

I. GOVERNANCE

I.A. Governance: Structure

I.A.1. JRC Bylaws

The JRC Bylaws specify guidelines regarding membership, officers, board of directors, committees, congregational meetings, and more. The Bylaws are here:

http://www.jrctogether.org/wp-content/uploads/2021/01/jrc_bylaws_march_2015.pdf (Updated 3/22/2015)

I.A.2. JRC Mission Statement

I.A.2.a. (Approved 10/12/2011; rescinded and replaced 4/10/2019)

I.A.2.b. (Approved 11/10/99; rescinded and replaced 10/12/2011)

I.A.2.c. JRC Mission Statement: JRC is a diverse, participatory, and sacred community dedicated to a daring, deeply-rooted Judaism. (4/10/2019)

I.A.3. JRC Vision Statement

JRC will be a vibrant, warm, and welcoming Reconstructionist Jewish community and spiritual home that engages its diverse members in lifelong learning (*Limud*), repair of the world (*Tikkun Olam*), acts of kindness (*Gemilut Hasidim*), joyful celebrations (*Simcha*) and the sacred work of community building. The congregation will be known for its spirituality, intellectual curiosity, inclusivity, respect for diversity, and deep commitment to social justice and sustainable coexistence between people and the environment. (3/11/2015)

I.A.4. JRC Strategic Plan

The JRC Strategic Plan is a management tool for the board of directors, committees, and staff, encompassing the intent of the congregation as we continue to build a spiritual community, shape our governance, engage all generations, educate ourselves, repair the world, and secure the resources we need for financial sustainability. (Fall, 2012)

I.A.4.a. The 2013-2015 Strategic Plan is here:

<http://www.jrctogether.org/wp-content/uploads/2021/01/2013---2015-JRC-Strategic-Plan.docx.pdf> (Fall, 2012)

I.A.4.b. The 2015-2018 Strategic Plan Update and Extension is here:

http://www.jrctogether.org/wp-content/uploads/2021/01/jrc_strategic_plan_2015-2018_board_approved_03112015.pdf (3/11/2015).

I.A.5. Affiliation

JRC is an affiliate of Reconstructing Judaism. <https://www.reconstructingjudaism.org/> (1968)

I.A.6. Closed Meetings

The Board of Directors has the right to conduct congregational business privately, restricting attendance at meetings or portions of meetings to the Board of Directors and those staff and/or members of the congregation with whom the Board of Directors deems necessary to conduct its business in a confidential manner. *(10/12/94)*

I.A.7. JRC Foundation

I.A.7.1. *(Approved 6/21/89; rescinded and replaced 4/10/2019)*

I.A.7.2. The Board of Directors of the JRC Foundation consists of the JRC president, the JRC Treasurer, the JRC president-elect or immediate past president, and two JRC members appointed by the president and confirmed by the JRC board following the congregation's annual meeting. (Refer to Article III, Section 2 of the Foundation's bylaws.) *(4/10/2019)*

I.B. Governance: General Communications

I.B.1. External Communications

This policy should be used to assist and guide communication by JRC members (and staff) in a consistent manner. It encompasses the current types of communications media in use by JRC at the time of this writing (5774/Fall 2013). This policy seeks to amend and/or replace prior JRC communication policies. *(Approved 10/9/2013; "5774/Fall 2013" replaced with "5779/Winter 2019" and "accepted in 1973, 1977 and 1989" deleted from the section end 5/8/2019)*

I.B.1.a. Environmental Friendliness

JRC seeks to minimize its carbon footprint and support sustainability by minimizing the use of printed materials. When printed materials are necessary, JRC encourages the use of the most sustainable and reasonably priced commodity/ies currently available. This includes paper, ink, toner, envelopes and other products associated with the production and delivery of paper products. *(10/9/2013)*

I.B.1.b. Content Guidelines

I.B.1.b.i. Materials printed or sent electronically under the JRC logo/branding and name and any materials paid for with JRC funds must be for JRC-endorsed and/or sponsored events from Reconstructing Judaism and JRC community partners or activities as determined by the JRC Executive Director and the Board of Directors. *(Approved 10/9/2013; "/branding and name" added, "from Reconstructing Judaism and JRC community partners" added, and "any relevant committee or group including" deleted 5/8/2019)*

