

RESTATED BYLAWS

OF THE JEWISH FEDERATION OF EL PASO, TEXAS

Approved March 25, 2014

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JEWISH FEDERATION OF EL PASO, TEXAS**

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**RESTATED BYLAWS OF THE
JEWISH FEDERATION OF EL PASO, TEXAS**

ARTICLE I. NAME AND MISSION

- 1.1 **Name.** The name of this organization shall be the Jewish Federation of Greater El Paso, Texas (the "Federation") and its principal place of business shall be in the City of El Paso, El Paso County, Texas.
- 1.2 **Status.** The Federation shall be a non-profit corporation organized under the laws of the State of Texas. The Federation shall maintain its operations and take all necessary actions to retain its tax-exempt status and shall not discriminate in any manner contrary to law whatsoever.
- 1.3 **Mission and Purpose.** The Mission and Purpose of the Federation is to raise sufficient dollars to enhance the quality of Jewish life in El Paso and overseas and to enable Jewish organizations in El Paso to provide Jewish-oriented cultural, educational, social and recreational programs and services. The Federation's activities in furtherance of this purpose shall include, among others, an annual contribution campaign, the maintenance of endowment funds, recreational activities, and the coordination of social welfare and education activities within its area of operations.

ARTICLE II. MEMBERSHIP

- 2.1 **Individual Membership.** Any person who is thirteen (13) or more years of age who subscribes to the purpose of the Federation, and who makes a financial contribution to the Federation, shall be a member. Any person who is or has been a member shall continue to be a member so long as such person or his/her spouse satisfies the aforementioned requirements.
- 2.2 **Voting Membership.** Any member making a contribution of \$54.00 or more within the twelve (12) month period prior to any meeting(s) at which a member is entitled to vote, and who is not in arrears with respect to the payment of any pledge or contribution, shall be a voting member for purposes of such meeting(s).

ARTICLE III. BOARD OF DIRECTORS

3.1 **Composition and Number.** The Federation's Board of Directors shall consist of the following:

- A. All of the Federation's elected Officers;
- B. Chair(s) of the Jewish Community Relations Committee;
- C. All of the past Presidents who are voting members of the Federation; and,
- D. A minimum of twelve (12) and maximum of sixteen (16) members elected at large.

3.2 **Selection and Term of Directors.**

- A. Only persons who have been voting members of the Federation for at least a year shall be eligible to be a Director.
- B. No staff member (*i.e.*, fulltime or part time paid employee) of the Federation may serve on the Board.
- C. All elected Officers shall be voting members for the term of their office.
- D. At-Large Members.
 - (i) Directors at Large shall be elected at the annual membership meeting. The terms of all Directors at Large shall be two (2) years and eight (8) Directors at Large shall be elected at each annual meeting.
 - (ii) At least ninety (90) days prior to the date of each annual membership meeting, the President shall appoint a Nominating Committee of no less than five (5) members, including the immediate past President of the Federation who shall be the chair of the Nominating Committee. The Nominating Committee shall first meet at least seventy-five (75) days prior to the date set for the annual meeting and shall have the duty to pre-screen and nominate qualified candidates for each of the vacant Directorships at Large.
 - (iii) The Nominating Committee shall submit to the Secretary, not less than forty (40) days prior to the date of the next annual meeting, a written list of the

qualified candidates pre-screened and nominated to serve on the Board of Directors and as Officers together with the terms for which each candidate for the Board of Directors has been nominated.

(iv) The Secretary shall notify all voting members by mail or email at least thirty (30) days before the next annual membership meeting of the following:

- (a) The time and place of the meeting;
- (b) The slate of candidates nominated for Officers and Directors at Large;
- (c) The term for which each candidate has been nominated; and

E. No member may serve as a Director at Large for more than three (3) full consecutive terms. After the expiration of these term limits an interval of at least one year must pass, after which any qualified person may again serve as a Director for a future period as provided above.

3.3 **Powers of the Board.** All powers of authority of the Federation shall be vested in and exercised by the Board of Directors, which shall establish policies and procedures for administering the affairs of the Federation, adopt an annual budget for its operations, and approve the allocation of the Federation's campaign funds. The Board of Directors has the power and authority to act with respect to the following matters among others:

- A. Employ the Executive Director to manage the day-to-day operations of the Federation; fix the salary, terms of employment and duties of the person so employed; and have the right to terminate such Executive Director at will.
- B. Perform all functions and duties required by the provisions of these Bylaws.
- C. Perform such other functions and duties as it determines, in its discretion, to be in the best interests of the Federation.

