your role.

Background

(a) History

An advertisement, in the **Jewish Western Bulletin** in the **fall of 1964**, invited those interested in **Reform Judaism** to a meeting. Within weeks, religious services were organized and, less than a year later, the name **Temple Sholom** was chosen, a constitution and bylaws prepared and registered. The first services were held in members' homes.

The **founders** of Temple Sholom were:

Jack Beckow (first president)

Leon (z'l) and Joan Berlow

Lou and Merle Checov

Harold (z'l) and Leonor Etkin

Morry and Lee Harrison

Barney (z'l) and Barbara Kleinfeld

Mark (z'l) and Natalie Kohn

Harold and Marge Lando

Robert and Sue Mendelsohn

Peter (z'l) and Cornelia Obelander

Dave (z'l) and Rosemary Poll

Gordon and Eva Shapiro

Harold (z'l) and Maxine Vines

Their vision is commemorated with a plaque in the Temple foyer.

In 1965, Temple Sholom joined the **Union of American Hebrew Congregations (UAHC) (now URJ)**. Temple Sholom's first full-time rabbi began in 1967. The search for a permanent home was successful in 1975, when the congregation bought the former Masonic Hall on West 10th Avenue. Rabbi Philip Bregman is the fourth full-time rabbi to serve the congregation when he and Cathy joined us in 1980.

The **rabbis** of Temple Sholom have been or are:

Rabbi John Sherwood – 1967 to 1969

Rabbi Harold Rubens (z'l) - 1969 to 1977

Rabbi Richard Messing – 1977 to 1980

Rabbi Philip Bregman – 1980 to present

Rabbi Daniel Mikelberg (Assistant) – 2008 to 2011

Rabbi Carey Brown (Part-Time) – August 2011 to present

The **Presidents** of Temple Sholom have been or are:

Jack Beckow (z'l) – 1965 to 1966

M. David Stein (z'l) – 1966 to 1968

David Poll – 1968 to 1970

Dr. Ken Berry – 1970 to 1971

David Poll (z'l) – 1971 to 1972

Arthur Guttman – 1972 to 1974

Jan Pollack (z'l) – 1974 to 1975

David Poll(z'l) – 1975 to 1976

David Huberman – 1976 to 1979

Dr. Sidney Kirson – 1979 to 1982

Dr. Jerry Growe – 1982 to 1985

Tobin Robbins – 1985 to 1987

Dr. John Silver – 1987 to 1989

Michael Cohene – 1989 to 1992

Sunny Rothschild – 1992 to 1994

Eric Andrew – 1994 to 1997

Joyce Cherry – 1997 to 2000

Jerry Lampert – 2000 to 2003

Sarah Richman – 2003 to 2006

Rob Philipp – 2006 to 2008

Tobin Robbins – 2008 to 2010

Rena Cohen – 2010 to present

To find out more about the Temple's history, see "Temple Sholom – Our Story 1965-2005/5726-5766: 40th Anniversary Commemorative Book" published in 2005. In addition, the DVD "Reflections of Memory - A 40 Year History" is available in the Temple Library. It contains approximately 7 hours of interviews.

(b) Constitution and Bylaws

The **Congregation** was incorporated under the **Society Act** of British Columbia under the name "**Temple Sholom**" for the purposes set out in its Constitution, as amended from time to time, and is subject to the rules and regulations set out in its Bylaws, which may only be amended by special resolution of the members.

See Appendix 1 for a copy of the Temple Sholom Constitution & Bylaws.

Core Purpose

The Strategic Plan adopted by the Temple Board in 2010 identifies the "**Core Purpose**" of Temple Sholom as:

“Temple Sholom is a Canadian Reform congregation that honours and sanctifies each and every person, integrating a deep sense of Jewish tradition with contemporary life.”

This Core Purpose is identified on the Temple’s website www.templeholom.ca and in other marketing materials.

Board, Standing Committees, Ad Hoc Committees & Teams

(a) Board of Directors

The rules and procedures by which the **Board of Directors** manages and supervises the management of our Congregation are found in our Constitution and Bylaws. The Board of Directors consists of **Officers**: the President; First, Second and Third Vice-Presidents; the Secretary and the Treasurer; **Trustees**, as well as the **President of the Sisterhood of Temple Sholom - Women of Reform Judaism, the Men's Club and the 60+ Group**; the **Immediate Past President** and the **Chairs of Standing Committees**. The Officers comprise the **Executive Committee**.

(b) Standing Committees

Our Bylaws determine the name and function of each **Standing Committee**. The Standing Committees as listed in the Bylaws are presently: **Religious School; Budget and Finance; Ritual; Membership; Youth Activities; Legal and Constitution; Cemetery; Social Action; Visual Arts; Ways and Means; Adult Education; Endowment Fund; and Security**. The President appoints the Chair of each Standing Committee with the approval of the Board.

(c) Ad Hoc Committees and Teams

In addition to the Standing Committees, the Board may form **Ad Hoc Committees and teams**. The purpose and tenure of an Ad Hoc Committee and teams are determined from time to time by the Board. For example, the Board recently established a number of ad hoc committees and teams to implement the recommendations of the Strategic Plan.

See Appendix 2 for the Current list of Board and Committee Members, their positions and contact information.

Clergy & Staff

The Temple employs numerous clergy and staff members, both full-time and part-time. This includes the **rabbi, senior executive positions**, as well as staff for **office and reception, religious**

school, programming, building custodial services and gift shop. Please refer to the Temple website for the names and contact information for staff members. The primary function of the staff is to enhance the spiritual and community experience of membership in the Temple.

(a) Clergy

Senior Rabbi (Rabbi Philip Bregman) –

- (i) **Spiritual:** Responsibility for all religious services and for all Life-Cycle events that take place within and/or on behalf of Temple Sholom, whether the Rabbi conducts them or has someone else conduct them.
- (ii) **Educational:** Approves all of the educational programs and educational staff within and/or on behalf of Temple Sholom, including the Religious School (the Senior Rabbi is the Superintendent of the School), Youth Educational Programming, as well as Adult Education, including supervising these programs and teaching in them (though not alone) in various ways.
- (iii) **Counselor & Therapist:** Both within and outside the Temple Sholom.
- (iv) **Resource Person:** For the various groups within the Synagogue such as: the Sisterhood, Men's Club, Youth Groups, Next Generation, and Seniors Group.
- (v) **Synagogue:** The Rabbi works very closely with the senior staff and all other staff in helping to oversee the programming, running and maintaining of the Synagogue as a healthy, responsive, educational, creative and dynamic Jewish Religious Institution.
- (vi) **Representative in the Community:** Prime representative of Temple in the Greater Jewish Community, locally, nationally and internationally. This representation can involve, programming (Yom HaZikron, Yom Ha-atzmaut etc) advocating on behalf of the Jewish community and /or individuals, education, fund raising, awareness raising. The Rabbi has a close working relationship with the other Jewish institutions in the community such as, Federation, the Day Schools, Hillel, JCC, the Jewish Camps, JNF, Israel Bonds and also works closely with the other rabbis and Jewish professionals within the community.
- (vii) **Interfaith:** Interfaith dialogue with various clergy of other religions.
- (viii) **Fundraising:** Involved from time to time in fund raising within the Synagogue.
- (ix) **Tikkun Olam (Repairing of the World):** Involved in projects that are local, national and international in their scope.
- (x) **Israel:** Major advocate for the State of Israel including providing education, speakers, programs, fund raising, and with his wife, conducting Congregational Tours to Israel.

Part-Time Rabbi (Rabbi Carey Brown) –

As of August, 2011, the Temple has contracted the Part-Time Rabbi for 10 hours per week to assist the Senior Rabbi with various responsibilities such as, but not limited to, B'nai Mitzvah rehearsals, Shabbat sermons, then Ul Sheloshim Devarim program, liaison with such groups as the "Next Generation", "60 Plus" to name a few. In addition to this, the Part-Time Rabbi will assist the Senior Rabbi during the High Holy Days.

Cantorial Soloist (Naomi Taussig) – The Temple employs a part-time Cantorial Soloist who assists the Rabbi with Shabbat and holiday services.

Volunteer Lay Leaders – The Temple has many dedicated volunteers who assist the Rabbi with services, including the Gabbai, Assistant Gabbai and various congregants who can lead services, or provide cantorial soloist services and musical performances.

(b) *Senior Executive Positions*

Executive Director –The Executive Director reports to and advises the Board of Directors on all operational aspects of the synagogue’s activities. Key areas of responsibilities include; supporting and reporting to the Senior Rabbi, operational planning and management including scheduling, staffing and building use, life cycle planning, data & technology management, human resources planning and management, financial management in collaboration with the Financial Administrator and Board Treasurer, risk management including building maintenance and security in collaboration with the building and security chairs, management of marketing and communications, enrollment of new members, and supporting senior staff. In addition, the Executive Director will support lay personnel with the implementation of strategic initiatives when required.

Financial Administrator – The Temple’s Financial Administrator is responsible for day-to-day synagogue financial administration including accounts payable and receivable, membership (including dues, building fund, school fees and tax receipts), banking, payroll and preparation of budgets and financial statements. The Financial Administrator is also responsible for matters relating to the Temple’s cemetery in White Rock, including the sale of plots, funeral arrangements and the upkeep of the cemetery grounds. The Financial Administrator works in collaboration with the Executive Director and Treasurer and reports to the Treasurer. The Financial Administrator assists the Executive Director in maintaining the integrity of the database, development of operating systems and technology upgrades, managing user profiles, training and trouble shooting.

(c) *Office and Reception*

On day to day basis, the office deals with Membership inquiries, donation cards, event booking and planning, life cycle event planning, communication and marketing, data upkeep, equipment maintenance, cemetery inquiries, building maintenance, deliveries, liaising with other Jewish organizations, financial transactions, general reception, special fundraising and other projects, supporting all senior staff including the school, clergy and programming. The staff strives to make sure every member feels that they have a home at Temple Sholom.

(d) *Religious School*

The **Religious School Principal** is responsible for the planning, implementing and operating the Temple Sholom supplementary religious school program for Preschool to

Grade 7. The Principal provides leadership & direction to all members of the school staff. Inherent in the position are the responsibilities for scheduling, school operations, curriculum development & special programming. The Principal reports to the Senior Rabbi (who is the Superintendent of the school), the Religious School Committee and the Temple President.

(e) Senior Programmer

The **Senior Programmer** plans and implements a variety of programs based on priorities determined by the senior staff at the annual program planning meeting. Jewish holiday programs, social action programming, and young families has been the focus for the last few years. This position reports to the Senior Rabbi and the Executive Director.

(f) Building Custodians

Temple employs on a part-time basis, **Building Custodians** who report directly to the Executive Director and are responsible for maintaining and cleaning the building. They also are responsible for implementing the kitchen policies.

(g) Sholom Judaica Gift Shop

Sholom Judaica Gift Shop (formerly **Temple Sholom Sisterhood Gift Shop**) has been located at Temple in the current location since 1990 when the Temple acquired the assets of the business known as, Yerushalem Imports. Oversight of Sholom Judaica currently is the responsibility of **Gift Shop Committee** which is an ad hoc committee of the Board. In addition to the **part time sales staff**, there is a **team of volunteers** to support the Gift Shop.

Finance & Budget

(a) Dues Structure & Policy

Temple membership dues are based on a fair share system which allows members to self assess and contribute according to their income. Accordingly, the calculation of the amount of dues payable by the member is an honour system. Membership also includes a one time Building Fund Commitment which is based on the same schedule as dues.

Membership dues include a seat at high holy days for each congregant whose membership is in good standing. We do not sell seats, all seats are reserved for congregants, their out of town guests and members of Reform congregations from other cities with reciprocal agreements. Children can remain under their parent's membership until the age of 25. The current policy is that parents who request High Holy Day tickets for their adult children between the ages of 26 and 35 are asked to give a donation of \$180 per child. This policy is likely to be revised to integrate the needs of the Next Generation Group.

(b) Donations & Funds

Congregants can make donations to a variety of Temple funds and request greeting cards to be sent through the Temple office; the minimum donation to most of the funds is \$12. All donations are tax receiptable with the exception of the Rabbi's Discretionary Fund. Congregants may also sponsor minyan breakfasts, oneg Shabbats and Kiddush lunches, perhaps in honour of a special birthday, wedding, anniversary, baby naming or other occasion. See the Temple website for the particulars of all the current funds to which donations can be made as well as the fees for the above catered events.

(c) Fundraising

The **Ways and Means Committee's** portfolio is to promote various projects for the raising of funds. The Executive Director, Financial Administrator and office staff will provide the infrastructure for all fund raising projects when needed.

(d) Budget

The **annual operating budget** is developed by the **Executive Director, Treasurer and Financial Administrator** and is presented to the members annually at the AGM in June. The Financial Administrator is responsible for implementing the budget and managing day to day transactions.

(e) Insurance

The Temple has obtained **policies of insurance** for each of the following:

1. Building & contents coverage for (i) 7190 Oak Street, Vancouver including religious artifacts, commercial general liability, comprehensive dishonesty, disappearance and destruction, business interruption and for (ii) the Cemetery at 14965 – 28th Avenue, Surrey, for property, comprehensive dishonesty, disappearance and destruction;
2. Special Excess Liability coverage for \$5,000,000;
3. Equipment breakdown; and
4. Directors & officers liability.

Membership

See **Bylaw 4.2** for details as to the qualification for membership in the Temple.

Congregant Participation in Services & Temple Life

There are many **opportunities** for congregants to **participate** in services and Temple life. Please contact the Temple office to obtain more details.

(a) Torah Service: Aliyah, Opening & Closing the Ark, Carrying Torah

For **b'nai mitzvahs**, those to be honoured with a part during the Torah service, are to be chosen by the family and the Rabbi in advance and the names are put onto the Gabbi's list for that day.

For **regular Shabbat services**, the Gabbi chooses people at the service on Shabbat to partake in the Torah service or specific people can be chosen under the direction of the

Rabbi. Requests for participation in the Torah service by congregants can be made through the Temple office; this often accompanies a special service or Oneg Shabbat honouring an individual or family.

(b) Torah or Haftorah Chanters

The **Ritual Committee Chair** is in charge of finding **Torah** and **Haftorah** readers for the Shabbat services when there is not a b'nai mitzvah. The Ritual Committee Chair maintains a list of who is able to chant and regularly contacts these people to offer them open dates. Interested congregants are to contact the Temple office.

(c) Lighting the Shabbat Candles

For **b'nai mitzvahs**, usually the b'nai mitzvah's mother and/or other female relatives are asked to light the Shabbat Candles.

For **regular Friday night Shabbat services**, a female congregant is chosen from among those present to light the Shabbat Candles. Women interested in participating should contact the Temple office.

(d) Misheberach Requests

Names of those in healing are given to the Rabbi or the office by congregants and the Rabbi prepares the list for Shabbat services. The **morning minyan** always offers a **mishebarach**. There can be a list of names to be read out or attendees call out names.

(e) Hebrew Name in Temple registry

The **Ritual Committee Chair** keeps a list of **Hebrew names for congregants** (where known) for use by the Gabbi and for Minyan for congregants who are regular attendees to services and minyans.

(f) Yahrzeit Observance

The Temple office compiles the list of dates for **Yahrzeit observances** from the information provided on the Temple membership form and adds names as deaths occur. The Temple office sends out notices to congregants prior to the anniversary of the Yahrzeit of a family member inviting participation in Shabbat services and morning minyans where the deceased individual's name will be read. Names on the **Yahrzeit list** are deleted from Temple records when the family who they are part of are no longer members.

