

BY-LAWS

of the

JEWISH FEDERATION OF ST. JOSEPH VALLEY, INC.

PREAMBLE

The mission of the **Jewish Federation of St. Joseph Valley** is to serve the Jewish people locally, in Israel and throughout the world. Through coordinated fund raising, community-wide programming, social services, educational opportunities and other activities, the Jewish Federation seeks to:

- Build community
- Provide assistance for individuals, families and communities in crisis
- Enhance Jewish identity and develop effective Jewish leaders
- Combat anti-Semitism
- Protect the democratic principles of the Constitution of the United States of America
- Encourage strong American support for Israel and foreign Jewish communities
- Foster an understanding of Jewish culture and religion among the general population.

ARTICLE I – OFFICES

The principal office of this Federation shall be the Kurt and Tessye Simon Jewish Community Building, which is located in the City of South Bend, County of St. Joseph and State of Indiana.

ARTICLE II - MEMBERSHIP

Every Jewish person (and immediate family members who reside with them), 18 years of age or over, who resides within the area served by the Federation and who contributes to the local Jewish Federation Annual Campaign shall be a member of the Federation for one year following the contribution.

ARTICLE III - BOARD OF DIRECTORS

The management of the affairs and establishment of policies of the Federation shall be vested in a Board of Directors consisting of the following members with full voting rights, who shall serve an Administrative Year, from July 1 through the following June 30:

1. The Executive Committee, consisting of the six (6) or (7) Officers of the Federation, elected under Article IV - Section 1 below, and the Immediate Past President of the Federation. At the discretion of the President, one (1) Executive Committee Member-at-Large may be appointed from the elected Directors.
2. Ten (10) Directors elected by the membership for terms of two years each, five (5) to be elected each year (except in the first election under these By-Laws in which two are to be elected to a one year term and five to be elected to a two year term). A Director, including a retiring Officer elected under this Article III – Section 2, may serve no more than four (4) consecutive terms, following which he/she may not be reelected for one year. This provision should not be construed to prevent a board member elected under this provision, upon completion of four (4) consecutive terms, to be elected an officer of the Federation.
3. One or two (1 or 2) Directors appointed annually by the President, who will serve as Chair or Co-Chairs of the Jewish Federation Annual Campaign.

ARTICLE IV - OFFICERS

1. The membership shall elect a President, a President-elect, two (2) Vice-Presidents, a Secretary and a Treasurer at the Annual Meeting of the Federation. Each Officer shall serve a one (1) year term.

2. The President will preside at all meetings of the Federation, the Board of Directors and the Executive Committee; may establish temporary committees and appoint their members; may fill temporary vacancies on the Board of Directors with the approval of the Board of Directors; and shall serve as an Ex-officio member of all committees. The President may serve no more than three (3) consecutive terms.

3. In the absence of the President, the President-elect shall perform the duties of the President.

4. The Executive Committee will have the full oversight of all Standing Committees enumerated in these By-Laws. Specific reporting and/or supervisory responsibilities will be assigned by the President to the individual Officers.

5. The Board of Directors employs the Chief Operating Officer of the Federation, who shall be designated the Executive Director and who shall be a non-voting member of the Executive Committee, the Board of Directors, and all other Committees.

ARTICLE V - MEETINGS

1. An Annual Meeting of the Federation shall be held prior to June 30 of each year to: a) elect Officers and five (5) members of the Board of Directors; b) to

report the financial condition of the Federation; c) to allow Federation members to question and discuss such other matters as may warrant consideration. Special meetings may be called a) by the President; b) by a majority vote of the Board of Directors; or c) by a written request of at least thirty-six (36) members of the Federation. Written notice to the Federation membership will be given at least fifteen (15) days in advance of the meetings.

2. Meetings of the Board of Directors shall be held at least six (6) times per year at the call of the President. Special meetings may be called by a request of ten (10) members of the Board of Directors. Following such meetings, a summarization of topics discussed will be made available to the community.

3. Executive Committee meetings may be called by the President or by a request of three (3) members of the Executive Committee.

4. All meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VI - QUORUMS

1. For Federation meetings, a quorum will consist of thirty-six (36) members.

2. For Board of Directors meetings, a quorum will consist of at least 50% of the voting members then serving.

ARTICLE VII - STANDING COMMITTEES

No later than September 30, the President shall advise the Board of Directors of the appointments of Chairpersons for all Standing Committees, which shall be required to hold at least one (1) meeting during each Administrative Year. There shall be the following Standing Committees:

1. The **Nominating Committee** - This Committee shall consist of seven (7) members as follows: a) The President and President-elect; b) the President shall appoint the Chairman from among the Past Presidents of the Federation; c) the President shall appoint an incumbent Director whose term is not expiring; c) the President shall nominate and the Board of Directors shall elect three (3) members from the Federation membership not presently serving on the Board of Directors.

The Nominating Committee shall advise the Board of Directors of its selections for Officers and members of the Board of Directors. Members of the Federation shall be advised of these selections at least thirty (30) days prior to the date set for the Annual Meeting of the Federation. Additional nominations may be made by the written petition of ten (10) members of the Federation received by the President at least fifteen (15) days in advance of the Annual Meeting.