3.4 **Responsibility of Board Members.** Each board member shall be responsible to:

- A. Implement the mission and purpose of the organization and reevaluate it periodically;

- B. Select and oversee a qualified Executive Director and review/evaluate her/his performance on at least an annual basis;
- C. Support the Executive Director in the performance of her/his functions;
- D. Ensure the organization has adequate resources to fulfill its mission and purpose;
- E. Manage the resources of the Federation effectively;
- F. Determine, monitor, and participate in the organization's programs and services;
- G. Enhance the Federation's public image to the greatest degree possible; and,
- H. Attend board meetings and participate on at least one committee of the Federation.

ARTICLE IV. OFFICERS

4.1 **Officers.** The Officers of the Federation shall be a President, President-Elect, one (1) or more Vice Presidents, the chair of the JCRC, a Secretary, a Treasurer, and such additional Officers as the Board of Directors may from time to time determine.

4.2 **Election and Term.**

- A. At the annual meeting, the President, President-Elect, Vice Presidents, Treasurer and Secretary shall be elected by the membership. Such Officers must be voting members of the Federation. The president must have served for two (2) years on the Executive Committee of the Federation, and all other Officers must have served at least two (2) years on the Board of Directors or in the alternative must have served at least one (1) full year on the Board and concurrently served at least one (1) full year on the Campaign Cabinet, Finance Committee, and/or Jewish Community Relations Council. Such Officers elected shall serve for terms of one (1) year, commencing with the meeting at which they are elected, and terminating with the election of their successors. Such Officers may serve up to two (2) terms consecutively in the same office.
- B. The Executive Director/Director of Operations shall be the executive secretary of the Federation but shall not be entitled to vote.
- C. Any vacancies occurring on the Board of Directors between the annual meetings of the Federation shall be filled, for the remainder of the unexpired term(s), by an election by the Board of Directors upon recommendation of the President.

4.3 **Duties of Officers.**

- A. **President.** The President shall preside at all meetings of the Board of Directors and of the Executive Committee. The President is an ex-officio member of all committees, except the Nominating Committee and is a voting member of the Nominating Committee. The President shall make a full and complete report of the activities of the Federation at the annual membership meeting, shall be signatory on all Federation accounts, shall supervise the activities of the Executive Director, shall appoint the chair and members of each committee, and shall perform such other duties as are required by these Bylaws or as are normally performed by a President. In addition, the President is responsible for overseeing the annual Federation campaign.
- B. **President-Elect.** The President-Elect shall assist the President and in the absence of the President shall act in his/her stead and shall have such duties as may be delegated

by the President. In addition, the President-Elect is responsible for working with the Jewish Community Relations Council.

- C. Vice President(s). The Vice President(s) shall perform such duties as are delegated by the President. One Vice President shall be responsible for overseeing the human relations activities of the Federation, including agency relationships, leadership development, human resources and public relations. Another Vice President may be appointed at the discretion of the President with the approval of the Board.
- D. Secretary. The Secretary shall be responsible for the keeping of the minutes of the regular and special meetings of the membership and the Board of Directors. The Secretary in cooperation with the President, Executive Director/Director of Operations and/or the Administrative Assistant shall prepare the agenda for all meetings. The Secretary also shall assure that all matters of a sensitive nature (e.g., personnel matters and litigation matters) are discussed in Executive Session and that such discussions are not recorded in the meeting minutes. When discussions are held in Executive Session the minutes shall state only that the meeting went into Executive Session to discuss a matter, came out of Executive Session following the discussion, and the results, if any, of the Executive Session discussion.
- E. Treasurer. The Treasurer shall supervise the financial operations of the Federation, including investment and reinvestment of its funds, control of such funds and the maintenance of the financial records of the Federation. The Treasurer shall work closely with the external auditors of the Federation.
- F. Other Officers. Other Officers shall perform such duties as may be specifically assigned to them by the President or the Board of Directors.