The family may purchase a **Yahrzeit plaque**, which is lit during the Yahrzeit week for that deceased person. The names on the plaques are always read out at services even if no one in their family is a current member of Temple.

(g) Participating in Torah or Haftorah Chanting on the Anniversary of Bar or Bat Mitzvah

The Temple recently initiated a policy that, where possible, **prior b'nai mitzvahs** will be offered an opportunity to redo a portion of their Torah or Haftorah portions during the

appropriate Shabbat service. The Ritual Committee Chair contacts these prior students and offers them dates where applicable.

(h) High Holy Days

The Temple has a policy of asking members to participate in many different ways during the **High Holy Day services**. There are approximately **100 parts in the High Holy Day services** that are done by members of the congregation. The Ritual Committee Chair meets with the Rabbi around May each year to discuss which congregants are to be asked to participate. Parts given out are **Torah and Haftorah readings, English and Hebrew readers, and Shofar blowers**. Contact the Temple office if you wish to participate.

In addition, during the High Holy Day services, **Board members are expected to volunteer** for security jobs, and as greeters and ushers, on a rotational basis. The volunteer list and timetable are prepared by the Temple office and circulated to Board members ahead of the High Holy Day services.

Affiliates

(a) Sisterhood of Temple Sholom, Women of Reform Judaism

The **Sisterhood of Temple Sholom, Women of Reform Judaism (“Sisterhood”)** was chartered in **1966** by the **National Federation of Temple Sisterhoods (now Women of Reform Judaism)**.

Women of Reform Judaism (“WRJ”) is the women’s affiliate of the **Union for Reform Judaism**, the central body of Reform Judaism in North America. Established in 1913, WRJ now represents more than 65,000 women in nearly 500 women’s groups in North America and around the world. With a mission to ensure the future of Reform Judaism, WRJ works to educate and train future sisterhood and congregational leadership about membership, fundraising, leadership skills, advocacy for social justice, and innovative and spiritual programming. Through its **YES Fund (Youth, Education, and Special Projects)**, WRJ provides financial support to rabbinic and cantorial students at **Hebrew Union College-Jewish Institute of Religion**, to the youth programs of the Reform Movement, and to programs benefiting women and children in **Israel**, the **Former Soviet Union**, and around the world.

The objectives of the Sisterhood are to foster and further the highest ideals of Judaism as expressed through the Temple; to promote closer fellowship among its members and, in cooperation with the Temple, be a mentor for religious, social and educational activities. Membership is open to all women of the congregation. For further information, see the Sisterhood pages of the Temple website: www.templeholom.ca/sisterhood which include a description of their current board (photos and bio), a report on their activities, upcoming events, ongoing programs and projects and membership information.

(b) Men's Club

The **Men's Club** is intended to be an enticing entry point for men to participation in Temple life. The Club aims to provide a comfortable and fun environment for men of all ages to engage in Brotherhood-based camaraderie, new exciting events and community outreach.

(c) 60+ Group

The idea of organizing the **60+ Group** originated with long time member, **Ed Menkes**, who passed away just before the first meeting was to be held. Then **Bud Riback** volunteered to assist and carry on Ed's dream. Over the 5-6 years since the **60+ Group** began, the warmth and friendliness has grown amongst the membership. The first couple of meetings brought out 9-10 people sitting across from each other in total silence hardly saying a word to each other. Today meetings bring in 30 – 40 people and you have a hard time shutting them up.

The usual **monthly meeting** takes place the **third Wednesday of every month** starting at 10:00 a.m. with yoga with a qualified instructor. This is followed by a business meeting, the planned events for the day, as well as a discussion of future plans. Big birthdays of our membership are recognized at these meetings. This is followed by lunch which members can bring or have the Temple provide, or the group will sometimes eat out. If Temple prepares our lunch the cost is \$10 per person.

Programs can include a speaker from within or outside Temple. A **sample of activities** other than speakers are lunch out and a visit to the bird sanctuary, an afternoon at a casino, a bus and ferry ride to Bowen Island, a yearly trip to the Cloverdale race track, an afternoon of music , and a boat cruise and lunch on the Fraser River to Pitt Lake.

Once a month several of the members go to the **Louis Brier Hospital** and put on a tea party and discussion for Temple members who reside there. The group has also put on two Bingos for Temple members with all proceeds going to Temple.

The 60+ Group does not charge dues, but the members pay for their own activities carried on within the group.

Other Groups

(a) Youth Group

The **Temple Shalom Youth Group** provides programming for high school students. The activities during the year provide religious and culture activities, leadership development, community building, and social action opportunities.

(b) Next Generation

The mission of the **Temple Sholom Next Generation** is to provide an inclusive, safe and tolerant environment for a young adult Jewish community. Next Generation provides activities, discussion forums, social action projects and support with the aim of helping Jewish young adults connect with each other and the Vancouver Jewish community. Anchored in Reform Judaism, Next Generation encourages spiritual exploration and an open view of the many cultural and religious forms of Judaism. They have a core group of lay leaders who maintain a facebook page and mailing list. They work closely with the Rabbis for support and guidance.

Religious School

(a) Goals and Objectives

The goal of the Religious School is to strengthen our children's **Jewish identity** and to ensure that they develop a strong, positive affiliation with **Jewish culture, history and tradition**. Our objective is to help our students become active, committed and involved members of the community.

(b) Temple Membership Requirement

The Religious School is available for the **children of members of the Temple**.

(c) Religious School Staff

Our staff is made up of classroom teachers, Hebrew teachers, specialists in the fields of music, dance, and special education. The **Senior Rabbi** is the Superintendent of the School and is also actively involved in leading **Minyan** for our senior students and teaching ethics to the Grade 7 class. Staff also offers optional programs for the students, such as choir and Israeli dance.

There is an average of 15-20 high school students employed in our **Madrikhim** (assistant) **program**. Following completion of **Confirmation**, students in Grade 11 and 12 are offered a job in the school. The **Madrikhim** complete training and work closely with the classroom teachers to be helpful, contributing members of the staff.

(d) Scheduled Classes

The Religious School classes cover **Preschool to Grade 7**. The school has regularly scheduled classes from 9:30am to 12:00pm on Sunday mornings from September to June. Students in Grades 4 through 7 also attend a mid-week class from 6:30-8:00pm on Tuesdays. Each school session includes a **Minyan**.

Classes for Grades 8 to 12 are held on Monday evenings as part of the **Community High School Program known as TAG**.

(e) Curriculum

Our teachers follow an **innovative curriculum** which is both relevant and engaging. The **CHAI curriculum**, from **URJ**, is based on the values of **Torah, Avodah, and G'milut Chasadim**. It teaches the important concepts and values of Jewish life that help students grow into thoughtful Jewish teens and adults. Please refer to the Temple website to see detailed outlines for each grade's curriculum.

Students in the Religious School **also study Torah, learn Hebrew, participate in Tefillah (prayer) and meditation**, become familiar with our traditions and ceremonies, explore Jewish history and current events, and develop life-long bonds with the **State of Israel**. Religious School programming, which is carefully tailored for each age group, incorporates the study of theology, the Jewish calendar and the Holocaust. Students take part in experiential learning through a variety of family education programs and **special events such as field trips, Sukkah building and Mitzvah Day**.

(f) B'nai Mitzvah Program

Students in Grade 7 participate in a **nine-week B'nai Mitzvah** program with their parents (**Al Shlosha Devarim**) and complete Mitzvah projects as part of their curriculum.

Education & Learning

The Temple clergy, staff and lay educators offer many opportunities for further Jewish education and enlightenment and provide assistance with independent study. The types of study are described in detail on the **Temple website** under "**Education & Learning**" and at present include:

(a) Torah/Talmud Study

(b) Adult Education

(c) Family programs

(d) Youth

(e) Jewish Information Class

In addition, certain of the affiliates offer study programs:

(a) **Sisterhood** offers a monthly Torah study through its Rosh Chodesh Renewal program using "The Torah, A Women's Commentary". They also sponsor for the congregation several "Live, Learn & Celebrate Shabbat" seminars throughout the year, featuring guest speakers on a range of Jewish topics.

(b) The **60+ Group** brings in speakers on a variety of topics. A sample of the group's speakers are Allan Zysblatt, a law professor from the University of Jerusalem (yearly), Chris Friedrichs, UBC history professor (yearly), Dr. Mark Schonfeld, head of the

Vancouver Medical Association, Michael and Claire Conrad following their volunteer trip to aid children in Africa. Other speakers have included Dr. Allana Polo, a naturopathic doctor, several Simon Fraser senior outreach programs, a representative from London Drugs for the proper use of medications, Dr. Bethan Everett who holds a doctorate of Ethics in medicine and law, Rabbi Bregman, Rabbi Mikelberg, a representative of Phillips Hager & North covering investments, Rick Nelson, director of the JCC, Barbara Brezer, on keeping a healthy brain, and Marty & Darcy Bilinkoff on Climbing Mt. Kilimanjaro.

Sholom Judaica Gift Shop

(a) Gift Shop Committee

The Gift Shop Committee, made up of volunteer members of the congregation, was formed by the Board in April, 2010 for the purpose of taking over management of operating the Gift Shop. The name of the shop was changed to “**Sholom Judaica**”.

(b) Merchandise

Sholom Judaica carries all types of traditional Judaica items, for both everyday needs to items appropriate for the various special times of the Jewish year such as Hannukah, High Holy Days, Passover, etc.

In addition, it stocks of gift items, both in Jewish tradition and secular. Sholom Judaica carries items with a range of prices for both the budget conscious and those looking for more artistic styles. There is a wide variety of items for Bar and Bat Mitzvahs, weddings, graduation, etc. There is also a good variety of children’s books and toys related to the Jewish tradition and a large selection of adult books as well.

(c) Consignment

The shop also provides limited space for goods on consignment from local artists under certain qualifying conditions.

(d) Registries

There is a registry for Bridal, B’nai Mitzvahs and graduations available by calling or visiting the shop.

(e) Other Marketplaces & Advertising

Sholom Judaica participates in as many marketplaces as possible carried out by other Jewish organizations such as the JCC. In addition to marketplaces the shop advertises through directed email campaigns to members of the congregation and to the Jewish community as well and advertising in select media.

(f) Website & Online Purchasing

A web site is under development which will allow viewing on-line of most of our items, especially seasonal ones. In its first version shopping directly on the web site will not be available.

Healing Centre

The **Temple Sholom Centre for the Healing of the Soul**, under the direction of **Cathy Bregman**, provides resources and support for individuals within our congregational family who are in physical, emotional or spiritual need. See the Temple website for particulars of the programs provided.

Cemetery

The **Temple Sholom Cemetery** is located at 14965 – 28th Avenue, Surrey. See the Temple's website for directions and a map.

(a) Governing Law

All cemeteries in BC are governed by **Business Practices and Consumer Protection Act** ["**BPCP Act**"] and the **Cremation, Interment and Funeral Services Act** ["**CIFS Act**"]. All funeral homes, places of interment and crematoriums in BC must comply with the same criteria in order to protect the interests of both the public and the profession.

(b) Cemetery Grave Plots

The Temple, with its licence as an **Operator of a Place of Interment**, enters into contracts with Temple members, as required, for the sale of Grave Plots. The form of contract includes the related matters of **Perpetual Care Fund, Land Development Fund, Grave Preparation** and **Gravestone**.

Temple has a form of contract for Temple members, and also a form of contract for non-members, who wish to buy Grave Plots at the time of need and also for pre-need. Contracts for non-members provide for a premium price over that of Temple members.

Grave Plot expenses include:

- Single Grave Plot
- Perpetual Care Fund
- Land Development Fund
- Grave Preparation
- Gravestone (JB Newall)
- Gravestone Memorial Fund
- Plus extra fee for non-members, if applicable.

The Temple has adopted **Rules** relating to the management, use and upkeep of the Cemetery which are overseen by the Cemetery Committee.

See Appendix 3 for a copy of the Temple Sholom Cemetery Rules, which were

adopted at the Temple's annual meeting on June 7, 2009.

(c) Temple's Funeral & Burial Policy

The Temple adopted a **Funeral & Burial Policy** on January 28, 1979, updated April 1, 2009 relating to funerals and rites of interment conducted **under the aegis of the Temple**, which are available to persons of the Jewish faith and shall be conducted in accordance with the practices and observances of Reform Judaism as interpreted by Temple.

See Appendix 4 for a copy of the Temple Sholom Funeral & Burial Policy which was approved by Semi-Annual Meeting of the Congregation – January 28, 1979 and Updated April 1st 2009

(d) Funeral Service & Expense

As Temple Sholom does not operate its own Chevra Kadisha, we work with **Schara Tzedek Cemetery Board ("ST")** regarding burials.

ST with its licence as a **Funeral Provider** and, through its licenced **Funeral Director, Reverend Joseph Marciano**, negotiate and enter into contracts for funeral services for Temple members. The charges for the **Chevra Kadisha** are contracted directly between ST and the person making funeral arrangements on behalf of the next-of-kin.

Endowment Fund

The **Temple Endowment Fund** was established in 2005 to commemorate the "25/40" celebration marking the synagogue's 40th anniversary and the 25th year of the Bregman's arriving at Temple and is a directed giving account under the aegis of Temple.

The purposes of the Endowment Fund include creating a permanent source of annual income for the financial security of the Temple and funding projects which will further the goals and activities of Temple and enhance the well being of the Congregation.

The **Endowment Fund Committee** governs the activities of the Fund in accordance with the **Temple Sholom Endowment Fund Articles**. The Fund may only invest in investments that would be permitted investments under the **Pension Benefits Standards Act 1985 (Canada)**.

See the "Endowment Fund" section of the Temple's website for a general overview of the fund and its intended uses.

See Appendix 5 for a copy of the Temple Sholom Endowment Fund Articles.

Website & Marketing Materials

- (a) **Shofar** – the **hard copy and online newsletter** known affectionately as “**The Shofar**” is mailed to about 300 members via Canada Post and emailed to the remaining families. The newsletter is published once a month between September and June. The deadline for submissions is on 15th of the month and all affiliates groups are sent an email reminder. The electronic version of the Shofar is uploaded onto the Temple website.
- (b) **Temple Happenings** “is an **electronic newsletter** that is emailed out weekly on Thursdays between Sept and June and on an as needed basis throughout the summer, listing upcoming Temple events for members and some community events. Entries are to be submitted to the Temple office by the previous Tuesday.
- (c) **Temple website (www.templeholom.ca)** is administered by the in-house **webmaster**. The website includes an active calendar of events and worship services, and includes overviews of all the Temple programs.
- (d) **Temple and community announcements** are communicated weekly to the congregations during Friday and Saturday Shabbat services.

The office staff, edits, proofs, maintain lists, and coordinates all the above mailings and communications. Affiliate groups such as the Sisterhood, Men’s Club, 60 + Group, Next Generation maintain their own distribution lists, distribute their communications and maintain their bulletin boards.

Liaisons

(a) *Union for Reform Judaism (“URJ”)*

The **Union for Reform Judaism** was founded in 1873 by **Rabbi Isaac Mayer Wise**. It was known then as the **Union of American Hebrew Congregations (UAHC)**. From an initial membership of 34 congregations in 28 cities, it has grown to more than 900 congregations in the United States, Canada, the Bahamas, Puerto Rico and the Virgin Islands. As the largest Jewish movement in North America, the URJ represents an estimated 1.5 million Jews. In 2003, the General Assembly approved a new name, **Union for Reform Judaism (URJ)**, to better reflect today's reality.