2. The **Community Relations Committee** shall engage within the Jewish and non-Jewish community to create an environment of inter-faith understanding, advocacy for the Jewish State of Israel, and to preserve security for the Jewish community. This committee shall consist of the following: a) a chair who will be appointed by the President and who may or may not be a member of the Board of Directors; b) unlimited additional members appointed by the President which shall include representation from all local synagogues, including lay and religious leadership.

3. The **Campaign Committee** shall organize and conduct the Jewish Federation Annual Campaign and any other fund-raising activity related to the Jewish Federation Annual Campaign. This committee shall consist of the following: a) One or two (1 or 2) members appointed annually by the President, who will serve as Chair or Co-Chairs of the Jewish Federation Annual Campaign; b) All past campaign general chairpersons; c) chairpersons of the campaign sub-divisions; d) Additional members selected by the President and by a) above.

4. The **Personnel Committee** shall consist of the Executive Committee, and subject to the approval or authorization of the Board of Directors, will be responsible for overseeing the benefits and work-related policies for all employees of the Federation. The Personnel Committee will be responsible for the hiring, removal and regular evaluation of the Executive Director.

5. The **Finance Committee** - This committee shall consist of the following: a) The Chairman shall be appointed by the President and must be a member of the Board of Directors or a Past President of the Federation; b) the Treasurer, who may serve as Chairman; c) three (3) additional members appointed by the President from the Federation membership, who shall serve as Chairs of the three (3) sub-committees: Investment, Budget and Jewish Women's Endowment Fund. Each of these subcommittees may have at least three (3) members appointed by the President and /or by the Chair of the Subcommittee. The professional staff person serving as the Executive Director, or his/her designee, shall be an ex-officio member. The Finance Committee shall supervise all financial aspects of the Federation including, but not limited to, budgets, endowments, investments, grants and development activities of the Federation. Subject to the approval of the Board of Directors, the committee, through its sub-committees, shall establish and implement investment management policies, granting policies and procedures, the hiring of fiduciary, custodial and investment advisory services, and policies, procedures and marketing for Endowment Development. The Budget Sub-Committee will manage and oversee all operating budget issues for the Federation. This committee shall be chaired by the Treasurer and consist of four (4) members appointed by the President of which a maximum of two (2) members may not presently be serving on the Board of Directors.

6. The **Jewish Family and Social Services Committee** shall plan and coordinate all social services, including, but not limited to, Senior Services, Resettlement, and Crisis Management. This committee shall consist of the

following: a) The Chairman, who shall be appointed by the President and be a member of the Board of Directors; and b) not less than two (2) members appointed by the President. The Social Services professional staff person shall be an ex-officio member of this committee.

7. The **Program Committee** shall plan and coordinate educational and social programs, including, but not limited to, Adult Education and Social Programs, Leadership Development and Youth Activities. This committee shall consist of the following: a) The Chairman, who shall be appointed by the President and be a member of the Board of Directors; and b) not less than two (2) members appointed by the President. The Program Director shall be ex-officio members of this committee. The Program Committee shall plan and coordinate educational, social, athletic and other activities for our community including, but not limited to, Pre & Teen Youth Groups, Camp Ideal, Holiday Celebrations (Purim Carnival, Yom Ha'Atzmaut, etc.), Michiana Jewish Film Festival, and Art Exhibits. The Program Committee may form ad-hoc sub-committees whenever appropriate.

8. The **Building and Grounds Committee** shall manage and coordinate all operational issues and policies relating to the usage and maintenance of the building and property. This committee shall consist of the following: a) The Chairman, who shall be appointed by the President and may be a member of the Board of Directors; and b) not less than two (2) members appointed by the President.

ARTICLE VIII – FISCAL ACCOUNTING YEAR AND PROFESSIONAL REVIEW

The Fiscal Accounting Year of this Federation shall be a Calendar Year, beginning on January 1 and ending on December 31, to be effective on January 1, 2001. The Board of Directors shall provide for an annual professional review of the books, records and accounts of this Federation, including Operating, Campaign and Endowment funds. The professional review report may be submitted to the members at the Annual Meeting.

ARTICLE IX – GENDER

These By-Laws are intended to be gender neutral, any references herein to his or her to the contrary.

ARTICLE X - AMENDMENTS

This constitution shall be amended as follows: a) any proposed amendment must be submitted in writing to the President. The President shall submit the proposed amendment to the Board of Directors at its next meeting; b) upon approval by 2/3 vote of the members of the Board of Directors present and voting, the proposed amendment shall be submitted to the membership of the Federation at the Annual Meeting or at a Special Meeting called for that purpose; c) If not approved by the Board, the proposed amendment shall be submitted to the membership upon written petition of thirty-six (36) members of the Federation; d) The proposed amendment shall be adopted if approved by 2/3 of the members of the Federation present and voting.

Approved by the Board of Directors on May 11, 2000

Adopted at the Federation's Annual Meeting on June 22, 2000.

Amended and Approved August 24, 2006

Amended and Approved at Annual Meeting June 10, 2007

Amended and Approved at Annual Meeting June 17, 2014

Amended and Approved at Annual Meeting June 12, 2018