ARTICLE V. MEETINGS OF MEMBERS

- 5.1 **Annual Membership Meeting**. The annual meeting of the members of the Federation shall be held each year within thirty (30) days of June 1, at such time and place as may be determined by the Directors. At the annual meeting, the members shall elect the requisite Directors and Officers of the Federation, and receive the oral and/or written reports of the President and other Officers as to the activities of the Federation.
- 5.2 **Special Meetings**. Special meetings of the members of the Federation may be called at any time by the President and must be called by the President within seven (7) days upon a written request of seven (7) members of the Board of Directors, or upon the written request of fifty (50) voting members of the Federation. A notice of any special meeting shall be sent by mail or email to members at their addresses as they appear on the records of the Federation. Notice of any special meeting shall state the purpose or purposes thereof.

- 5.3 **Quorum.** Twenty (20) voting members of the Federation shall constitute a quorum for the transaction of business at any meeting of the members. Unless otherwise provided in these Bylaws any motion approved at an annual or special meeting shall be valid if it receives a simple majority (51% or more) vote in approval, except that no such action shall be valid unless it receives the affirmative vote of at least fifteen (15) voting members.

ARTICLE VI. MEETINGS OF BOARD OF DIRECTORS

- 6.1 **Meetings.** At least five (5) regular meetings of the Board of Directors shall be held each year with not less than five (5) days notice given for any regular meeting. Special meetings of the Board of Directors may be called at any time with not less than five (5) days notice, which must include the purpose of the meeting for any special meeting. All notices required by this section must be provided to all members of the Board of Directors and may be provided by either mail or email.
- 6.2 **Quorum.** Fifty-one percent (51%) of the Board members shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. Unless otherwise provided in these Bylaws any motion approved at a Board meeting shall be valid if it receives a simple majority (51% or more) vote in approval.
- 6.3 **Parliamentary Procedure.** All meetings of the members and the Board shall be conducted according to such procedures as the President determines, unless there is a dispute concerning meeting procedures in which case Robert's Rules of Order shall govern.
- 6.4. **Electronic Voting.**
- A. When the Board is not in session, voting on issues that the President deems to require the Board's immediate attention may be conducted by e-mail pursuant to the procedures described in this Section. If the President is not available, the officer ("Other Officer") who would normally preside over a vote in the President's absence, may function in the President's stead for purposes of electronic voting.
 - B. Electronic voting by the Board shall address only a single issue at one time. If multiple issues are required to be addressed, separate electronic votes shall be taken on each issue. Provided a motion being voted on electronically receives votes or abstentions from at least fifty-one percent (51%) of the members, a quorum of the Board shall be presumed to exist at the time of the electronic voting.

- C. When an electronic vote is to be conducted, the main motion shall be e-mailed to the President, or Other Officer as provided above. The Board member must specifically state what he/she is proposing and must provide the specific language of the motion. The President or Other Officer then shall e-mail the motion to the Board members at their last known e-mail addresses. The subject line of the message shall read: "Federation Board Vote Required" and the message shall be e-mailed with high importance.
- D. No second shall be required for any motion made pursuant to this Section.
- E. Once the main motion is e-mailed to the Board members, the Board shall have 24 hours to discuss the motion electronically. During the electronic discussion period, potential subsidiary motions and amendments may be discussed, but no motions or amendments are allowed to be officially proposed in order to provide for a full discussion on the main motion.
- F. After the discussion period has passed, the President, or Other Officer, shall announce to the Board members by e-mail that the time for discussion on the main motion has expired and Board members may offer amendments and motions within 24 hours pursuant to the procedure described in Section F ii below.
 - i. No amendments or subsidiary motions proposed. If no amendments or other subsidiary motions are proposed during the 24-hour time period, the President or Other Officer shall announce that voting on the main motion shall proceed. The Board shall then have 24 hours to vote on the motion. If during the discussion period a Board member unambiguously announces his/her vote and does not change his/her vote during the voting period, then the announced vote will count as if the Board member voted during the voting period.
 - ii. Proposed amendments and subsidiary motions.
 - a. Board members proposing amendments and other subsidiary motions to the main motion must do so formally by e-mailing a "Reply All" message to all Board members. The Board member must specifically state what he/she is proposing and must provide the specific language of the amendment or other subsidiary motion.
 - b. If any amendments or other subsidiary motions are proposed, the Board members will have 24 hours to discuss them. If more than one amendment and/or subsidiary motion is proposed, the amendment and/or subsidiary motion will be addressed by the Board in the order received as determined by the date and time stamp on each e-mail message. However, the President or Other Officer may, in his/her discretion alter the order of voting on multiple amendments or subsidiary motions if doing so would make more sense.