I.B.1.b.ii. No advertising or other promotional materials pertaining to JRC shall be placed for publication or other forms of paid public dissemination unless such materials have previously been reviewed and approved by the Strategic Development Vice President, President, or Executive Director with respect to content, form and medium of dissemination. *(Approved 10/9/2013; "Information Vice President" replaced with "Strategic Development Vice President" 11/7/2018; "paid" added and ", President, or Executive Director" added 5/8/2019)*

I.B.1.b.iii. Members who provide content or represent JRC in external promotion of JRC activities should notify the Strategic Development Vice President, President, or Executive Director prior to contact with the media or submission of printed materials to discuss the content, form and medium

of dissemination. *(Approved 5/8/2019)*

I.B.1.c. Distribution Guidelines

I.B.1.c.i. The JRC membership list should not be used for political or commercial purposes. *(10/9/2013)*

I.B.1.c.ii. The JRC Office will not share member's contact information with non-members. *(5/8/2019)*

I.B.1.d. Use of JRC's Logo

In order to maintain consistent branding, all materials whether actual or virtual that carry the JRC logo must conform to the JRC brand standards, in terms of logo placement, colors and other design elements as laid out in the JRC style guides. Information about the logo is available from JRC staff. *(Approved 10/9/2013; "as laid out in the JRC style guides" added 5/8/2019)*

I.B.1.e. Chain of Command/Internal Communications about External Communication

The Executive Director is responsible for assigning authority to specific individuals to post, edit, update and otherwise maintain the content on the website and social media and to send mailings/e-mails on behalf of JRC. The Executive Director and/or JRC staff are responsible for working with and/or contacting the appropriate board or committee members as necessary on external communications matter as relevant. *(Approved 10/9/2013' "staff members" replaced with "individuals" and "and social media" added 5/8/2019)*

I.B.1.f. Mailings and Postage

I.B.1.f.i. Any JRC committee may develop a printed document paid for by that committee's budget. The committee is responsible for seeking competitive bids for such. JRC will only pay postage costs for mailings of official JRC business or those pertinent to the congregation as a whole. *(10/9/2013)*

I.B.1.f.ii. *(Approved 10/9/2013; rescinded 5/8/2019)*

I.B.1.g. Current list of regular JRC paper and virtual publications and their uses

I.B.1.g.i. *(Approved 10/9/2013; rescinded 5/8/2019)*

I.B.1.g.ii. Membership Directory

I.B.1.g.ii.(1). *(Approved 10/9/2013; rescinded and replaced 5/8/2019)*

I.B.1.g.ii.(2). Contact information of members in good standing is available to members through a password protected portal. Members can opt out of having their information available in the Directory. *(5/8/2019)*

I.B.1.g.iii. E-mails

I.B.1.g.iii.(1). E-mail communications to the entire congregation are limited to promoting only JRC-sponsored or JRC-endorsed events. Any member, however, may submit ideas or original copy for consideration. Single subject emails are reserved for time-sensitive JRC notifications such as deaths of members or family members, emergency closings, major fundraisers, annual meeting, and High Holidays. *(Approved 10/9/2013; "publication" replaced with "consideration" and "holidays, surveys and the newsletter" replaced with "High Holidays" 5/8/2019)*

I.B.1.g.iii.(2). *(Approved 10/9/2013; rescinded 5/8/2019)*

I.B.1.g.iv. Website

I.B.1.g.iv.(1) The website (jrc-evanston.org) is the official location for current information about JRC. *(10/9/2013)*

I.B.1.g.iv.(2) *(Approved 10/9/2013; rescinded 5/8/2019)*

I.B.1.g.iv.(3) *(Approved 10/9/2013; rescinded 5/8/2019)*

I.B.1.g.iv.(4) The Executive Director is responsible for assigning authority to individuals to post, edit, update and otherwise maintain the content on the website. *(5/8/2019)*