Rabbi Isaac Mayer Wise, the founder of Reform Judaism in North America, came to the United States in 1846. As spiritual leader to a congregation in Albany, NY, he introduced many reforms in worship services, such as the seating of men and women together and choral singing. After four years, Rabbi Wise moved to Cincinnati. There, he founded

the three major arms of the Reform Movement: an umbrella organization of synagogues, a seminary and a rabbinic conference.

In 1873, representatives of 34 congregations in the United States gathered in Cincinnati to found the Union of American Hebrew Congregations. Their main goal was to establish a seminary where rabbis could be trained for American congregations.

By 1875, membership in the Union had grown to 72 congregations, including the "radical" congregations from the East US as well as moderate ones that would later break off to join the Conservative movement. It was that year that the **Hebrew Union College** was founded. Rabbi Wise was the college's first president.

In 1885, Reform rabbis met in Pittsburgh and adopted the **Pittsburgh Platform**, which defined the Reform Movement, and four years later the **Central Conference of American Rabbis** (CCAR) was founded.

The first decades of the 20th century saw a gradual expansion of the areas in which the Union assisted congregations beyond the seminary, Hebrew Union College. The Union began to service affiliate bodies: sisterhoods - Women of Reform Judaism (**WRJ**) in 1913; brotherhoods – Men of Reform Judaism (**MRJ**) in 1923, and youth (**NFTY**) in 1939.

In 1951, the Union's headquarters moved from Cincinnati to New York. The Union purchased its first camp in the early 1950s and the Movement's emphasis on Social Action began in earnest, culminating with the 1961 founding of the **Religious Action Center of Reform Judaism**.

In June 1996, **Rabbi Eric Yoffie** became President of the Union. Yoffie emphasized putting Torah at the center of Jewish lives by intensifying Jewish education, particularly among adults. In **December 2002**, Rabbi Yoffie called on the Union to change its name. On **November 7, 2003** delegates at the Minnesota Biennial overwhelmingly approved the new name: **Union for Reform Judaism**.

On **March 22, 2011**, the URJ announced the recommendation of **Rabbi Richard Jacobs** for President to succeed Rabbi Eric H. Yoffie, who will retire in 2012 after 16 years. Rabbi Jacobs will be only the fourth president of the URJ in the last 68 years. The board of trustees of the URJ **approved Jacobs' nomination in June 2011**.

(b) URJ Pacific Northwest

In **March 2009**, the URJ began to **cut its staff and close all 14 of its regional offices**, including the **Pacific Northwest branch** as part of a broad restructuring plan. The intention is to develop a better delivery system for the 21st century. While the reduction of staff was prompted, in part, by financial concerns, cost cutting was not the sole reason for the changes. E-mail, cell phones and the Internet have removed much of the necessity for physical offices in each region of the country. The new structure will

rely on **four congregational support centers** located in **New York, Los Angeles, Atlanta** and **Chicago**. The roles of the support centers will instead be played by individual representatives assigned to each synagogue. The Pacific Northwest office was located in downtown Seattle. It first opened in the early 1990s. Since then, it has served URJ congregations in Washington, Oregon, Idaho, Alaska, Montana and British Columbia. URJ camps and youth programs, including Camp Kalsman, are not affected by the restructuring plan.

(c) URJ West

The **URJ West** supports URJ congregations in the **western United States** and **western Canada** by partnering with their clergy, staff, and lay leaders to help congregations connect with the resources and programming of the URJ and to connect with each other.

The professional and lay leadership in **URJ West** work to ensure that congregations in the West benefit from all that the URJ has to offer in every aspect of synagogue life. This includes (1) consulting with congregational representatives and URJ specialists and consultants, (2) participating in URJ programs whether in in-person or by webinars, (3) starting or joining an affinity group in the West District or a North American networking group, (4) sending children to NFTY programs, URJ summer camps and Israel programs, (5) taking advantage of our many URJ educational resources, and (6) participating in the many social action and social justice activities of the Union and its Religious Action Center.

The lay leaders and professional staff of **URJ West** work with congregations and congregational leaders to help them access URJ resources and obtain whatever assistance they need.

The West District supports congregations in the states of AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, Western Texas, UT, WA, WY, and the provinces of AB, BC, and SK.

US Office:

3077 University Avenue

Los Angeles, CA 90007

Phone: 213.765.2660

Fax: 213.765.2676

Website: urj.org/west

Canadian Office:

301 3845 Bathurst Street

Toronto, ON, Canada M3H 3N2

Phone: 416.630.0375

(c) *Canadian Council for Reform Judaism (“CCRJ”)*

CCRJ was the Canadian national office of URJ, representing Reform synagogues in Canada. However, the majority of the operations at the Canadian office in Toronto were closed down in **May 2009** as part of a larger recession-driven restructuring by URJ. At this time, Canadian Reform congregations affiliated with URJ located in the provinces of BC, Alberta and Saskatchewan, were grouped into **URJ West** with offices in Los Angeles, and those located in provinces east of Winnipeg, Manitoba, were grouped into **URJ Central** with offices in Chicago. However, the CCRJ and other regional lay leadership councils continue to exist. There is a small office in Toronto to deal with specifically Canadian needs, including the issuing of tax receipts.

The CCRJ – which was headed by **Rabbi Sharon Sobel** from 2000 – 2009 was the only regional office among 14 in North America that was dismantled. The CCRJ had served 26 Reform congregations across Canada and provided services that included programs, long-range planning, and working with rabbinic search committees as well as with congregations in crisis.

(d) *Canadian Jewish Congress – National & Pacific Region*

At the national level, **Canadian Jewish Congress** works to actively defend the security, status and rights of the Jewish community by actively seeking the support of governments at all levels on a wide range of issues identified by Jewish Federations across Canada. The Congress promotes the values enshrined in the Charter of Rights and Freedoms in Canada and abroad. The CJC advocates on behalf of Canadian Jews in partnership with other Jewish community organizations to improve the quality of life for everyone in Canada.

Canadian Jewish Congress – Pacific Region (CJC-PR) supports these goals on behalf of the Jewish community in British Columbia. Since its inception in 1949, CJC-PR has advocated for the welfare of the Jewish community, promoting social justice, and ensuring that anti semitism, racism, and discrimination are always challenged. Fighting anti semitism is a core objective. CJC-PR regularly assists members of the Jewish community who experience anti semitism and works to combat all forms of hate and bias crime in order to protect not only our community but other vulnerable communities as well.

Effective July 2, 2011, the **Canadian Jewish Congress (CJC)**, **Canada-Israel Committee**, **Quebec-Israel Committee**, **University Outreach Committee** and **National Jewish Campus Life** have all been rolled into one. The new agency, still officially unnamed, is currently going by the moniker **CIJA 2.0**.

(e) *Arza Canada*

ARZA Canada is the sister organization to **ARZA: the Association of Reform Zionists of America**. As the Zionist arm and voice of the Reform Movement in the United States, ARZA's mission is to make Israel fundamental to the sacred lives and Jewish identity of Reform Jews. As a Zionist organization, ARZA champions activities that further enhance Israel as a pluralistic, just and democratic Jewish state.

ARZA's key activities are:

1. To bring Israel into the minds, hearts and lives of Reform Jews through increased awareness, education and programming.
2. To empower Reform Jews to promote Israel in a caring, honest and intelligent manner in their communities and beyond.
3. To create hands-on experiences in Israel that lead to a lifelong relationship.

(f) URJ Camps

In 1951, URJ opened the doors of its first camp with an eye to creating memorable experiences for Jewish children each summer. In the fifty-nine years since then, it has been at the forefront of the Jewish camping experience. With thirteen camps across North America (11 regional camps, one North American Sports Camp and one North American Teen Leadership Camp), and complementary programs in Israel, it is the largest Jewish camping system in the world. URJ camps promote high-calibre facilities, engaging programming, and a thoughtful and caring staff.

Website: www.urjcamp.org

The closest URJ camp to Vancouver, BC, is **Camp Kalsman**, located in Arlington, WA which was first opened to campers in the summer of 2007. Website: www.kalsman.urjcamp.org

As the newest of the URJ Camps, Kalsman presents children with the opportunity to live a wholly Jewish life while at camp. Campers experience Jewish culture and tradition while in a safe, challenging and fun environment. In a natural setting, campers are given the opportunity to explore their Judaism. Kalsman provides a creative setting for Jewish living and learning, through camp programming. Kalsman is particularly proud of its open and inclusive communities that are sensitive to the needs of interfaith and diverse families. Over the past few years, campers have created lasting friendships and come together as the Pacific Northwest Reform Jewish Community.

Sisterhood offers several “camperships” (scholarships) each year on a “needs” basis to Temple Sholom youth to attend **Camp Kalsman**. Families should apply for a campership as early as possible in the Fall through early Spring to the Temple rabbis or Executive Director.

Jewish Organizations

The following is a summary of Jewish organizations frequently used or referred to by Temple staff:

(a) Reform Jewish Organizations

Abbreviation	Name of Organization	Website
ARZA Canada	Association for Reform Zionists of America (Canadian branch)	www.arzacanada.org
CCAR	Central Conference of American Rabbis	www.ccarnet.org
IMPJ	Israel Movement for Progressive Judaism	www.reform.org.il
MRJ	Men of Reform Judaism	www.mrf.org
NFTY	North American Federation of Temple Youth	www.nfty.org
URJ	Union for Reform Judaism	www.urj.org
WRJ	Women of Reform Judaism	www.wrj.org
WUPJ	World Union for Progressive Judaism	www.wupj.org

(b) Local, National & Israel Based Jewish Organizations

Abbreviation	Name of Organization	Website
BI	Beth Israel Synagogue (Vancouver)	www.bethisraelvan.ca
CFHU	Canadian Friends of Hebrew University	www.cfhu.org
CIJA	Canadian Council for Israel and Jewish Advocacy	www.cija.ca
JCC	Jewish Community Centre of Greater Vancouver	www.jccgv.com
JFGV	Jewish Federation of Greater Vancouver	www.jewishvancouver.com
JFSA	Jewish Family Service Agency of Vancouver	www.jfsa.ca
JNF	Jewish National Fund	www.jnf.ca
JSA	Jewish Seniors Alliance	www.jsalliance.org
KDHS	King David High School	www.kdhs.org
MDA	Canadian Magen David Adom (Israel's Red Cross)	www.cmdai.org
NCSY	National Conference of Synagogue Youth (Orthodox Youth Program)	www.ncsy.ca
RJDS	Richmond Jewish Day School	www.rjds.ca
ST	Schara Tzedek Synagogue (Vancouver)	www.scharatzedek.com
TAG	(Torah, Avodah, Gemelut Hasadim) Supplementary Jewish High School	www.jewishvancouver.com
TS	Temple Sholom	www.templesholom.ca
USY	United Synagogue Youth (Conservative Youth Program)	www.usy.org
VHH	Vancouver Hebrew Academy	www.vhebrewacademy.com
VTT	Vancouver Talmud Torah	www.talmudtorah.com

The impending retirement of Rabbi Bregman in 2013 was the chief catalyst for embarking on the exercise of creating a strategic plan. The **Strategic Plan** for 2010 – 2015 was approved by the Board in **May, 2010**. A copy of the complete Strategic Plan (electronic or paper) is available from the Executive Director.

(a) From the Executive Summary of the Strategic Plan

“From January 2009 until April 2010, Temple Sholom engaged in a strategic planning exercise, the intent of which was to guide the decisions and actions that will shape the future of Temple Sholom. The development of the strategic plan was organized as a series of conversations held with members of the congregation, the staff, and the lay and spiritual leaders of Temple Sholom. Guided by the strategic planning committee and designed and executed by a professional facilitator, these conversations addressed four key questions:

1. What is Temple Sholom’s fundamental purpose?
2. What are the values, principles and commitments that connect us?
3. What are our collective dreams and aspirations?
4. What are our strategic priorities?”

(b) Overview of Strategy

The **strategy identified in the plan**, from the abstract to the concrete, includes:

1. Core purpose
2. Bases of connection
3. Distinctive DNA
4. Vision of the future
5. Current reality
6. Strategic intent
7. Strategic projects

(c) Strategic Intent

The **strategic intent identified in the plan** is:

1. Foster the spiritual development of members at all stages of their lives
2. Develop a diverse array of programming to reach out and engage more members
3. Improve levels of communication and information sharing throughout the community
4. Develop the leadership capacity of Temple Sholom at all levels
5. Building on a foundation of excellence, extend a Jewish education to members of all ages
6. Secure the financial viability of Temple Sholom
7. Revitalize the governance structure and management of Temple Sholom.

(d) Strategic Projects

Following adoption of the Strategic Plan by the Board, the Board identified **strategic projects** to be undertaken to accomplish the strategic intent. The **following committees**

were formed in 2010 to specifically investigate and make recommendations on these projects:

1. Governance
2. Creative Observance
3. Transitions
4. Communications
5. Membership Directory

The new committees developed project charters to ensure continuity, clarity and accountability, covering a two year period and report to the Board from time to time on their progress.

See Appendix 6 “Strategic Plan” for excerpts, including a chart “Strategy at a Glance”, setting out:

- 1. Core Purpose***
- 2. Bases of Connection***
- 3. Vision of the Future***
- 4. Strategic Intent***

Your Personal Commitment as a Board Member

(a) Board Meetings & Annual Meetings

Board meetings usually take place at 7:30 p.m. on the 4th Tuesday of the months of August through November, and January through May. Attendance at and participation in each Board meeting is expected of each Board member, as well as any committee meetings that might follow the Board meeting. Board members rotate being responsible for **Opening Thoughts** at Board meetings and **acting as recording secretary** to take and type up the minutes of the meeting. The agenda for the meeting as well as the minutes of the prior Executive and Board meetings and any committee or other reports to be reviewed at the Board meeting are circulated by email to Board members by the Executive Director prior to the Board meeting.

See Appendix 7 for the Current Schedule of Board Meetings & Assignment of Opening Thoughts & Minutes

If you cannot attend a Board meeting, please send your request to be excused by the Board from the meeting promptly in advance to the Temple President or Executive Director. Please note:

Bylaw 9.5.1(d) provides that the office of a Trustee or Officer shall be vacated if the person fails to attend three successive regular meetings of the Board of Directors, unless his or her absence is excused by the Board of Directors for good and sufficient cause.

The **annual meeting** of the congregation is usually held on the 1st or 2nd Sunday in June each year. All Board members are expected to attend.

(b) Work on Committees

Each Board member (except the Presidents of the Affiliates) is expected to lead or join at least one **Standing and/or Ad Hoc Committee of the Board**.

1. Standing Committees

Bylaw 10.1 provides for the **following Standing Committees**, the chairs of which are to serve for a term of one year, but no longer than two consecutive terms unless approved by the directors:

Religious School	Social Action
Budget & Finance	Visual Arts
Ritual	Ways & Means (Fundraising)
Membership	Adult Education
Youth Activities	Endowment Fund
Legal and Constitution	Security
Cemetery	

See **Bylaws 10.6 to 10.16 and 10.18 to 10.19** for a description of the role and duties of each of the above Standing Committees.

2. Ad Hoc Committees

Bylaw 10.17 provides that the Board may appoint **ad hoc special committees** as may be required from time to time. Examples of Ad Hoc Committees are:

Governance	Communications
Creative Ritual	Membership Directory
Youth Activities	Gift Shop
Gala Committee (2010)	Long Term Rental
Transitions	
House Committee	

3. Committee Charters

To ensure continuity, each new or continuing committee, at the beginning of its term, is to craft a **committee charter** for its two year term, to articulate the committee's purpose, objectives, scope, timing, important people to be consulted and important processes to be examined. The concept of a committee charter is

discussed in the Strategic Plan, where instructions and examples provided. Each committee’s charter is **subject to approval of the Executive Committee**.