At the end of the discussion period, the President or Other Officer shall announce via a "Reply All" message to all Board members that the time for discussion has expired and that voting by the Board on the amendments or other subsidiary motions shall proceed. The Board shall then have 24 hours to vote on the amendments or other subsidiary motions.

- c. When the time period for voting on the amendments or other subsidiary motions has expired, if the original main motion has not been disposed of, the Board shall then have 24 hours to vote on the original main motion if the amendment or the subsidiary motion does not pass. If during the discussion period, a Board member unambiguously announces his/her vote on the amendment or subsidiary motion and does not change his/her vote during the voting period, the announced vote will count as if the Board member voted during the voting period.
- G. For a motion to pass by electronic voting, it must receive the same number of votes required for passage as if the Board was meeting in person and a quorum of Board members was present, *i.e.*, the affirmative vote of a simple majority of a quorum of at least fifty-one percent (51%) of the Board members.
 - H. If for any reason the President or Other Officer determines that voting should be done by secret ballot, instead of electronic voting via "Reply All" messages to all Board members, members will vote by privately e-mailing their votes to the President or other Officer during the prescribed voting period.
 - I. Any time period for voting and/or discussion mentioned above may be altered (i.e. shortened or lengthened) within the sole discretion of the President or Other Officer depending on the exigencies of the circumstances, or the complexities of the motion(s).
 - J. At the conclusion of the voting period, the President or Other Officer shall announce the results of the vote via a "Reply All" message to all Board members. The Secretary shall combine all threads of the Board's electronic discussions and voting on the issue(s) as needed to assure the record is complete, print the entire thread of the discussion and voting and retain the printed thread as the minutes of the Board's discussion and vote.

6.5 **Telephone Voting.** When the Board is in session, any Board members who are unable to attend the meeting in person, may participate via telephone in any discussion and in voting on any issues that the Board puts to a vote. If for any reason the President or Other Officer determines that voting on a particular motion or issue should be done by

secret ballot, any Board members participating via telephone may vote by privately telling their votes to the President or Other Officer during the voting period.

- 6.6 **Financial Limitation on Electronic and Phone Voting.** The electronic and phone voting methods, as set forth in Sections 6.4 and 6.5 above, may be used by Board members for voting on all issues including financial decisions regarding allocation and/or expenditure of Federation funding. However, electronic and phone voting may not be used for voting on a financial decision to allocate or spend an amount exceeding the equivalent of 1% (one percent) of the Federation's annual budget.

ARTICLE VII. COMMITTEES

- 7.1 **Eligibility.** A person must be a voting member of the Federation in order to be appointed to any committee.

7.2 **Executive Committee.**

- A. **Composition.** The President shall be the chair of the Executive Committee, the President-Elect shall be its vice chair and the Executive Committee shall be composed of the following:

- (i) All elected Officers currently serving their terms;
- (ii) The immediate Past President of the Federation; and
- (iii) Up to three (3) additional Board members as the President may appoint.

- B. **Powers and Duties.** The Executive Committee shall have such power as may, from time to time, be delegated to it and shall perform such duties as it may be charged with by the Board of Directors. The Executive Committee shall be responsible for the operation of the Federation on a regular basis, subject to policies set by the Board of Directors. The Executive Committee shall consult with the Board of Directors in regard to the enforcement, collection, compromise and write off of pledges and other claims. The Executive Committee shall meet at least ten (10) times annually. A simple majority shall constitute a quorum of the Executive Committee for any official meeting provided that a minimum of three (3) officers are present.

7.3 **Campaign Cabinet.**

- A. **Composition.** The chair of the Campaign Cabinet will be appointed by the President. The Cabinet will be comprised of three (3) to five (5) members appointed by the Chair of the Cabinet. The members of the Cabinet may be Board members, but are not required to be.
- B. **Powers and Duties.** The Campaign Cabinet shall be responsible for all matters relating to the fund raising functions of the Federation, including the annual campaign.

7.4 **Finance Committee.**

- A. **Composition.** The Finance Committee shall consist of not less than five (5) members of the Federation.
- B. **Powers and Duties.** This Committee shall specify the form of budget to be maintained by all of the committees handling funds, requiring each such committee to submit its budget to the Federation at such times as the Finance Committee may prescribe, and develop procedures for working with and assisting such committees regarding their financial and management operations. This committee shall be responsible for such audits/reviews of the Federation's finances as may be required by the Board of Directors.

