

North Alabama Community Hebraic School

NACHaS Bylaws

1. The name of the School shall be the North Alabama Community Hebraic School (NACHaS).

NACHaS shall be operated as an autonomous entity of, and in cooperation with Temple B'nai Sholom (TBS) and Etz Chayim Congregation (EC).

NACHaS shall use the facilities of TBS and EC with designated classes and/or activities utilizing the facilities of each as required.

2. NACHaS Goals & Objectives. At NACHaS, we believe our children should strengthen their faith in God, their love of Torah, and their identification with the Jewish people. We hope to inspire a strong sense of Jewish community and enrich their observance of Jewish practices, literacy, education and values.
 - A. To make a sincere effort to help each student cultivate a sense of pride in being Jewish, and comfort and joy in their Judaism.
 - B. To develop a sense of respect and caring for each other and a greater feeling of spirituality leading to good deeds and faith in G-d.
 - C. To instill a sense of responsibility for ourselves and those less fortunate through active, personal participation in Tzedakah, T'filah and Tikkun Olam.
 - D. To familiarize students with Jewish observance through worship and prayer including study, attendance at religious services, and special holiday celebrations.
 - E. To familiarize students with Torah, Jewish ethics, modern Israel and to convey an awareness of and appreciation for the richness of Jewish history and literature.
 - F. To stimulate a process of continuous learning and living which extends beyond the Religious School and lasts a lifetime.
3. Organization: The Officers, Board Members, Principals, and Teachers will be comprised of Jewish members of TBS and EC.
 - A. Board of Directors: NACHaS will have a ten-member board of directors (BoD) which shall consist of four members appointed by TBS, four members appointed by EC, and each congregation's rabbi.

BoD members will serve on a three-year rotating basis with a new member each from TBS and EC replacing an outgoing member. Members coming off the BoD, as well as those going on the BoD, will be determined by the boards of TBS and

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EC. These board members serve at the pleasure of the Boards of EC and TBS and may be replaced by those Boards.

B. Board of Director Officers

- 1) Chairperson on an Annual rotating basis alternating between congregations. The Chairperson will preside at all meetings and decide points of order, subject to the Modified Robert's Rules of Order (Appendix 1).
- 2) Vice Chairperson on an Annual rotating basis alternating between congregations. The Vice Chairperson will preside at all meetings and decide points of order in the absence of the Chairperson. The expectation is that the Vice Chairperson will serve as Chairperson for the next year.
- 3) Secretary to be appointed by BoD members. The secretary will record and maintain the minutes of the organization, prepare correspondence, and keep the organization's records. The secretary will be responsible for responding to requests for information from the IRS, and other entities having business with the organization.
- 4) Treasurer to be appointed by the BoD members. The treasurer will be responsible for receiving and disbursing funds of the organization, as well as keeping its financial records. The treasurer will report the organization's financial transactions to the BoD quarterly.

C. Co-Principals: The boards of EC and TBS will each appoint a co-principal for the school as long as each congregation can provide a candidate for principal. Responsibilities of the principals, as identified in Appendix 2, will be divided between the two principals by mutual agreement and BoD approval.

D. Teachers:

- 1) Teachers comprised of Jewish volunteers, approved by the board.
- 2) Teacher aides comprised of volunteers, either Jewish or participating in Jewish Conversion, approved by the board.

4. Duties of the Board:

A. Board Meetings: Board meetings should be conducted by the 3rd Wednesday of appropriate quarter unless agreed upon by consensus. Additional meetings are to be called by the Chairperson at the request of five board members. All meetings of the BoD must have at least 5 participants to conduct business. All votes concerning finances of the NACHaS must have at least 5 yes votes to be

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passed. If a member finds that he/she cannot attend in person, he/she may participate via electronic means. Generally, the meeting schedule and main topics are:

- 1) March: General Curriculum and Schedule Approval
 - 2) June: Election of Officers, Annual Program, and Final Schedule
 - 3) September: Program Verification/Issues Resolved. Proposal for curriculum change for the next year.
 - 4) December: Program Verification/Issues Resolved Proposal for curriculum change for the next year.
- B. The BoD will provide status reports to the TBS and EC boards twice during the school year for possible reporting to the respective congregations. Board members from each congregation are responsible for providing status reports to their respective congregations.
5. Finances: NACHaS finances will be maintained in a separate set of books and bank/credit union account(s) independent of TBS and EC.
- A. All fees collected for the school are to be paid to and deposited in a bank/credit union account to be set up for the specific use of NACHaS and independent of TBS and EC. The BoD will establish the budget and fees to be collected. The goal of the school should be to have all costs covered by the fees.
 - B. NACHaS will pay to TBS and EC appropriate funds for school preparation, utilities, janitorial services, appropriate repairs, applicable insurance and school furniture depreciation.
6. Curriculum: The BoD, in conjunction with the co-principals, will establish the curriculum for the school.
- A. Classes are to be engaging and interactive and include experiential, hands on, drama, art, music, games, films, books, stories, information technology, and special guests. Rabbis from both congregations teach, lead activities and help teachers and principals plan lessons & special events.
 - B. The BoD, with input from NACHaS principals and teachers, reserves the right to tailor the curriculum or change curriculum annually if improvement can be gained. The basis for the curriculum needs to be in place by the 3rd Wednesday of March.

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7. Students

- A. Jewish children assigned to grade levels based on Alabama guidelines
- B. The core program will focus on grades K through 7 or 9 as determined by the board.
- C. An optional program can be established for pre-K, defined as the year prior to eligibility for kindergarten based on Alabama guidelines.
- D. All students will pay fees based on a fee schedule determined by the BoD.
Arrangements will be made to ensure that no student is turned away based on recommendations of the TBS and EC Fair Shares Committees.

8. Congregations

- A. Either EC or TBS may opt out of NACHaS. However, the opt-out date for withdrawal of TBS or EC from NACHaS will be no later than the 3rd Wednesday of March for the following school year. NACHaS assets will be liquidated as determined by the Board.
- B. These bylaws are to be approved by both the TBS and EC boards.

ByLaws Appendix 1: Modified Robert's Rules of Order

To ensure that everyone has a chance to participate and share ideas in a group setting and to prevent barriers to participation, everyone is responsible for seeing that these procedures are followed.

Four motions are typically used:

- To Introduce (a motion)
- To Change a Motion (amend)
- To Adopt (accept a report without discussion)
- To Adjourn (end the meeting)

Meeting Guidelines

1. Respect others, their ideas and opinions. Come to the discussion with an open mind.
2. Do not interrupt. Listen to other people's ideas and try to understand their reasoning.
3. Try to state your point in 25 words or less and speak only to the topic at hand.
4. No side conversations. If it's important enough to share, share it with everyone.
5. When an idea has been stated previously and you agree, only speak when you have something new to add.
6. Everyone gets a chance to share his or her opinion before someone speaks again.
7. No decision is adopted until there is resolution of each concern.
8. When concerns remain after discussion, an individual can agree to disagree by acknowledging that he or she has unresolved concerns, but consent to the proposal anyway and allow it to be adopted.
9. A resolution may be passed w/o consensus in the event one member chooses to stand aside.
10. Others as necessary

ByLaws Appendix 2: Principals' Responsibilities

1. Ensure vertical alignment of student instruction through the use of BoD approved curriculum
2. Coordinate Rabbi visits and activities relative to NACHaS
3. Maintain and provide attendance information to the treasurer
4. Ensure order and decorum of classes
5. Coordinate Bokkur Orr.
6. Establish disciplinary process
7. Handle issues from parents/guardians
8. Maintain supplies and manage supply room
9. Coordinate snacks
10. Others as necessary

ByLaws Appendix 3: Historical Establishment

One time seed money of \$1000 from each congregation and the Jewish Federation of Huntsville and Northern Alabama was provided to the school. These monies were reimbursed and there is no further financial obligation.

ByLaws Appendix 4: Jewish

An individual is considered Jewish by NACHaS if recognized as such by either congregation, TBS or EC