See Appendix 8 - Content of Committee Charters

4. Committee Reports

The Executive Committee, at the beginning of each year of its term, will determine the dates for submission of individual **committee reports** to the Board for review and discussion. These dates are set out in Appendix 8, Current Schedule of Board Meetings & Assignment of Opening Thoughts.

To assist in the preparation of the reports, a **suggested form of Committee Report** has been created setting out the minimum information to be reported.

See Appendix 9 – Content of Committee Reports

5. Handing Down of Information at Completion of Term

Generally your term of office on the Board in any one position is for two years. It is important for Board leadership training that at the end of your term, you provide **your files and contact information** to your successor. Please make your own arrangements to do this, and provide confirmation to the President of the arrangements made.

6. Outgoing Board Member Exit Interview

Before you finish your service to the Board, please help make the Temple an even better organization by providing feedback on your experiences and suggestions for new ideas. This may be by way of a **personal interview** with a member of the Executive Committee, or by way of **completing a form of questionnaire**.

See Appendix 10, “Outgoing Board Member Exit Interview”

(c) *New Temple Members – Welcome Packages*

The Temple has a tradition of having a **member of the Board** pay a brief visit to all **new members** which includes the delivery of a “**Welcome Package**”. At each Board meeting, a list of new members for that month is circulated and Board members are expected to volunteer.

(d) *New Temple Members – Other Initiatives*

From time to time, the **Membership Committee** initiates and carries out other programs and projects to welcome new Temple members. These have included such things as **receptions** for new members and their families at the homes of Temple members, **Friday Night Shabbat dinners** at Temple, a **special Friday night Shabbat** with a welcome and **Oneg** for new members, hosted by Board members.

In 2011, the Membership Committee began piloting a new program “***Opening your Hearts, Opening your Home***” where each Board member was asked to invite a new Temple member (a family or individual) to his or her home for Shabbat dinner. The aim of this initiative is to reach out to our new members and to warmly welcome them into our community.

See Appendix 11 “New Temple Member Guidelines” for more particulars.

Once a family or individual makes the commitment of membership to Temple Sholom it is vitally important that a real and lasting connection is actively nurtured. The synagogue has many points of integration through programming but it is the “**one on one**” relationships that will enhance the new member experience.

With the “*Opening your Hearts, Opening Your Home*” initiative we are asking the members of the Board to become **ambassadors** for engaging and integrating new members into the synagogue family. For some Board members this might mean moving out of your comfort zone and inviting someone new into your home. We encourage you to work with another Temple member and to co- host the Shabbat dinner.

Particulars are as follows:

1. Board members who wish to host a new member family or individual to Shabbat dinner will be identified and matched with people with whom they have shared interests.
2. The new member family or individual will receive a notice telling them that they will be getting an invitation to a board member’s home.
3. The host(s) will invite the new member family or individual to their home.
4. The Membership Committee requests your feedback and input so that it can improve the program.
5. You are encouraged to maintain a connection to the new members and to invite them to go with you to services or programs that are happening at Temple.

(e) *Announcements & Greeters*

At Board meetings a list is circulated requesting Board members to sign up to read **Temple announcements** from the program during services on Friday evenings and

Saturday mornings. You are expected to participate at least 2 to 3 times per year. You may wish to look for dates where you are familiar with the B’Nai Mitzvah family. Some tips for when you are the announcer:

- be sure to start off by giving your name and position on the Board;
- speak clearly, and begin by reading (or summarizing if they are long) the announcements on page 3 of weekly program;
- read the names of the hosts of the Oneg Shabbat following Friday night services, and of the Kiddush lunch following Saturday morning services. If the Temple is the host, be sure to state that.
- give the details of upcoming morning minyans during the week.

Following services, please try and speak to anyone who appears to be a new member or a visitor. **Welcome them and do what you can to make them feel at home.**

(f) Bar & Bat Mitzvah Presentations

At Board meetings a **list is circulated** with the dates and names of upcoming Bar and Bat Mitzvahs. Board members are to sign up for as many dates as possible at which they wish to be the presenter. The presentation is simple and brief.

See Appendix 12, “Bar & Bat Mitzvah Presenter Guidelines” for more particulars.

(g) Shivas

Notices of death and details of shiva are circulated by the Temple by email to Temple members who have requested to be put onto this particular email list. Often there will be many friends and family available to attend a Shiva, but sadly sometimes not. On those occasions, **Board members make themselves available to attend to support the Rabbi and the family.**

(h) Participation in Events

There are **many events** in the annual cycle of the Temple, whether they are spiritual, cultural, educational, community or social action, and some that are designed to be nothing more than pure fun. It could be a concert, a special speaker, the ever popular Fright-Night-Live service, the annual Sisterhood service or a Simchat Torah and Confirmation for our grade 10 students. We all have families and other commitments and we cannot be at everything, but **Board members are expected to support whatever events they can by their presence.** For events you cannot attend, you are expected to stimulate the awareness and participation of others.

Become knowledgeable about the activities of the Temple’s affiliate bodies, Sisterhood, Men’s Club and Sixty Plus, and support them as much as possible.

APPENDICES

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Appendix 2	Current List of Board & Committee Members
Appendix 3	Temple Sholom Cemetery Rules
Appendix 4	Temple Sholom Funeral & Burial Policy
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APPENDIX 1
Constitution and Bylaws

Copy of Constitution & Bylaws to be inserted under this tab.

Society Act

TEMPLE SHOLOM

Constitution

1. The name of the Society is TEMPLE SHOLOM.
2. The purposes of the Society are:
 - (a) To maintain a Synagogue and to conduct religious services;
 - (b) To establish and conduct educational classes and courses;
 - (c) To found and maintain cultural groups amongst its members and to provide facilities for their religious, social, cultural and educational activities;
 - (d) To found and maintain Jewish youth groups and to provide facilities for their religious, social, cultural and educational activities;
 - (e) To disseminate, teach, advance, maintain and inculcate the tenets, precepts, practice and observance of Reform Judaism generally;
 - (f) To devote part of its resources to social action activities ancillary and incidental to its charitable activities;
 - (g) To establish and maintain a cemetery;
 - (h) To foster and maintain artistic, performing arts and cultural events within the Synagogue;

all in accordance with the tenets and precepts of Reform Judaism.
3. In the event of the winding-up or dissolution of the Society, all the funds and assets of the Society remaining after the payment or satisfaction of all costs, charges, expenses, debts and liabilities of the Society, including the remuneration (if any) of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after the payment of any debts of the Society, must be given, transferred and distributed to such organizations that are registered charities pursuant to the provisions of the Income Tax Act that will be designated by the members of the Society at the time of the winding-up or dissolution of the Society and if effect cannot be given to the aforesaid provisions, such funds will be given, transferred and distributed to such organizations that are determined by the members of the Society to be registered charities pursuant to the provisions of the Income Tax Act which have purposes similar to those of the Society.
4. The activities and purposes of the Society will be carried out without purpose of gain for its members and any income, profits or other accretions to the Society will be used for promoting the purposes of the Society.
5. Paragraph 3 of the Constitution is alterable by special resolution of the members of the Society.
6. Paragraph 4 of the Constitution is unalterable.

TEMPLE SHOLOM

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Society Act

BYLAWS

TEMPLE SHOLOM

INTERPRETATION AND DEFINITIONS

- 1.1 In these Bylaws, unless the context otherwise requires:
- (a) “Board of Directors” or “Directors” means those persons described in Bylaw 7.2;
 - (b) “Cemetery” means the Temple Sholom Cemetery located at 14965 28th Avenue, White Rock, BC;
 - (c) “Congregation” means the Society;
 - (d) “Officers” means those persons described in Bylaw 7.2 (a).
 - (e) “Registered Address” of a member means the address as recorded in the register of members;
 - (f) “Society Act” means the Society Act of British Columbia from time to time in force and all amendments to it;
 - (g) “Synagogue” means Temple Sholom, 7190 Oak Street, Vancouver, British Columbia or such other place as the Directors may designate;
 - (h) “Term” means the time between the Annual General Meeting and the immediate next Annual General Meeting;
 - (i) “Trustees” means those persons described in Bylaw 7.2 (b);
 - (j) “URJ” means Union for Reform Judaism.
- 1.2 The definitions in the Society Act, on the date these Bylaws become effective, apply to these Bylaws.
- 1.3 Words importing the singular include the plural and vice versa; and words importing a male person include a female person.

2. LOCATION

- 2.1 The operations of the Congregation are to be carried on chiefly in the City of Vancouver, in the Province of British Columbia.

3. AFFILIATION

- 3.1 The Congregation will maintain affiliation with the URJ and obtain all services as well as privileges prescribed in the URJ Constitution and Bylaws.

4. MEMBERSHIP

- 4.1 The members of the Congregation are those persons who were members in good standing of the Congregation on the date these Bylaws came into force and those persons who subsequently become members of the Congregation in accordance with these Bylaws, until they cease to be members of the Congregation in accordance with these Bylaws.

- 4.2 Any person of the Jewish faith who is at least 19 years of age and the spouse of such person is eligible for election to membership.
- 4.3 The Board of Directors may establish special membership classifications with such provisions as it deems advisable.
- 4.4 Applications for membership in the Congregation must be made in writing to the Membership Committee, which must report on each application to the Directors for appropriate action.
- 4.5 A majority vote of the Directors present at a meeting of the Board of Directors is required to accept an applicant for membership. Notwithstanding Bylaw 4.2, the Directors, in their sole discretion, may reject any application for membership or may attach conditions to the acceptance of an application for membership.
- 4.6 Members must pay such annual dues, assessments, and other fees on such terms as determined by the Directors. It is a condition of membership and of continuing membership that the member makes a financial commitment to the Building Fund of the Congregation in such amount and upon such terms and conditions satisfactory to the Membership Committee or to such other committee established for this purpose. The Directors or the Treasurer may waive, extend the time for payment, or otherwise modify any financial obligation due from a member to the Congregation.
- 4.7 Except as otherwise provided or determined in accordance with these Bylaws, a member is in good standing, unless the member, within sixty (60) days of a written request to do so, fails to pay or to make satisfactory arrangements with the Treasurer to pay any dues or assessments, including monies payable to the Building Fund. A member who remedies such default will be considered to be in good standing.
- 4.8.1 Members in good standing will enjoy the following privileges:
- (a) attend all meetings of the Congregation and to have a vote at all such meetings and, subject to these Bylaws, to hold office in the Congregation;
 - (b) attend and participate in religious services of the Congregation, subject to the rules and regulations of the Congregation;
 - (c) enrol their children in the religious school of the Congregation, subject to the rules and regulations of the Congregation;
 - (d) purchase a plot in the Cemetery in accordance with the rules and regulations of the Congregation;
 - (e) hold a Bar or Bat Mitzvah, wedding service, or other life cycle event, in the Synagogue or in such other place acceptable to the Rabbi, in accordance with the rules and regulations of the Congregation;
 - (f) avail themselves of the services of the Rabbi for religious ceremonies, including a Bar or Bat Mitzvah, wedding services, or other life cycle event, in the Synagogue or in such other place as is acceptable to the Rabbi; and

(g) obtain the services of the Rabbi for a funeral conducted according to Jewish law, provided that only persons of the Jewish faith may be buried in the Cemetery.

4.8.2 The privilege of participation by a member in good standing in functions and activities, other than voting and otherwise, as determined in the rules and regulations of the Congregation, will extend to the member's dependents under 19 years of age and, subject to the approval of the Membership Committee, will extend to the member's dependents over 18 years of age.

5. CESSATION OF MEMBERSHIP

5.1 A person ceases to be a member of the Congregation:

(a) by submitting a resignation to the Secretary or Executive Director, effective on the date of submission or such later date specified in the resignation, or

(b) on death, or

(c) on the member being suspended or expelled.

5.2 The Directors may expel or suspend any member whose conduct is determined by the Directors to be improper or likely to detrimentally affect the interests or reputation of the Congregation, who willfully commits a breach of the Constitution, Bylaws, rules or regulations of the Congregation; or who fails to pay monies owing to the Congregation or make satisfactory arrangements for payment, within sixty (60) days of receipt of a written request to do so.

5.3 No member will be expelled or suspended without being first given an opportunity to be heard by the Directors at a meeting called for that purpose. The Directors must give at least seven (7) days written notice forwarded by registered or certified mail to a member at the member's registered address, specifying the time and place set for the meeting to consider the expulsion or suspension of the member and specifying the reasons therefor. If the member or the member's designated representative does not appear at the meeting, the Directors may nevertheless consider and dispose of the matter, and must send the member, at the member's registered address, written notice of its decision.

5.4.1 A member who is expelled ceases to be a member upon the effective date of the expulsion and will not thereafter be entitled to become a member of the Congregation again until the Directors expressly so resolve. The Directors may permit a person who was expelled as a member to become a member again unconditionally or conditionally upon conditions fixed by the Directors.

5.4.2 A member who is suspended, during the period of the suspension as fixed by the Directors, is not in good standing and will not be entitled to exercise or enjoy any of the rights or privileges of membership, except as expressly fixed by the Directors.

5.5 Notwithstanding the expulsion, resignation or suspension of a member, any outstanding dues or assessments, payable to the Congregation, remain payable by that member. Any person who ceases to be a member, for whatever reason, will not be entitled to any refund of dues or assessments.

6. MEETINGS OF MEMBERS

- 6.1 Annual General Meetings of the Congregation will be held within the time prescribed by the Society Act.
- 6.2 Annual General Meetings and all extraordinary general meetings will be held at the Synagogue or at such other place in British Columbia as the Directors may designate.
- 6.3 The following business must be conducted at each Annual General Meeting:
- (a) consideration of the annual financial statements of the Congregation for the last completed fiscal year of the Congregation;
 - (b) consideration of the budget for the ensuing fiscal year;
 - (c) receipt of the report of the Directors;
 - (d) election of Trustees and Officers;
 - (e) receipt of the reports of such committees of the Congregation as the Directors require to report to such meeting; and
 - (f) such other business as may be required by law, these Bylaws, the rules and regulations of the Congregation or as may be properly brought before the meeting.
- 6.4 All meetings other than Annual General Meetings will be known as extraordinary general meetings and will be held at such time as may be determined from time to time by the Directors.
- 6.5 The Directors at any time may, and must, on the written requisition signed in one or more counterparts by not less than 10% of the members in good standing, convene an extraordinary general meeting of the members within twenty-one (21) days of the date that the requisition is delivered in accordance with bylaw 6.7. The requisition must state the object of the meeting, set forth any proposed motions to be brought before the meeting, and be delivered to the President of the Congregation.
- 6.6 If the Directors do not convene an extraordinary general meeting within twenty-one (21) days from the date of delivery of a request in accordance with Bylaw 6.5, those requesting the extraordinary general meeting may themselves convene the meeting. Any meeting so convened must be convened in the same manner, as nearly as possible, as general meetings convened by the Directors and must be held within four (4) months of the date of the delivery of the requisition.
- 6.7 A notice specifying the date, place and time of any general meeting must be delivered or sent by mail, at least fourteen (14) days prior to the date of the meeting, to each member then in good standing. The notice must set forth the nature of any business to be transacted at the meeting. In the event of a mail strike or slowdown then, in addition to or in lieu of any other way of giving notice to its members, notice may be given by publishing the notice in one issue of a local daily newspaper circulating in Greater Vancouver.