7.5 **Granting Committee.**

- A. **Composition.** The Granting Committee shall consist of not less than seven (7) members.
- B. **Powers and Duties.** This committee shall review and consider all requests for grants from the funds of the Federation, including both annual and special bequests, whether submitted by committee beneficiaries or other beneficiaries, and recommend allocations to the Board of Directors. This committee also should advise applicants for funds to inquire as to the availability of funds from other sources.

7.6 **Jewish Community Relations Committee.**

- A. **Composition.** The Jewish Community Relations Committee shall consist of three (3) members of the Board of Directors and at least five (5) members from the community at large who are to be appointed by the chair of this Committee. To the extent possible, the Committee shall include members affiliated with Jewish organizations within the

community, which shall be solicited for nominee recommendations. This Committee shall be a constituent member of the Jewish Council for Public Affairs (“JCPA”).

B. Powers and Duties. The Community Relations Committee shall have the following powers and duties:

- (i) To promote mutual understanding among groups in the community, and further, through education and otherwise, general public acceptance and practice of the principles promoting human dignity, individual rights and fraternal relationships across religious, racial and ethnic lines and groups;
- (ii) To educate and advocate Jewish interests in the community;
- (iii) To develop an intelligent and effective public opinion within and outside the Jewish community on Jewish community relations problems, concerns and commitments; and
- (iv) To function as a coordinating and advisory body for the development and implementation of coordinated programs and policies for, and participation by, local Jewish organizations in the field of community relations in El Paso, Texas.

7.7 Nominating Committee.

A. Composition. This committee shall be composed of not less than five (5) individuals, with the immediate Past President of the Federation serving as chair, and at least two (2) other members appointed by the President. Other members may be appointed by the committee chair or the President. To the extent feasible, some of the members of this committee should be drawn from different Jewish agencies in El Paso.

B. Powers and Duties. The powers and duties of this committee are as set out in these Bylaws.

7.8 **Long Range Planning Committee.**

- A. **Composition.** The chairperson of this committee shall be a past president or a current member of the Federation's Executive Committee. Other interested persons appointed by the President shall be members of this committee.
- B. **Powers and Duties.** The powers and duties of this committee are to consider the long range objectives of the Federation and to make recommendations to the Executive Committee relating thereto.

7.9 **Additional Committees.** The President, with the approval of the Board, may establish additional committees and assign such powers and duties to them as the President may determine in her or his discretion.

7.10 **General Rules and Procedures.** All committees are accountable to, and their actions shall be subject to, the approval of the Board of Directors. Each committee shall exercise only those powers and perform those functions as provided for in these Bylaws, or as may be expressly given or assigned to it. Each committee may adopt its own rules and regulations and its own procedures provided that such rules, regulations and procedures must be consistent with these Bylaws and the policies of the Federation. In the event of any inconsistencies, these Bylaws shall control. The President or President's designee shall be an *ex-officio*, *i.e.*, nonvoting, member of each committee unless otherwise indicated by these Bylaws.

ARTICLE VIII. MISCELLANEOUS

8.1 **Depositories.** Funds of the Federation and any of its committees/constituent agencies shall be kept in such banks, savings and loan associations, credit unions or brokerage accounts under such names as the Board of Directors may from time to time determine. Policies shall be set up to provide for the signatures of approved parties for the cashing of checks.

8.2 **Expenditures.** Expenditures of funds shall be in accordance with the approved budget unless otherwise approved by the Board of Directors.

8.3 **Audit.** An annual audit and/or review shall be made of all the receipts and disbursements of the Federation and any of its committees/constituent agencies with such audit or review to be performed by a public accounting firm the Board of Directors engages for such

purpose. Employment of an auditing firm shall be done in accordance with policies set by the Board of Directors.