- 6.8 The accidental omission to give any such notice to, or the non-receipt of such notice by, any member will not invalidate the proceedings at a meeting.
- 6.9 Proxy voting is not allowed at meetings of the Congregation.
- 6.10 Only members in good standing at the time of a meeting of members and the Rabbi are entitled to attend the meeting.
- 6.11 (a) A meeting of members may be adjourned from time to time and from place to place, but no business will be transacted at an adjourned meeting other than the business left unfinished at the adjourned meeting.
- (b) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
- (c) Except as provided in this Bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 6.12 Each member in good standing will be entitled to one (1) vote on each question arising at any meeting of the Congregation or, with respect to any resolution submitted to the members for their consent.
- 6.13 At all meetings of the Congregation, every question must be decided by a show of hands, unless a poll is demanded by the Chair or by a member entitled to vote on the question, before or upon the declaration of the result on a show of hands.
- 6.14 On a show of hands or on a poll, every member present in person and entitled to vote will have one (1) vote. Subject to a poll being taken, a declaration of the results of a show of hands by the Chair of the meeting that a resolution has been carried by the required majority or not carried and an entry to that effect in the minutes of the meeting will be conclusive evidence of the decision, without proof, of the number of votes in favour of, or against, such resolution.
- 6.15 If a poll is demanded and not withdrawn, the question must be decided by such members entitled to vote as are present in person. The poll will be taken at the meeting in such manner as the Chair of the meeting directs and the result of such poll will be deemed the decision of the members upon the matter in question. Upon a poll being taken, a declaration by the Chair of the meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the meeting will be conclusive evidence of the fact without proof of the number of votes in favour of, or against, such resolution.
- 6.16 In case of an equality of votes at any meeting of members, whether upon a show of hands or a poll, the Chair of the meeting will be entitled to a second or casting vote.
- 6.17.1 At all general meetings of the Congregation, a quorum for the transaction of business is thirty (30) members in good standing.
- 6.17.2 No business, other than the election of a chair or the adjournment or termination of the meeting, will be conducted at any general meeting unless a quorum of members, entitled to attend and vote, is present at the commencement of the meeting, but the quorum need not be present throughout the meeting.

- 6.17.3 If, within thirty (30) minutes from the time appointed for a general meeting, a quorum is not present, the meeting, if convened on the requisition of members, must be terminated; but in any other case, the meeting will stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present will constitute a quorum.
- 6.18.1 Subject to Bylaw 6.18.2, the President of the Congregation, and in the President's absence, the First Vice-President, and in the First Vice-President's absence, the Second Vice-President, and in the Second Vice-President's absence, the Third Vice-President, or in the absence of all of them, one of the other Directors present must chair a general meeting.
- 6.18.2 If, at a general meeting:
- (a) there is no President, First Vice-President, Second Vice-President, Third Vice-President or Director present within fifteen (15) minutes after the time appointed for holding the meeting;
or
 - (b) the President and all the other Directors present are unwilling to act as Chair;
- the members present must choose one of their number to be chair.
- 6.19 All resolutions proposed at a meeting must be seconded and the Chair of the meeting may move or propose a resolution.

BOARD OF DIRECTORS

7.1.1 The Directors will manage or supervise the management of the affairs of the Congregation and may exercise all the powers and do all the acts and things that the Congregation may exercise and do, and that are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Congregation in general meeting, but subject, nevertheless, to:

- (a) all laws affecting the Congregation;
- (b) these Bylaws; and
- (c) the rules and regulations, not being inconsistent with these Bylaws, which are made from time to time by the Congregation in general meeting.

7.1.2 No rule or regulation, made by the Congregation in general meeting, invalidates a prior act of the Directors that would have been valid if that rule or regulation had not been made.

7.2 The Board of Directors will consist of the following:

- (a) the Officers set out in Bylaw 8.1, elected at large by the members of the Congregation, and any successor appointed pursuant to Bylaw 9.5;
- (b) the ten (10) Trustees elected at large by the members of the Congregation and any successors appointed pursuant to Bylaw 9.5;
- (c) The President of the Men's Club, the President of the Sisterhood and the President of the 60+ Group;

(d) The Immediate Past President;

(e) Chairs of Standing Committees;

provided that no person may be a member of the Board of Directors unless they are a member of the Congregation in good standing and of the Jewish faith.

7.3 No Director will be remunerated for being or acting as a Director, but a Director may be reimbursed for all expenses necessarily and reasonably incurred while the Director is engaged in the affairs of the Congregation.

7.4 Any past President of the Congregation, other than the Immediate Past President may attend a meeting of the Directors in an ex officio capacity, and may participate in the discussion at the meeting, but may not vote on resolutions put before the meeting. The Immediate Past President is an official member of the Board of Directors with the right to vote.

7.5 With the exception of the Rabbi, the Directors will have the right to engage and remove officials or such other persons who may be required in the service of the Congregation. The Directors may delegate such right from time to time as they will determine. The remuneration of the Rabbi, Cantor or Cantorial Soloist, Executive Director and all other persons required in the service of the Congregation will be fixed by the Board of Directors.

7.6 In addition to the Executive Committee, the Directors may delegate to committees any of its powers and duties except as required by law or by these Bylaws which are powers and duties specifically required to be performed by the Directors.

7.7 The Directors may invest the funds of the Congregation only in securities in which trustees are authorized by law to invest and State of Israel Bonds and the Directors may cause the Congregation to be the registered beneficiary of any life insurance policy or may take an absolute assignment of a life insurance policy.

7.8 The Directors must convene an extraordinary general meeting of the members, who will determine by special resolution, a disposition of all or substantially all of the assets or real property of the Congregation or any acquisition of real property.

7.9 The Directors will meet monthly at a place and time designated by the President or as waived by a resolution of the Directors, and a quorum will be 30% of the Board of Directors provided that at least two (2) Directors present must be Officers. No matter may be decided upon by the Directors except by a majority of votes of the Directors present at the meeting.

7.10 Additional meetings of the Directors may be called by the President at the President's discretion, and must be called by the President at the written request of five (5) Directors. Said request must state the reason for and the purpose of the meeting. In the event that the President fails to issue a call for such meeting, within five (5) days after being requested to do so, any other Director may issue such call.

7.11 The President must chair all meetings of the Directors, but if the President is not present within thirty (30) minutes after the time appointed for holding the meeting or declines to act as Chair, the First Vice-President will act as chair; but if neither is present, the Directors present may choose one of their number to chair that meeting.

7.12 A Director who may be absent temporarily from British Columbia may send or deliver to the address of the Congregation a written waiver of notice of any meeting of the Directors and may at any time withdraw the waiver, and until the waiver is withdrawn:

- (a) no notice of a meeting of Directors is required to be sent to that Director; and
- (b) any and all meetings of the Directors of the Congregation, notice of which has not been given to that Director will, if a quorum of the Directors is present, be valid and effective.

7.13 In the case of an equality of votes at a meeting of the Directors, the chair of the meeting may cast a second or casting vote in order to break the tie.

7.14 A resolution in writing, signed by all the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of Directors.

7.15 A Director who is, directly or indirectly, interested in a proposed contract or transaction with the Congregation, must disclose fully and promptly the nature and extent of the interest to every other Director at the first meeting of the Directors at which the matter is considered. Such Director must not be counted in the quorum at a meeting of the Directors at which the proposed contract or transaction is approved, and the interested Director must abstain from voting on the approval of the proposed contract or transaction.

7.16 All resolutions proposed at a meeting of Directors need to be seconded and the Chair may move or propose a resolution.

8. OFFICERS

8.1 The Officers of the Congregation are:

- (a) President;
- (b) First Vice-President;
- (c) Second Vice-President;
- (d) Third Vice-President;
- (e) Secretary; and
- (f) Treasurer

8.2 The President, subject to these Bylaws, must preside as chair at all meetings of the Congregation, the Directors and the Executive Committee; call all meetings of the Congregation, the Directors and the Executive Committee and appoint, subject to Directors' approval, all committee chairs. The President is an ex-officio member of all committees, without the right to vote except the Executive Committee for which the President is an official member with the right to vote.

8.3 The First Vice-President will assist the President in the discharge of the President's duties and in case of the President's absence, resignation, death or disability will discharge all of the duties of that office.

- 8.4 The Second Vice-President will assist the President and the First Vice-President and, upon the disability of the First Vice-President, or upon a vacancy in that office by any cause whatsoever, will succeed to that office.
- 8.5 The Third Vice-President will assist the President and the First and Second Vice-Presidents or, upon the disability of the Second Vice-President, or upon a vacancy in that office by any cause whatsoever, will succeed to that office.
- 8.6 The Secretary must keep, at the offices of the Congregation, an accurate record of all the proceedings of the Congregation and of the Directors; issue all notices for meetings of the Congregation and of the Directors; carry on all correspondence of the Congregation and the Directors, and sign all instruments and documents as may be necessary to effectuate the proper directions of the Congregation or the Directors; have custody of all records and documents of the Congregation except those required to be kept by the Treasurer; have custody of the common seal of the Congregation; and maintain the register of members. The Directors may appoint an Executive Director or some other person to carry out the clerical duties of the Secretary.
- 8.7 The Treasurer will keep an accurate and correct record of the receipt and expenditures of the Congregation and of the accounts between the Congregation, its members and others, which records at all times, must be open for inspection by the Directors, notify all members of the Congregation of their indebtedness to it; receive all monies which, from time to time, are payable to the Congregation, giving a receipt therefor, and cause same to be deposited or invested in the Congregation's name, as directed by the Directors. The Treasurer must render a report of the finances of the Congregation at the Annual General Meeting, and at such other meetings or occasions as the Treasurer may be directed to do so by the Congregation or the Directors or the Executive Committee. Said report will form part of the Minutes of the meeting at which same is presented. The Treasurer must keep the financial records including books of account, necessary to comply with the Society Act; and render financial statements to the Directors, members and others, when required. The Directors may appoint some other person to carry out the accounting duties of the Treasurer.
- 8.8.1 The Board of Directors will have an Executive Committee composed of all of the Officers and the immediate past President of the Congregation, plus such other Directors as the Directors may, from time to time, appoint to the Executive Committee.
- 8.8.2 The Executive Committee will have the authority, subject to any limitation imposed upon it by the Board of Directors, to exercise all the powers of the Board of Directors during the intervals between the meetings of the Board of Directors, provided, however, that all decisions made by the Executive Committee must be reported to the Board of Directors at the next succeeding meeting of the Board of Directors.
- 8.8.3 The Executive Committee may meet and adjourn as it thinks proper. The President will Chair all meetings of the Executive Committee except, in the President's absence, the First Vice-President will act as Chair; however, if neither is present, then those present will select a Chair. Questions arising at any such meeting will be determined by a majority of votes of the members of the committee present, and in case of an equality of votes, the Chair of the meeting will have a second or casting vote. A resolution submitted to all members of the Executive Committee and approved, in writing, by at least 75% of the members of such committee will be as valid and effective as if it had been passed at a meeting of such committee duly called and constituted. Such resolution may be in two or more counterparts, which together, will be deemed to constitute one resolution, in writing. Such resolution must be filed with the minutes of the proceedings of

the Executive Committee and will be effective on the date stated thereon, or if no effective date is specified, then on the latest date of any counterpart. A majority of the members of the Executive Committee will constitute a quorum for the transaction of business.

- 8.9 The signing officers of the Congregation will be any two Officers or such person or persons as the Directors may, from time to time, by resolution, appoint.

9. **ELECTION OF TRUSTEES AND OFFICERS**

- 9.1.1 The President will appoint a Past President to be Chair of the Nominating Committee. The balance of the Committee will be appointed by the Chair of the Nominating Committee and will consist of six (6) or more other members of the Congregation.

- 9.1.2 The Nominating Committee may not place any member of the Nominating Committee on the slate of Trustees and Officers prepared by the Nominating Committee without the approval of the Directors.

- 9.1.3 The Nominating Committee will prepare a slate for the election of Trustees and Officers at the ensuing Annual General Meeting to replace those Trustees and Officers whose offices have been vacated or whose terms will expire at the meeting, which slate must be delivered to the President thirty-five (35) days before the meeting and circulated to the members of the Congregation together with notice of the Annual General Meeting. Any member of the Congregation who wishes to nominate any other member must do so in writing, accompanied by the written acceptance of the person so nominated, and the nomination and acceptance must be delivered or mailed to the head office of the Congregation to the attention of the President at least thirty (30) days before the Annual General Meeting at which the election is to be held and such nominees name must be circulated to the members of the Congregation together with the notice of the Annual General Meeting. Additional nominations may be made at the meeting provided the nominee has consented to act, in writing, or is present at the Annual General Meeting and agrees to act.

- 9.2 Subject to Bylaw 9.1, any person of the Jewish faith and having been a member in good standing of the Congregation for a period of at least six (6) months, will be eligible for election by the membership as a Trustee or Officer.

- 9.3.1 Trustees are elected for a two-year term. Retiring Trustees may be re-elected if they are otherwise eligible for election pursuant to these Bylaws.

- 9.3.2 At the Annual General Meeting held in an even year, the terms of office of the Trustees elected at the Annual General Meeting held in an even year will expire. At the Annual General Meeting of the Congregation held in an odd year, the terms of office of the Trustees elected at the Annual General Meeting held in an odd year will expire.

- 9.3.3 A Trustee will not be eligible for election as a Trustee for more than two (2) consecutive two-year terms.

- 9.3.4 An election may be by acclamation, otherwise it will be by secret ballot.

- 9.4.1 Immediately following the election of the Officers, the members of the Congregation present must, at the same meeting, elect from among the members, persons to fill the position of any Trustee whose term has expired.

- 9.4.2 Officers will be elected for a term of one (1) year and may be re-elected for a second and third consecutive term. Officers are not eligible for four (4) consecutive terms in the same office.
- 9.5.1 The office of a Trustee or Officer must be vacated if the person:
- (a) resigns their office;
 - (b) ceases to be a member in good standing of the Congregation;
 - (c) is declared to be a patient pursuant to the Patients Property Act of the Province of British Columbia or becomes of unsound mind;
 - (d) fails to attend three (3) successive regular meetings of the Board of Directors, unless the absence is excused by the Board of Directors for good and sufficient cause; or
 - (e) is removed from office pursuant to Bylaw 9.5.2.
- 9.5.2 Trustee or Officer may be removed from office before the expiry of their term by ordinary resolution of the members or by a majority of 75% of the Directors who are present and vote on a resolution for removal of said Director at a special meeting of the Board called for that purpose.
- 9.5.3 Any vacancy, howsoever caused, occurring on the Board of Directors in respect of a position to which a person was elected pursuant to the provisions of Bylaw 9, may be filled by the remaining Directors. Any vacancies not so filled by the Board must be filled by election at large at the next Annual General Meeting or an Extraordinary General Meeting called for such purposes. Any Director so elected or appointed to the Board will hold office for the unexpired term of the person being replaced.
- 9.5.4 If the election of the required number of Trustees or Officers is not completed at an Annual General Meeting, the vacant position(s), provided that they do not exceed two in number, may be filled by the Directors. If the vacant positions exceed two (2) in number, the vacant positions will be filled by an election at an extraordinary general meeting called for such purpose.
- 9.6.1 No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office.
- 9.6.2 All acts done by any meeting of the Directors or of a committee of the Directors or by any person acting as a Director or Officer will, notwithstanding that it be afterwards discovered that there was some defect in the qualification, election or appointment of any Director or person acting as aforesaid, be as valid as if every Director or every such person had been duly elected or appointed and was qualified.
- 9.6.3 Notwithstanding anything else in these Bylaws, except Bylaw 9.5, the Directors in office immediately prior to the Annual General Meeting at which their terms of office are to expire remain in office until their respective successors are elected or appointed.
- 9.7 The President will preside over the elections if the Director is not a candidate for re-election; otherwise, the Director must appoint some other member who is not a candidate for office and who is acceptable to those present to preside in the Director's place. In the event of a tie vote in an election, the presiding officer will have a second or casting vote. The said presiding officer will appoint at least three (3) members to be the tellers and judges of election. They will receive and

count the ballots and the decision of a majority of them will be final on any questions arising as to the legality of a ballot.

10. **STANDING COMMITTEES**

10.1 The President will appoint the Chairs of the following Standing Committees at the first meeting of the Board of Directors following the Annual General Meeting, subject to the approval of the Directors:

- (a) Religious School Committee
- (b) Budget and Finance Committee
- (c) Ritual Committee
- (d) Membership Committee
- (e) Youth Activities Committee
- (f) Legal and Constitution Committee
- (g) Cemetery Committee
- (h) Social Action Committee
- (i) Visual Arts Committee
- (j) Ways and Means Committee
- (k) Adult Education Committee
- (l) Endowment Fund Committee
- (m) Security Committee

10.2 The Chair of each Standing Committee will submit plans and recommendations for the work of the Committee to the Directors for approval and no policy will be initiated and no action will be taken by any Committee without such approval.

10.3 The Chair of each Committee must present such reports and documents, as may be directed by the Directors.

10.4 All books, records, vouchers and other documents of the respective committees must be delivered to the Directors at the expiration of each Committee's term of appointment.

10.5 The Chair of each Standing Committee will serve for a term of one (1) year but no longer than two (2) consecutive terms unless approved by the Directors.

Religious School Committee

10.6 The Religious School Committee must advise the Board of Directors on all matters pertaining to the religious school including the Bar and Bat Mitzvah classes and Confirmation classes, submit an annual budget thereof to the Board of Directors, recommend policies to the Board of Directors and carry out the policies of the Board of Directors with respect to the operation of the Religious School and deal with such other matters as may be referred to the Religious School Committee by the Board of Directors. In cooperation with the Rabbi and the School Principal, the Religious School Committee must formulate all regulations necessary for the administration of the School, recommend the engagement and dismissal of teachers, and approve the curriculum for the Religious School.

Budget and Finance Committee

- 10.7 The Budget and Finance Committee will consist of no fewer than two (2) and no greater than four (4) members including the Treasurer. The Treasurer will be its Chair. The Budget and Finance Committee must prepare and submit the annual budget to the Board of Directors, supervise the Congregational budget, and recommend to the Board of Directors budget transfers and adjustments whenever they appear necessary, render financial statements, examine the accounts of all committees and persons having in charge the disbursements of funds, check the accounts of all members in arrears of dues and assessments, superintend the collection thereof and generally supervise all matters pertaining to the finances of the Congregation. The Budget and Finance Committee will further cause the books of the Congregation to be prepared at the close of the fiscal year, and submit the financial report forthwith to the Board of Directors, and deal with such other matters as may be referred to the Budget and Finance Committee by the Board.

Ritual Committee

- 10.8 The Ritual Committee in cooperation with the Rabbi will consider the ritual and observances of the Temple and promote such practices in the home as will enhance the values of Jewish living, and aid the Rabbi in the proper conduct of the services, the distributions of honours, the appearance of guest speakers at services, and any other matter pertaining thereto, and shall deal with such other matters as may be referred to the Ritual Committee by the Board of Directors.

Membership Committee

- 10.9 The Membership Committee will secure affiliation with the Congregation of all members of the community who are not affiliated with congregations of a similar kind, and receive, investigate and report to the Board of Directors on all applications for membership in the Congregation, maintain a membership list and deal with such other matters as may be referred to the Membership Committee by the Board of Directors.

Youth Activities Committee

- 10.10 The Youth Activities Committee will foster youth activities in and around the Temple, subject to the approval of the Board of Directors, and use the facilities of the Temple for the development of such activities. The Youth Activities Committee will deal with such other matters as may be referred to the Youth Activities Committee by the Board of Directors.

Legal and Constitution Committee

- 10.11 The Legal and Constitution Committee will have jurisdiction over all legal matters of the Congregation including revisions to the Constitution and Bylaws, interpretation and other legal matters such as insurance, bonding of officers and contractual arrangements, and deal with such other matters as may be referred to the Legal and Constitution Committee by the Board of Directors.

Cemetery Committee

- 10.12 The Cemetery Committee will manage the Cemetery under authorization of the Board of Directors and deal with such other matters as may be referred to the Cemetery Committee by the Board of Directors.

Social Action Committee

- 10.13 The Social Action Committee will inform the Congregation of matters requiring consideration of social action and recommend to the Congregation and Board of Directors action that could be taken and deal with such other matters as may be referred to the Social Action Committee by the Board of Directors.

Ways and Means Committee

- 10.14 The Ways and Means Committee will promote various projects for the raising of funds for the accomplishment of the objectives of the Congregation, assist the other committees of the Congregation in achieving their objectives whenever such assistance may be needed, and deal with such other matters as may be referred to the Ways and Means Committee by the Board of Directors.

Visual Arts Committee

- 10.15 The Visual Arts Committee will consist of at least eight (8) members. The Visual Arts Committee will review all donations and acquisitions of art and arrange for the installation and display thereof and initiate and promote visual art and coordinate major artistic projects and events of the Congregation and will deal with such other matters as may be referred to the Visual Arts Committee by the Board of Directors. The Committee will not be responsible for art displays or exhibits in school halls, classrooms or private offices.

Adult Education Committee

- 10.16 The Adult Education Committee will advise the Board of Directors on all matters pertaining to adult education, submit an annual budget to the Board, recommend policies to the Board of Directors and carry out the policies of the Board of Directors with respect to the operation of adult education and deal with such other matters as may be referred to the Adult Education Committee by the Board of Directors. In cooperation with the Rabbi, the Adult Education Committee will formulate all regulations necessary for the administration of the Adult Education classes, recommend the engagement and dismissal of teachers, and approve the curriculum for the classes.

Ad Hoc Committee

- 10.17 The Directors may form such ad hoc special committees as may be required from time to time.

Endowment Fund Committee

- 10.18 The Endowment Fund Committee will supervise the Endowment Fund in accordance with the Temple Sholom Endowment Fund Articles. The Committee will arrange management services for the Fund, make planning recommendations for fundraising, and recommend education resources relating to the Fund. It will prepare and submit an Annual Financial Report to the Board of Directors and deal with other matters as may be referred to the Endowment Fund Committee by the Board of Directors.

Security and Safety Committee

- 10.19 Security and Safety Committee will monitor and evaluate systems in place at Temple Sholom and to advise the Board of Directors from time to time as to additions or changes the Committee recommends to protect the Temple facility, staff and members and to deal with such other matters

as may be referred to the Security and Safety Committee by the Board of Directors. A representative of the Committee will liaise with the Canadian Jewish Congress and other community organizations, as relates to security issues affecting the Jewish community, and report to the Board of Directors on a regular basis.

11. RABBI

- 11.1 The Congregation must abide, in its selection of a Rabbi, by the rules and regulations of the Rabbinical Placement Commission of the URJ, the Central Conference of American Rabbis and the Hebrew Union College – Jewish Institute of Religious.
- 11.2 The Rabbi will be the spiritual head of the Congregation and will perform all religious services and duties in connection with that office. The Rabbi will superintend the Religious School and other educational and cultural activities of the Congregation.
- 11.3 The Rabbi will be selected by a special Pulpit Committee appointed by the President of the Congregation with the approval of the Board of Directors. This Committee will recommend to the Board of Directors a Rabbi to be elected. Upon approval of the Board of Directors, this recommendation must be presented to the Congregation at an Annual General Meeting or Extraordinary General Meeting of the Congregation. A special resolution will be required for the initial election of a Rabbi.
- 11.4 The Rabbi may be elected for a specified term. Six (6) months prior to the completion of such term, the Board of Directors will make a recommendation as to re-election. This recommendation will be submitted to an Annual General Meeting or Extraordinary General Meeting of the Congregation at least five (5) months prior to the completion of the term, and a majority vote of those present will decide on the recommendation.
- 11.5 The Rabbi or Congregation may terminate their relationship upon notice of not less than six (6) months.

12. MEN’S CLUB, SISTERHOOD, AND 60+ GROUP

- 12.1 The Men’s Club, Sisterhood, and 60+ Group, or such similar organization as may be affiliated with the Congregation from time to time, will work together with the Congregation and support its activities.
- 12.2 The President of the Men’s Club, the President of the Sisterhood, and the President of 60+ Group will have the right to attend and receive notice of all general meetings of the Congregation and will submit a report of their organization’s activities to these meetings.
- 12.3 The Bylaws and other regulations of Men’s Club, Sisterhood, and 60+ GROUP must be consistent with the Constitution, Bylaws and policies of the Congregation.
- 12.4 The President of the Men’s Club, the President of the Sisterhood, and the President of the 60+ GROUP must be of the Jewish faith and at least 19 years of age and be a member of the Congregation in good standing for at least six (6) months.

13. SEAL AND RECORDS

- 13.1 The Directors may provide a common seal for the Congregation and may destroy a seal and substitute a new seal in its place and the seal, with the books and records of the Congregation, must be in the custody of the Directors or their nominees and must be kept at the Synagogue or at such other address as the Board of Directors approves and which complies with the Society Act.
- 13.2 The Board of Directors will cause accounts of all the business of the Congregation and minutes of the proceedings of all meetings of the Members of the Congregation and the Board of Directors to be duly entered in a book or books for that purpose and kept at the place or places determined from time to time in accordance with Bylaw 13.1, and any such minutes signed by the President or the Secretary will be prima facie evidence of the matters stated therein.
- 13.3 The seal of the Congregation must not be affixed to any instrument or document except in the presence of the following persons, namely:
- (a) any two Officers; or
 - (b) such other person or persons as the Board of Directors may from time to time by resolution appoint,

and the said officers, person or persons in whose presence the seal is so affixed to an instrument will sign such instrument. For the purpose of certifying under seal true copies of any document or resolution the seal of the Congregation may be affixed in the presence of any one of the foregoing persons.

- 13.4 The documents, including the accounting records of the Congregation, must be open to inspection by any Director or Member of the Congregation at any time during normal business hours of the Congregation upon reasonable notice to the Congregation. No documents, records or registers of the Congregation must be open to inspection by any other person except to such extent, at such time and upon such conditions as the Board of Directors may from time to time determine.

14. **FINANCING**

- 14.1 In order to carry out the purposes of the Congregation, the Board of Directors may, on behalf and in the name of the Congregation, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures or the operation of one or more businesses to enhance or help finance those activities that advance the purposes of the Congregation as described in the Constitution of the Congregation.
- 14.2 No debenture will be issued without the sanction of a special resolution of the Congregation.
- 14.3 The members may by special resolution restrict the borrowing powers of the Board of Directors, but a restriction imposed expires at the next Annual General Meeting.
- 14.4 The Board of Directors is empowered to establish one or more separate companies to generate revenue or to finance any businesses that the Congregation proposes to operate. Any business, trade, industry or profession operated by the Congregation must be incidental to the purposes of the Congregation and be carried out without purpose of gain for its members and any income, profits or other accretions must be used for promoting the purposes of the Congregation.

15. **FISCAL YEAR**

15.1 The fiscal year of the Congregation ends on the last day of April in each year or on such other date as the Board of Directors may from time to time by resolution determine.

16. **NOTICES TO MEMBER**

16.1 A notice may be given to a member (in any capacity) either personally or by mail to the member at the member's registered address.

16.2 A notice sent by mail is deemed to be delivered on the fourth business day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put with prepaid postage in a Canadian post office receptacle.

16.3 Notice of a general meeting must be given to:

- (a) every member shown on the register of members on the day notice is given, and
- (b) the Rabbi.

No other person is entitled to receive a notice of a general meeting.

17. **RULES OF ORDER AND PROCEDURE**

17.1 The latest published edition of Robert's Rules of Order Revised will be the standard guide of procedure in the Congregation, in the absence of any law, bylaw, policy or rule of the Congregation governing the procedure in a particular situation.

17.2 The order of business at any meeting will be determined by the presiding officer.

18. **COPIES OF BYLAWS**

18.1 On being admitted to membership, each member is entitled to, and the Congregation must give the member, upon request without charge, a copy of the Constitution and Bylaws of the Congregation.

19. **AMENDMENTS OF BYLAWS**

19.1 These Bylaws must not be altered or added to except by special resolution.

APPENDIX 2

Current List of Board & Committee Members

Obtain Current List from Temple's Executive Director

APPENDIX 3
Temple Sholom Cemetery Rules

Copy of Temple Sholom Cemetery Rules to be inserted under this Tab.

TEMPLE SHOLOM
CEMETERY RULES
PART 1
INTERPRETATION

1.1 In these rules, unless there is something in the subject or context inconsistent therewith:

“Cemetery” means the lands and any improvements thereon described in paragraph 2.1 below.

“Cremation, Interment and Funeral Services Act (CIFS Act)” is the Act which concerns cemeteries as from time to time enacted and all amendments thereto and includes the Regulations there under.

“Temple” means Temple Sholom, incorporated under the Societies Act of British Columbia, Certificate Number 7091.

“Temple Board” means the Board of Directors of Temple appointed and elected pursuant to the general by-laws of Temple.

“Grave space” or “lot” or “plot” means a specific site or place for burial of human remains in the cemetery and shown on an approved survey plan of the cemetery.

“Grave marker” or “marker” means a plaque, headstone, plate or like marker for installation on a grave to identify and memorialize the deceased person buried there.

“Immediate family” means husband, wife and dependants residing in the same household.

Words importing the singular include the plural and vice versa; and words importing male persons include female persons and words importing persons shall include corporations.

PART 2
CEMETERY PROPERTY

- 2.1 Temple Sholom has acquired and set aside for use as a cemetery in accordance with the tenets and precepts of Reform Judaism, the following property, namely, the lands, improvements and appurtenances thereto situated in the Municipality of Surrey, Province of British Columbia, and legally described as being Lot 27 of the North East Quarter of Section 22, Township 1, Plan 42442, New Westminster District.
- 2.2 A copy of the plans of the cemetery, shall be submitted the Business Practices and Consumer Protection Authority or others having jurisdiction in respect thereto pursuant to the Cremation, Interment and Funeral Services Act or otherwise, for acceptance and filing and copies of same shall also be kept available for inspection by the members of Temple or others entitled thereto at the head office of the Temple and at such other places as the Cemetery Committee may designate.