- 8.4 **Fiscal Year**. The fiscal year of the Federation shall begin January 1 and end December 31 of each year.
- 8.5 **Indemnification**. Each director and officer of the Federation and its constituent agencies now or hereafter serving as such, shall be indemnified by the Federation against any and all claims and liabilities to which he or she has or shall become subject by reason of serving or having served as such director or officer, or by reason of any action alleged to have been taken, omitted or neglected by him or her as such director or officer; and the Federation shall reimburse each such person for all legal expenses reasonably incurred by him or her in connection with any such claim or liability; provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with, any claims or liability arising out of his or her own willful misconduct or gross negligence. The amount paid to any officer or director by way of indemnification shall not exceed the actual, reasonable and necessary expenses incurred in connection with the matter involved, and such additional amount as may be fixed by the Board of Directors, which determination shall be binding on the indemnified officer or director. In addition, the Directors, Trustees, and other volunteers of the Federation or any of its committees or organizations shall be entitled to the statutory benefits of limited liability under the laws of the State of Texas.
- 8.6 **Corporate Seal and Attestation**. Neither the corporate seal nor the attestation by the Secretary shall be necessary, and all documents signed without the same are deemed to be effective.
- 8.7 **Amendment**. These Bylaws may be altered, amended or repealed at any properly convened meeting of the Board of Directors at which a quorum is present by the affirmative vote of two-thirds (2/3) of the members present at such meeting, provided written notice of the proposed alteration, amendment, or repeal has been provided to the Board members by mail or email at least ten (10) days prior to the meeting.

APPROVAL:

In accordance with all the requirements set forth above, these Restated Bylaws were approved by Resolution of the Federation's Board of Directors on the 25th day of March, 2014.

Haidi Appel, President

This version of the By Laws reflects amendments approved by the Board through electronic discussion and voting on April 24th, 2016.

Dori Fenenbock, President

Jewish Federation of Greater El Paso Whistleblower Policy

- 1- The Jewish Federation of Greater El Paso expects its Directors, Officers, Staff and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, as well as compliance with all applicable Federal and State laws and regulations.
- 2- It is the responsibility of all Directors, Officers and Staff to report any wrongful conduct in accordance with this whistleblower policy.
- 3- “Wrongful Conduct” is defined in this whistleblower policy to include: a violation of applicable State and/or Federal laws or regulations; use of Federation property, resources, or authority for personal gain or non-organization-related purpose except as provided under Federation policy.
- 4- No Retaliation No Director, Officer or member of the Staff who in good faith reports Wrongful Conduct will suffer harassment, retaliation or adverse employment consequences as a result of his/her reporting of wrongful conduct. Any Director, Officer, or Staff member who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to disciplinary action up to and including termination of employment or removal from the Board of Directors or Executive Committee, as applicable. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the framework of the Federation prior to seeking resolution outside that framework.
- 5- Reporting Wrongful Conduct: The Federation encourages its Directors, Officers and Staff members to share their questions, concerns, misgivings, suggestions or complains with someone who can address them properly. Any Director, Officer or Employee may report Wrongful Conduct to the Executive Director or the President of the Board of Directors. If the Wrongful Conduct involves one or both the Executive Director and/or the President, or if the reporting individual is not comfortable speaking with or not satisfied with the response of those individuals, the issue may be reported to any member of the Board. Upon report, the Executive Director, President or Director must notify to the full Board that an alleged Wrongful Conduct report was made and is being investigated.
- 6- Acting in Good Faith: Anyone filing a complaint of Wrongful Conduct must be acting in Good Faith and have reasonable grounds that the information disclosed indicated Wrongful Conduct. Any allegation that proves not to be substantiated and/or which is proven to have been made maliciously or with knowledge of it being false will be considered a serious disciplinary offense.
- 7- Confidentiality: Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the needs to conduct an adequate investigation.
- 8- Handling of Reported Wrongful Conduct: A representative of the Board will acknowledge receipt of the allegation within five business days, unless such report was filed anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

FEDERATION COMMITTEES

CAMPAIGN COMMITTEE

Is responsible for the planning and execution of the community campaign, including: developing of Campaign Calendar, recruitment of Campaign Event chairs and committees, implementation of general solicitation, call-in and Face-to-Face solicitations.

Current Chairpeople: Janet Wechter, Leslie Beckoff

COMMUNITY RELATIONS COMMITTEE

Is responsible for representing the consensus of the Jewish community to the Media and Elected Officials, as well as developing relationships with other ethnic communities in the El Paso-Las Cruces region. It also organizes programs to further the ideals of Tikkun Olam and Social Justice.

Current Chairperson: David Kern

VOICE EDITORIAL COMMITTEE

Is responsible for working with The Voice Editor to secure the most efficient and useful use of the Community Newspaper as a communications vehicle with the broader Jewish community.

FINANCE COMMITTEE

Is responsible for overseeing the finances of the organization working together with the Controller and the Executive Director. It is also responsible for assigning dollar value to the Granting Committee recommendations.

Current Chairperson: Loree Furman (Treasurer)

GRANTING COMMITTEE

Is responsible for the Granting Process from the request for Grants to the definition of scores for each project/application.

Current Chairperson: Wendy Lanski

PERSONNEL COMMITTEE

Is responsible for overseeing personnel policies working with Executive Director. The Executive Committee has been functioning as de-facto Personnel Committee.

FILM SERIES COMMITTEE

Is responsible for the selection of films and organization of the Annual Jewish Film Series.

Current Chairperson (for January 2018): Brenda Ehrlich

CAMP SHAMAYIM COMMITTEE

Is responsible for the organization and implementation of the Camp Shamayim Program, working in conjunction with the Camp Shamayim Director.

YOM HA'ATZMAUT COMMITTEE

Is responsible for the organization and implementation of the celebration of Israel Independence Day. As 2018 marks the 70th Anniversary of Israel's declaration of Independence, the program is expected to include some special events and features.

SHABBOS PROJECT

Is responsible for the organization of the local participation in the Global Shabbos Project, scheduled for the week of “Lech Lechah” (October 20).

Current Chairperson: Daniel Hamicha

The Hanukkah Celebration at Alligators’ Plaza and Good Deeds Day are implemented as subcommittees of the CRC.

LOCAL GRANTS AND ALLOCATIONS AWARDED FOR 2017

EPJA Tuition Assistance	\$26,845
JCC Preschool Tuition Assistance	\$ 6,240
JCC Purim Festival	\$ 1,281
JCC Judaics Grant	\$ 1,253
JCC Physical Ed	\$ 1,177
EP Pro Musica Nava Pearlman	\$ 2,485
EP Pro Musica Movie	\$ 309
JCC Preschool	\$ 2,975
Jewish Family and Children Services	\$ 21,747
CBZ Disney Shabbat	\$ 3,367
CBZ Seder in the Desert	\$ 3,860
CBZ Challah Days	\$ 1,530
CBZ USY	\$ 927
EPHM Educational wing	\$ 10,080
EPHM Benches	\$ 293
Beth-El (Las Cruces) Scholars in residence	\$13,143
Inter American Jewish Studies Program	\$ 31,929
TMS – Price	\$ 3,775
TMS – Program on Aging	\$ 1,110
TMS - Matt	\$ 7,268
TMS – 20s & 30s	\$ 1,314

TMS – Fun, Food and Film	\$ 4,113
TMS - Retreat	\$ 2,310
TMS – Aaronson	\$ 4,477
TMS – Seder in a Box	<u>\$ 1,272</u>
SUBTOTAL IN LOCAL GRANTS	\$ 152,105

Community Programs and Events	\$ 7,000
Yom HaAtzmaut Celebration	\$ 8,500
Jewish Film Series	\$ 8,000
Support Payment for Jewish Education	\$ 60,000
CRC Programs and operation	\$ 4,000
PJ Library	\$ 6,135
Shalom Shuttle	\$ 14,000
S.K.I.P.	\$ 2,700
Other Camperships and Scholarships	\$ 5,000
Bea Weisz Scholarships	<u>\$ 4,553</u>
SUBTOTAL BOARD ALLOCATIONS	\$ 119,888

TOTAL LOCAL GRANTS AND ALLOCATIONS	\$ 271,993
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Birthright Israel	\$ 7,205
Jewish Council for Public Affairs	\$ 2,130
Jewish Federations of North America	\$ 73,761

TOTAL LOCAL AND GLOBAL DISTRIBUTIONS	<u>\$ 355,089</u>
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Note: In addition, local expenses include approximately \$ 24,000 spent in staff time for the planning and implementation of these programs.

HOW ARE THE DOLLAR AMOUNTS FOR GRANTS DETERMINED?

Funding distributed from Community dollars fall into two broad categories: Those grants or allocations decided upon by the Board and those decided upon by the granting committee. This section describes the process for those grants decided upon by the granting committee.

STEP 1: A panel of evaluators is recruited from all local Jewish organizations to evaluate all grant requests. Panelists are trained regarding criteria and scoring tables. As a result, each application is given a total score between 0 and 100.