PART 3
CEMETERY COMMITTEE

- 3.1 The management of the cemetery shall be vested in the Cemetery Committee which shall manage, supervise and administer the use and operation of the cemetery subject to the general principles and policies in respect thereto fixed by the Temple Board.
- 3.2 Subject as aforesaid, in order that the cemetery may be operated in a manner responsive to the exigencies of death and otherwise in a proper and efficient manner, the Cemetery Committee is vested with the power, capacity and authority to exercise all powers of the Temple circumstances not expressly or adequately provided for in these rules as they in their discretion may reasonably deem necessary or advisable.
- 3.3 Without limiting the generality of the foregoing clauses 3.1 and 3.2, the Cemetery Committee may recommend, enact and administer rules or regulations and/or act in respect of the following matters:
- a) fees and charges in connection with the sale or transfer of grave spaces, interment, care of graves, and other matters, facilities and services in relation to the cemetery, including different rates or tariffs as between members of the Temple, non-members of Temple, or other classes of persons, provided all fees and charges required to be shown on a schedule or tariff of rates and filed pursuant to the Cremation, Interment and Funeral Services Act shall be so filed;
 - b) allowing for elimination or reduction of charges for grave space and other services in respect of indigents or others in special circumstances deemed appropriate by the Cemetery Committee;
 - c) establishing minimum requirements for the upkeep, condition and care of grave spaces and the cemetery generally;
 - d) the receipt, use, investment, administration and expenditure of gifts and donations received for cemetery purposes but not forming part of payment of any fee or charge for specific services and for which other provision has been made by the Rules;
 - e) the preparation of a plan or plans and specifications of the cemetery and its grave spaces and its improvements and fixing a policy in respect of timely and orderly or progressive use and development of burial areas in the cemetery and requiring all burials or other activities with such plans, policies and specifications and the Cremation, Interment and Funeral Services Act;
 - f) the standards of construction, design, erection and arrangement of grave markers to be permitted in the cemetery and any fees to be paid in respect of such markers;
 - g) designating and reserving grave spaces within the cemetery for particular groups and organizations or for particular purposes;
 - h) construction, maintenance and alteration of lawns, hedges, ground covering, roads, pathways, trees and other like matters affecting landscaping in the cemetery;
 - i) determining the size of grave spaces including fixing different sizes of grave spaces for adults, infants and children;
 - j) the location, construction and use of any chapel or other buildings at the cemetery;
 - k) the conduct of funerals and memorial services or other activities at the cemetery;
 - l) the terms and conditions upon which persons, if otherwise entitled, may acquire or reserve grave space in advance of need; and

- m) the hours during which the cemetery shall be open for interments, visiting and other activities; and
- n) automobiles and other vehicles in and about the cemetery;

Provided that the rules and regulations shall not contravene the requirements of the Cremation, Interment and Funeral Services Act.

- 3.4 The Cemetery Committee shall consist of such persons (hereinafter sometimes referred to as the "Cemetery Trustees") appointed or elected as such in accordance with the provisions in that regard set forth in the general by-laws of Temple. Until such time as a Cemetery Committee is so elected or appointed the Temple Board shall act as a Cemetery Committee and the President of Temple shall act as Chairman of the Cemetery Committee.
- 3.5 Any casual vacancy occurring in the Cemetery Committee may, provided a quorum of the Cemetery Committee remains in office, be filled by the Cemetery Committee.
- 3.6 The members of the Cemetery Committee shall serve without compensation provided they shall be entitled, where approved by the Temple Board, to be reimbursed for the proper out-of-pocket expenses incurred by them in carrying out their duties; provided nothing herein shall in any way be deemed to oblige Cemetery Trustees to advance or spend any of their own funds for maintaining and operating the cemetery.
- 3.7 The Cemetery Trustees and each of them acting honestly and in good faith hereunder shall be fully protected and indemnified by Temple in respect of any claims or proceedings to which they or any of them may be a party by reason of being or having been a Cemetery Trustee.
- 3.8 The Cemetery Committee may from time to time appoint, employ, remove and terminate such officers, employees and assistants as it deems necessary for its purposes and any such officer, employee or assistant need not be a member of the Cemetery Committee and may be a person holding another office or position with Temple.
- 3.9 The Cemetery Committee may meet together for the dispatch of business, adjourn or otherwise regulate their meetings as they think fit.
- 3.10 The Cemetery Committee may appoint one or more sub-committees for such purposes and consisting of such persons (who need not be members of the Cemetery Committee) as the Cemetery Committee deems necessary and expedient.
- 3.11 To facilitate and enable matters of an emergent nature to be dealt with and otherwise provide for the regular conduct of the business and affairs of the cemetery during intervals between meetings of the Cemetery Committee:
 - a) the Cemetery Committee may delegate to a sub-committee or to any officer or officers of the Cemetery Committee such of its powers and authorities as the Cemetery Committee may from time to time deem necessary or advisable; and
 - b) Cemetery Trustees may participate in a meeting of the Cemetery Committee or any sub-committee thereof by means of telephone or other communications facilities by means of which those purporting to participate in such meeting are enabled to communicate with each other person taking part; and
 - c) A resolution consented to in writing, whether by document, telegram, telex or other method of transmitting legibly recorded messages, by a majority of not less than three-fourth of members of the Cemetery Committee shall be as valid and

effectual as if it had been passed at a meeting of the Cemetery Committee duly called and held. Such resolution consented to in writing may be in two or more counterparts which together may be deemed to constitute one resolution in writing.

PART 4
CEMETERY CARETAKER

- 4.1 The Cemetery Committee may appoint and enter into a contract of hiring or employment with a person, firm or corporation or other organization as the caretaker or superintendent (the "caretaker") of the cemetery and the duties and responsibilities of a caretaker so appointed shall include, unless otherwise agreed, the following:
- a) the digging, preparation and opening and closing of graves as ordered or permitted by the Cemetery Committee or its designated officials;
 - b) the direction of all funerals in the cemetery to the correct grave site;
 - c) the installation of markers on graves and the construction of their foundation or base;
 - d) the general work of the cemetery, to maintain it in a neat and tidy condition and in a state of satisfactory repair, including maintenance of walls, fences, gates, paths and other cemetery improvements; and
 - e) the maintenance of records in relation to the work and activities of the caretaker as directed by the Cemetery Committee.
- 4.2 No grave shall be dug or opened except by or under the supervision of the caretaker appointed as above or a person duly authorized by such caretaker or the Cemetery Committee.
- 4.3 All work in and about the cemetery, whether in respect of the digging or opening of graves or otherwise, shall be done by or under the supervision of the caretaker or by a person duly authorized by such caretaker or the Cemetery Committee.

PART 5
INTERMENT AND EXHUMATION

- 5.1 Interment shall be in respect of human remains only and shall be below ground level only.
- 5.2 Only one interment shall be permitted in each grave space in the cemetery.
- 5.3 Except as may be otherwise expressly approved by the Cemetery Committee, appropriate Jewish funeral services shall be held in connection with all interments made in the cemetery.
- 5.4 Each interment in the cemetery shall provide for not less than three (3) feet of earth between the general surface level of the ground at the grave site and the upper surface of the vault, casket or grave liner enclosing the body resting in the grave.

- 5.5 A grave marker shall be installed over a grave within twelve (12) months of the date of interment therein.
- 5.6 No grave space shall be used for burial unless within an area in the cemetery approved for burial pursuant to the Cremation, Interment and Funeral Services Act.
- 5.7 There is reserved the right for the cemetery workmen and those persons necessary to the performance of normal cemetery operations to enter upon or cross over any grave space in the cemetery in the performance of their duties.
- 5.8 The Cemetery Committee and all employees and other persons involved in the management operation of the cemetery assume no liability for damage, actual or mental anguish, in the performance of the normal operations of the cemetery or loss by vandalism or any act or circumstance beyond their reasonable control.

PART 6
FINANCE

- 6.1 The Cemetery Committee shall cause such records to be maintained as may be necessary to the administration and management of the cemetery and in any event as may be required under the Cremation, Interment and Funeral Services Act.
- 6.2 The Cemetery Committee may establish such bank account or accounts at a bank, trust company or credit union as defined in the interpretation Act of BC as the Cemetery Committee deems necessary for the purpose of the management and administration of the cemetery, and shall be charged with the responsibility of establishing and maintaining on behalf of the Temple with a trust company incorporated or registered under the trust Companies Act (British Columbia) a fund for the care and maintenance of the property of the cemetery into which shall be paid that portion of the sale price of grave space as is required from time to time as determined by the Cemetery Committee or as may be ordered by the Director pursuant to the Cremation, Interment and Funeral Services Act.
- 6.3 The Cemetery Committee shall have the power and authority on behalf of the Temple to make investments in guaranteed investment certificates for such care fund.
- 6.4 The Cemetery Committee shall cause such financial records and reports to be made from time to time as may be required under the Cremation, Interment and Funeral Services Act and report regularly thereon to the Temple Board.

PART 7
SALE AND OWNERSHIP OF GRAVE SPACE

- 7.1 Grave space, or licenses to use grave space, shall be applied for, sold, issued, transferred and reserved only in accordance with such rules and regulations in

respect thereto as may be made from time to time by the Cemetery Committee and approved by the Temple Board.

- 7.2 The Cemetery committee may fix the form and terms of applications for grave space, licenses to inter, or other documents deemed necessary for the operation and management of the cemetery.
- 7.3 The terms "lot owner" or "ownership" or "title" and the like in relation to grave space shall be construed to mean the right to the exclusive use of a grave space as purchased from Temple for burial purposes subject to these Rules and such other rules and regulations as may be in effect from time to time in respect of such grave space.
- 7.4 No human remains shall be interred in the cemetery until an express Permit to inter the human remains shall have been obtained from the Cemetery Committee or its duly authorized representative.
- 7.5 Only such persons whose names appear as owners on the cemetery records of the Cemetery Committee will be recognized as owners or part owners of any grave spaces.
- 7.6 Title to a grave space shall vest in the owner the right to use such grave space for burial purposes only for himself or a member of his family designated by the owner, and only if the owner or person so designated is other wise entitled to be interred in the cemetery in accordance with these rules and any further or other rules and regulations made in respect thereto.
- 7.7 Grave space owners are prohibited from creating or permitting any lien or encumbrance upon any grave space or their interest therein, except in favour of Temple, and no lien or encumbrance purporting to affect any grave space need be recognized or given effect to by the Cemetery Committee or the Temple.
- 7.8 No person shall be deemed to be the owner of a grave space or have title thereto within the meaning of these Rules until payment in full of the price for same, and any other amounts payable in accordance with these Rules, shall have been made.
- 7.9 For purposes of determining in any case whether the fees payable under the then current Tariff of Fees of Temple Sholom Cemetery shall be assessed on the basis of "member" or "non-member" status, unless the person being interred, or a member of his immediate family, shall have been a member in good standing of Temple Sholom for not less than the period of 12 consecutive months immediately preceding the date of such determination, the fees and costs payable shall be calculated and assessed on the basis of "non-member" status.
- 7.10 The Cemetery Committee may make arrangements for the repurchase by the Temple on such terms and condition as the Cemetery Committee may approve, of any grave space that has not yet been used for burial.

PART 8
GENERAL RULES AND REGULATIONS

- 8.1 Cut flowers, wreaths and floral offerings placed on graves may be removed by the caretaker or superintendent when their condition is considered by him to be detrimental to the beauty of the cemetery.
- 8.2 No person shall plant, remove, cut down or destroy, any trees, shrubs, plants, flowers, bulbs or rocks in the cemetery other than the caretaker or superintendent or an employee thereof or of the Cemetery Committee and only when authorized to do so.
- 8.3 No person shall damage or deface any grave space, marker, fence, gate or structure whatsoever in the cemetery or any improvements therein.
- 8.4 All persons and funeral processions in the cemetery shall obey the reasonable instructions of the caretaker or superintendent and the Cemetery Committee or its authorized representatives, and any person not behaving with proper decorum within the cemetery or disturbing the quiet and good order of the cemetery or any funeral or other proceedings taking place may be evicted therefrom by the Cemetery Committee or its appointed representatives including the caretaker or superintendent.
- 8.5 No person shall solicit funds within the cemetery.
- 8.6 No person shall solicit orders for markers, tablets, memorials, or like works within the cemetery.
- 8.7 No person shall enter the cemetery after sunset without permission of the caretaker or superintendent.
- 8.8 Motor vehicles, including motorcycles, and bicycles, are prohibited from entering, traveling or parking in the cemetery except at such places, if any, as may be expressly authorized for such purposes and then only in accordance with such rules and regulations as may be enacted in respect thereto; provided however that this restriction does not apply to motor vehicles authorized by the Cemetery Committee to participate in any funeral procession at the cemetery.
- 8.9 No person shall disturb the quiet and good order of the cemetery or act otherwise that with the decorum which should characterize sacred grounds devoted to the interment of the dead.
- 8.10 Any person who fails to observe or perform any of the rules and regulations in respect of the cemetery may, in addition to any other penalty be evicted from the cemetery.
- 8.11 The discharge of firearms is prohibited at the cemetery except at military funerals.

- 8.12 Any person found trespassing within the cemetery will be liable to prosecution at the complaint of the Cemetery Committee, a Cemetery Trustee, the Temple or the caretaker.
- 8.13 The enumeration herein of specific rules, regulations restrictions and the like shall not be considered as the only rules or regulations and restrictions but all persons having an interest in the cemetery, whether lot owners, visitors or others, shall have his rights limited by and be subject to the rules and regulations of the cemetery now existing or which may be hereafter adopted either by amendment, alteration or the adoption of new rules and regulations, subject in all cases to the requirements of the Cremation, Interment and Funeral Services Act.

This updated version of the Cemetery bylaws was approved at the Annual General Meeting of Temple Sholom held on June 7, 2009.

“Tobin Robbins”
President

“Eliot Lipsey”
Treasurer

APPENDIX 4
Temple Sholom Funeral & Burial Policy

Copy of the Temple Sholom Funeral & Burial Policy to be inserted under this Tab.

Temple Sholom Funeral and Burial Policy
Approved by Semi-Annual Meeting of the Congregation – January 28, 1979
Updated April 1st 2009

A. Principles:

Temple Sholom's cemetery is a Jewish cemetery operated in accordance with the tenets and precepts of Reform Judaism as interpreted by Temple Sholom.

Funerals and Rites of Interment, conducted under the aegis of Temple Sholom, are available to persons of the Jewish faith and shall be conducted in accordance with the practices and observances of Reform Judaism as interpreted by Temple Sholom.

B. General:

Only Jewish funeral and burial services will be used and they will be conducted with simplicity and dignity. All funeral and burial services will be conducted by the Rabbi of Temple Sholom, or authority for anyone else to conduct such services must come from the Rabbi and/or the Cemetery Committee.

The Funeral and Burial will be conducted as soon as is practicable after the death (ideally within 24 hours save on a Sabbath or festival).

Contributions to charity are encouraged as a mark of respect and remembrance – flowers are not appropriate, either at the funeral or burial.

K'riah – the tearing of garments – is marked by the use of cut black ribbons and is not obligatory.

No distinction will be made in funeral or burial practices and observances based on the cause of death.

All may participate in funerals and burials without distinction as to categories of Jews (Kohanim, Levites, and Israelites) and there shall be no distinction between the sexes.

No cremated remains will be buried in the Temple Sholom cemetery.

C. Funerals – Preparation of Remains:

Cleansing of the body in accord with tradition is encouraged but not required.

The watching of the body prior to the funeral from the time of death is not necessary.

Embalming of the body is not encouraged.

The body shall be garbed in shrouds or ordinary clothing.

Coffins shall be simple and of a standard form as approved by the Cemetery Committee.

The viewing of the body is not in accord with Jewish practice and the coffin shall remain closed.

Autopsies are not prohibited when required.

The donation of organs is not prohibited.

The funeral and burial service may be combined and held at graveside.

C. Burial:

Markers on graves must be in accordance with Jewish tradition and will be of a standard size and type as determined by the Cemetery Committee.

Markers on the graves may be set at any time after the thirty-day period following the burial (shloshim). This usually takes place during the first year following death. A service of unveiling may be held but is not mandatory.