STEP 2: Based on the financial results of the prior year, a determination is made of how much money is available for grants.

STEP 3: Utilizing a sliding scale which can be based on 1%, 2% or 3 %, the Finance Committee determines the “best fit”, that is based on the resources available, the best way to fund as many projects with as many dollars as possible.

STEP 4: The Finance Committee presents the recommendation to the Board, which takes final action on the distribution of funds as part of the overall Budgeting process.

STEP 5: Applicants are notified of their average scores for each of the projects they applied for, as well as their average scores on each of the three main categories of evaluation: Quality, Reach and Management. The intention of these notifications is to help organizations to improve their performance.

STEP 6: Money is reimbursed to the organizations against receipts up to the amount awarded for each project.

NATIONAL AND GLOBAL BENEFICIARIES OF THE COMMUNITY CAMPAIGN

- Jewish Federations of North America (<http://www.jewishfederations.org>)
- American Jewish Joint Distribution Committee (<http://www.jdc.org>)
- Jewish Agency for Israel (<http://www.jewishagency.org>)
- World ORT (<http://www.ort.org>)
- Jewish Council for Public Affairs (<http://www.jewishpublicaffairs.org>)
- Israel Action Network – IAN (<http://www.israelactionnetwork.org>)
- Secure Community Network (<http://www.scnus.org>)
- Birthright Israel (<http://www.birthrightisrael.com>)
- Emergency Food and Shelter Program (in partnership with FEMA)

ACRONYMS OF COMMON JEWISH ORGANIZATIONS

ADL	Anti-Defamation League
AIPAC	American Israel Public Affairs Committee
AJC	American Jewish Committee
AJC	American Jewish Congress
AJFCA	Association of Jewish Family and Children's Agencies
ARZA	American Reform Zionist Association
AZF	American Zionist Federation
AZYF	American Zionist Youth Foundation
BBYO	B'nai B'rith Youth Organization
CAJE	Coalition for the Advancement of Jewish Education
CLAL	Center for Learning and Leadership
EPJA	El Paso Jewish Academy
HIAS	Hebrew Immigrant Aid Society
HUC-JIR	Hebrew Union College – Jewish Institute of Religion
IAN	Israel Action Network
INSS	Institute for National Security Studies, Tel Aviv University
JAFI	Jewish Agency for Israel
JCPA	Jewish Council for Public Affairs
JCPA	Jerusalem Center for Public Affairs
JDC	American Jewish Joint Distribution Committee (Joint)
JCRC	Jewish Community Relations Council

JCCA	Jewish Community Centers Association of North America
JFCS	Jewish Family and Children's Service
JFNA	Jewish Federations of North America
JNF	Jewish National Fund
JNS	Jewish News Service
JTA	Jewish Telegraphic Agency
JTS	Jewish Theological Seminary
JWV	Jewish War Veterans
NCJW	National Council of Jewish Women
NFTY	North American Federation of Temple Youth
ORT	Organization for Rehabilitation through Training
OU	Orthodox Union
SCN	Secure Community Network
SKIP	Send A Kid to Israel Partnership
URJ	Union for Reform Judaism
USA	United Synagogues of America
USY	United Synagogue Youth
WIZO	Women's International Zionist Organization
WZC	World Zionist Congress
WZO	World Zionist Organization
ZOA	Zionist Organization of America

FEDERATION ACTIVITIES PLANNED FOR 2017-2018 FY

July 2017 – Granting Process begins

August 24, 2017 – Maimonides Event

August, 2017 – Special Las Cruces Call-in session

September 13, 2017 – Board Training (Time TBD)

September 14, 2017 – Women’s Philanthropy Campaign Event

October 18-20, 2017 – Shabbos Project

November 12-16, 2017 – General Assembly of Jewish Federations of North America

December 2017 – Hanukkah Community Celebration at Alligators’ Plaza

January 14,28; February 11,25, 2018 – Jewish Film Series

April , 2018 – Good Deeds Day

April 22nd or April 29th, 2018 – Yom HaAtzmaut 70 Years

June 2018 – Camp Shamayim

June 2018 – Federation Annual Meeting

July 2018 – Camp Kadima

NOTE: CAMPAIGN EVENTS DATES FOR THE 2018 CAMPAIGN HAVE NOT BEEN DETERMINED

YET