APPENDIX 5

Temple Sholom Endowment Fund Articles

**Copy of Articles relating to Temple Sholom Endowment Fund to be
Inserted under this Tab.**

TEMPLE SHOLOM ENDOWMENT FUND

ARTICLE I

NAME AND DESCRIPTION

1. The name of the Fund shall be the Temple Sholom Endowment Fund (the "Fund").
2. The Fund shall be a directed giving account under the aegis of Temple Sholom.
3. Funds donated to the Fund shall be collected, accounted for, managed, invested, and distributed by Temple Sholom in accordance with the Bylaws of Temple Sholom, these Articles, and with respect to Federal and Provincial laws regarding nonprofit and tax free entities.

ARTICLE II

PURPOSES AND POWERS

1. The purpose of the Fund is to raise, invest and allocate money to:
 - i) create a permanent source of annual income for the financial security of Temple Sholom, and
 - ii) fund projects which will further the goals and activities of Temple Sholom and enhance the well being of its congregation by providing resources and experiences that otherwise may not be provided under the Temple Sholom annual budget.
2. The Committee shall provide guidance to the Temple Sholom Board of Directors (the "Board"), who are responsible for disbursing the income, by making recommendations with respect to the use of the funds.
3. All agreements relating to the Fund shall be executed by the Board on behalf of Temple Sholom.
4. Any amendments to the Fund Articles shall be approved by the Board.

ARTICLE III

ENDOWMENT FUND COMMITTEE

1. The activities of the Fund shall be managed by the Committee. The Committee shall consist of five members of the congregation. Two of the five Committee members shall be current members of the Board.
2. Each Committee member, shall serve a term of two years. New Committee Members will be appointed by the Board. Committee members may serve an unlimited number of terms, and may succeed themselves by re-appointment.
3. The Committee shall meet bi-monthly, at a time and place agreed upon by all. Three members of the Committee must be present to have a quorum.

4. Each Committee member shall have one vote. All measures shall require a majority vote of the members present and voting to pass. There shall be no voting by proxy. The Committee may act without a meeting by consent if all of the then current members agree. Meetings may be held by telephone or by other use of technology which allows all members to hear one another at the same time.
5. Notwithstanding the above, a minimum of 4 votes of all current members of the Committee shall be required to amend these Articles, which then shall be confirmed in accordance with Article VI (1).
6. The Committee shall provide reports on the status of the Fund to the Board as required by the Board.

ARTICLE IV

FUNDRAISING & FUND MANAGEMENT

1. Fundraising activities on behalf of the Fund shall be performed by the Committee, the Board, any committee established by the Board, and other individuals who are friends of Temple Sholom. Professional fund-raisers shall not be used.
2. Fundraising activities of the Fund shall be coordinated with the Board.
3. All contributions solicited shall be collected by the Fund, in accordance with Article 1.
4. The Fund may only invest in investments that would be permitted investments under the Pension Benefits Standards Act 1985 (Canada).
5. The accounts of the Fund shall be reviewed by the accountants of Temple Sholom, who are appointed by the Board.

ARTICLE V

USE OF FUNDS

1. Only funds generated through the investment of donations shall be spent or disbursed as grants. The principal, or capital amount of the fund, shall not be spent or disbursed as a grant.
2. A portion of the net income shall be rolled back into capital for fund growth, as determined by the Board.
3. Investment income generated from specific donor-established funds shall be distributed in accordance with the specific fund agreement.
4. Those funds to be applied for the purposes of the Fund shall be allocated to projects by the Board each year. Funds not applied during any given year due to a lack of worthwhile projects may be held over, at the discretion of the Board.
5. Any person who desires the allocation of money from the Fund for a project shall present the project to the Board in writing. The presentation shall include a detailed description of the project, and shall set forth who shall benefit from the money expended and shall state why the project advances the purpose of the Fund. The Fund may establish certain standing projects. Requests for allocations from such standing projects need contain only the details of the actual item to be purchased and why it is appropriate for the standing project. The Board

may ask the proponent(s) to speak to the Board or make further presentations at the Board's meeting. All decisions of the Board are at the sole discretion of the Board.

6. The Board shall approve projects based on the degree to which they further the purposes of the Fund, the impact of the expenditure in relation to its expense, the likelihood of the project to generate favorable publicity or goodwill, and other factors the Board deems appropriate.

ARTICLE VI

GENERAL

1. All acts of the Committee shall be taken or confirmed annually by way of resolution of the Board passed at a duly constituted meeting and duly recorded by written minutes.
2. All actions of the Fund shall be governed by the appropriate Federal and Provincial Laws.
3. The Fund shall not operate for profit, and shall not be considered a partnership for any purposes. The Fund is simply an administrative body governing the use of the money raised under the aegis of Temple Sholom, and shall in all respects be governed by the Bylaws of Temple Sholom.
4. Committee members shall serve without compensation for their services.

THESE ARTICLES are hereby adopted at Temple Sholom, Vancouver, B.C. as of this the _____ day of _____, 2003, by the initial Endowment Fund Committee and approved by the Board.

APPENDIX 6
Strategic Plan Excerpts

Obtain Copy from Temple's Executive Director

APPENDIX 7
**Current Schedule of Board Meetings & Assignment
of Opening Thoughts**

Obtain Copy from Temple's Executive Director

APPENDIX 8
Content of Committee Charters

**Copy to be inserted under this Tab.
For an electronic “word” version, contact the Executive Director**

Content of Committee Charters

The Committee

Committee Charter for (name of committee)

Names of Committee Chair & Committee Members:

Term of Committee:

Is this a Standing Committee or an Ad Hoc Committee?

Give some background about this Committee (eg. what has previously been done):

What is the purpose of this Committee?

Projects & Objectives

Describe the projects to be undertaken by the Committee in Year 1 and in Year 2:

Year 1:

Year 2:

What are the depth and breadth of each of the projects?

What are the primary objectives of each of the projects?

Name the committee members who will primary work on each project:

Measureable/Tangible Outcomes/Constraints

How will you measure the success of each of the projects?

What are expected to be the tangible outcomes when each project is completed?

What constraints do you anticipate, and what, if any, are the "sacred cows" the committee must not interfere with in carrying out each of the projects?

Timing

Set out the important deadlines that are to be met for each of the projects:

Year 1:

Year 2:

Important Connections & Processes

Who or what group is to be included or consulted in the committee's deliberations?

What are the core processes to be reviewed and re-designed?

What external resources or reference material does the team need to carry out its deliberations?

Describe any other known issues which will impact on each of these projects:

Approvals

Date Committee Charter approved and adopted by the Committee:

Date Committee Charter approved by the Temple Executive Committee:

APPENDIX 9
Content of Committee Reports

**Copy to be inserted under this Tab.
For an electronic "word" version, contact the Executive Director**

Content of Committee Reports

The Committee

Name of Committee:

Names of Committee Chair & Committee Members:

Term of Committee:

Attach a copy of the Committee Charter for reference:

Is this a Standing Committee or Ad Hoc Committee?

The Committee Report

1. What period of time does this Committee Report cover?
2. Approximately how many committee meetings were held during this time period?

Work Done on each Specific Project

1. With direct reference to each of the specific projects set out in the Committee charter, describe:
 - (a) What work has been done on the project and which Committee members worked on this project:
 - (b) If the important deadlines in the charter were not met, describe changes in timing and reasons:
 - (c) What has been accomplished?
 - (d) What is still outstanding?
2. What resources were used? Eg.
 - (a) Internal materials reviewed and people consulted:
 - (b) External materials reviewed, websites used, people consulted:
3. Is this project completed?
4. If so, describe the tangible outcome and success:
5. If the project is not complete, confirm what future steps are needed (as set out in the charter)
6. Provide any further comments on the processes used by the Committee for this project

(and add words to the wise):

7. Committee recommendations for what worked and what did not work:

Additional Comments

1. Recommended changes or additions to the next Committee Charter for the next term:
2. Lessons Learned:
3. New suggestions and ideas:
4. If this is an Ad Hoc Committee, should the Committee be continued?
5. If so, should it become a Standing Committee?

Date of Committee Report:

Names of Committee Members who Participated in preparing this Report:

APPENDIX 10

Outgoing Board Members Exit Interview

Copy to be inserted under this Tab.

For an electronic "word" version, contact the Executive Director

Outgoing Board Members Exit Interview

(Please return the completed form to the Temple President)

Name:

Board Position(s):

Committees Served on:

Dates of Term(s) of Office:

Before you leave the Board, please help us to make Temple Sholom an even better organization by answering the following questions. Your honest responses are greatly appreciated!

(Use reverse side if necessary)

1. What did you like about being on the Board?
2. What things about the Board could use improvement?
3. Do you have any suggestions for how to make these improvements?
4. Did you feel that your contributions to the Board were fully appreciated?
5. Did you feel like your contributions in meetings were listened to and respected?
6. What do you think about how decisions were made by the Board? (Any suggestions for improvement?)
7. What are some things that would be important to tell Board candidates about the Board?
8. Are there any other suggestions you have for how to make the Board and the co-op the best it can possibly be?
9. What would you like your involvement to be in the future with our organization?
10. If there is just one thing we could call you to do in the future, what would it be?
11. Please pass along any additional comments or suggestions in the space below. Thank you!

Date of Report:

Signature:

APPENDIX 11
New Temple Member Welcome Guidelines

Guidelines to be inserted under this Tab.

New Temple Member Welcome Guidelines

Welcome Packages

At Board meetings, the names of potential new Temple members are announced and voted on. A list of new members is circulated and Board members are to take turns signing up to deliver Welcome Packages to new members. Typically, there may be 3 or 4 new family units or a single at most Board meetings throughout the year, with perhaps 12 to 15 in August, September and October.

(a) The components of the Welcome Package

The Executive Director will provide you with a large gift bag which will contain:

- A Temple card. Please complete the card in your handwriting: “**A warm welcome to the Temple Sholom family**” and sign it from the Temple Board and with your name (legibly).
- A Sisterhood gift package (already wrapped); and
- A bottle of wine.

You are to buy fresh Challah and include it in the large gift bag before making the delivery to the new member. Keep receipts if you want the office to reimburse you for the Challah, if applicable, and submit them to the Financial Administrator.

(b) Timing

The welcome visit should be made as soon as possible, ideally in time for Friday night Shabbat. Before making the visit, phone to say that you’re on the Board of Temple and want to drop by for a couple of moments with a welcome gift. If your schedule and theirs is such that you just can’t get together, as a last resort, ask if there is somewhere you can leave the package.

Remember, these calls are time-sensitive, because a welcome after someone has been a member for a while can be stale and anti-climactic, so if you do have difficulty making a call that you have committed to make, and absolutely cannot do it, please let the Membership Chair know, so that arrangements can be made for someone else to do it. When it’s done, please put a note in your diary or on a bring-forward for a brief follow-up telephone call 6 months later.

(c) Follow-Up Call

This telephone call should be made to new members:-

- About 6 months after the new members Welcome Package is delivered.
- Ideally by the Board member who made the first Welcome call.

By now, they should probably also have received a no-pressure welcome call from Sisterhood, Men's Club or the 60+ Group (as applicable) inviting them to a meeting, assuming they fit into the demographic.

The goal is to find out:-

- How the new member is feeling about their membership, what they like, anything they are not comfortable with, but take care to not create expectation that you will arrange/make changes to suit the individual, but we do want to know.
- If they feel comfortable coming to services, etc. or determine if they need a little personal attention to feel a part of the Temple family.
- If there are any unfulfilled expectations.

(d) An example of how a call might go

"Hello! This is Morris (or Mavis) Shmeklebaum from Temple Sholom. I don't know if you remember, I brought the wine and challah round shortly after you became a member. So how are you? I'm calling to just find out how you are feeling about your first few months of life as a member of the Temple family."

- Let them talk...they will. Listen carefully for any problems or areas of need. Your role is to find out if there are problems, not necessarily to solve them; if there are problems, and you can help, then do so.
- If you don't mind my asking, what made you decide to join Temple?"
- Again, let them talk.

"By the way, have you been to a Sisterhood/Men's Club/60+ meeting? (If you aren't a member, be careful of this question).

Did you go to the dance/party/casino night/jazz night? Shame; it was a great night. Perhaps you'll try to get to our next event. They're a lot of fun and it's a great way to meet people.

By the way, I am going to the _____ (name an upcoming event). How about I see you there?

Well look, it's great to talk to you again. If there is anything I can do to help, don't hesitate to call me. If you want to come to services and would like to meet there to help you feel a little more at home and maybe introduce you to some people, I would be happy to do it. And you do have the office number, don't you? I will let you go. Hopefully we'll see you soon."

New members are the life-blood of the Temple, so thank you for your support and contribution to this important program.

Other New Member Initiatives

(a) Shabbat Dinner Invitations

Effective in 2011, the Membership Committee piloted a new initiative “***Opening your Hearts, Opening your Home***” whereby each Board member is asked to invite a new Temple member (a family or individual) to your home for Shabbat dinner. The aim of this initiative is to reach out to our new members and to warmly welcome them into our community.

Once a family or individual makes the commitment of membership to Temple Sholom it is vitally important that a real and lasting connection is actively nurtured. The synagogue has many points of integration through programming but it is the “one on one” relationships that will enhance the new member experience.

With the “Opening your Hearts, Opening Your Home” initiative we are asking the members of the Board to become ambassadors for engaging and integrating new members into the synagogue family. For some Board members this might mean moving out of your comfort zone and inviting someone new into your home. We encourage you to work with another Temple member and to co- host the Shabbat dinner.

Particulars are as follows:

1. Board members who wish to host a new member family or individual to Shabbat dinner will be identified and matched with people with whom they have shared interests.
2. The new member family or individual will receive a notice telling them that they will be getting an invitation to a board member’s home.
3. The host(s) will invite the new member family or individual to their home.
4. The Membership Committee requests your feedback and input so that it can improve the program.
5. You are encouraged to maintain a connection to the new members and to invite them to go with you to services or programs that are happening at Temple.

APPENDIX 12

Bar & Bat Mitzvah Presenter Guidelines

Guidelines to be inserted under this Tab.

Bar & Bat Mitzvah Presenter Guidelines

Board members are requested to represent the Board by agreeing to be a B'nai Mitzvah presenter.

Your role as a representative of the Temple "family" and Board is:

- to extend congratulations/mazel tov to the Bar/Bat Mitzvah on behalf of the Temple Sholom Board and family on reaching this important milestone.
- acknowledge his/her achievement.
- make a **brief**, personal comment about the student. If you do not know the student personally, please contact one of his/her parents in advance to get some information about the student and his/her activities.
- express our hopes for his/her continued participation in Jewish life through TAG, the Youth Group and/or the JCC; and
- present a number of gifts as listed below.

The gifts include:

- ✧ on behalf of Temple Sholom, a Bar/Bat Mitzvah Certificate.
- ✧ advise that the student was previously presented a Plaut Chumash from the Sisterhood and Men's Club (this was done at the beginning of the B'Nai Mitzvah class so the student could use it to study from and become familiar with it).
- ✧ on behalf of the TAG High School Program, a gift certificate toward a class.
- ✧ on behalf of the Jewish Community Centre, a complimentary Membership for one year.
- ✧ on behalf of Canadian Friends of Hebrew University, a \$360 scholarship towards a year of study at the Hebrew University of Jerusalem
- ✧ on behalf of Nfty, a \$250 dollar gift certificate towards a summer Israel Experience.

After your presentation, you should go over and congratulate the parents and then return to our seat.

Remember to keep your remarks brief, no more than 2 or 3 minutes.

Thank you for participating on behalf of the Temple Board.