I.B.1.h. Social Media

I.B.1.h.i. Social Media Usage

I.B.1.h.i.(1). Social media is used for updating JRC members on JRC day-to-day activities, posting photos, promoting JRC events, and marketing to Chicagoland residents who may be interested in membership and programs. *(Approved 10/9/2013; "Facebook" replaced with "social media" 5/8/2019)*

I.B.1.h.i.(2). *(Approved 10/9/2013; rescinded and replaced 5/8/2019)*

I.B.1.h.i.(3). All social media content is public and anyone can share or comment on material. *(5/8/2019)*

I.B.1.h.i.(4). JRC reserves the right to delete offensive comments. *(10/9/2013)*

I.B.1.h.ii. JRC may place ads on social media, targeting desirable demographic audiences. *(Approved 10/9/2013; "Facebook" replaced with "social media" 5/8/2019)*

I.B.1.h.iii. Social Media Access

I.B.1.h.iii.(1). Social media administrative access is controlled by the Executive Director. *(Approved 10/9/2013; "The Facebook" replaced with "Social media" 5/8/2019)*

I.B.1.h.iii.(2). *(Approved 10/9/2013; rescinded and replaced 5/8/2019)*

I.B.1.h.iii.(3). The Executive Director is responsible for assigning authority to post, edit, update and otherwise maintain the content on JRC's social media accounts. *(5/8/2019)*

I.B.1.h.iii.(4). JRC staff monitors the social media sites regularly. *(Approved 10/9/2013; "reviews" replaced with "monitors", "Facebook page daily and posts" replaced with "social media sites" 5/8/2019)*

I.B.1.h.iv. Note that:

I.B.1.h.iv.(1). The privacy and advertising policy, editing rules and other features on social media may change at any time without any notification. *(Approved 10/9/2013; "Facebook" replaced with "social media" 5/8/2019)*

I.B.1.h.iv.(2). *(Approved 10/9/2013; rescinded and replaced 5/8/2019)*

I.B.1.h.iv.(3). JRC's ability to control the content or the look of our social media is limited. *(5/8/2019)*

I.B.1.h.v. JRC staff and designated individuals maintain the authorized JRC social media pages. When members create other pages, such as The Members of JRC Facebook Page, the staff has limited access for monitoring content and has no access for altering or deleting content. *(5/8/2019)*

I.B.1.h.vi. JRC members are encouraged to use the Covenant of Speech as a guideline for online and social media communications. *(5/8/2019)*

I.B.2. Keshet Logo / Gender Inclusion Language on JRC Website

I.B.2.a. JRC will include Keshet's logo on JRC's website. *(5/11/2016)*

I.B.2.b. *(Approved 5/11/2016; rescinded and replaced 5/8/2019)*

I.B.2.c. JRC's website will also contain language communicating that it is inclusive of LGBTQ congregants. Any requests for revisions shall be directed to the Executive Director of JRC. *(5/8/2019)*

I.B.3. Solicitation of Funds in Newsletter

Newsletter may notify that other organizations need funds, but may not solicit. *(4/7/71)*

I.B.4. Member Recognition in Newsletter *(Approved 4/11/73; rescinded 11/7/2018)*

I.B.5. Advertising in Newsletter

I.B.5.a. *(Approved 9/7/77; rescinded and replaced 10/9/2013)*

I.B.5.b. *(Approved 4/12/89; rescinded and replaced 10/9/2013)*

I.B.6. Newsletter Editorial Policies

I.B.6.a. *(Approved 9/7/77; rescinded and replaced 10/9/2013)*

I.B.6.b. *(Approved 2/10/99; rescinded and replaced 10/9/2013)*

I.B.7. Membership Directory *(Approved 8/9/78; rescinded and replaced 10/9/2013)*

I.C. Governance: Board Communications

I.C.1. JRC Board Confidential Communications Policy

The purpose of this document is to clarify the types of communication performed by the board of directors of JRC and the expectations of behavior regarding these communications as well as to recommend changes in communications policy. *(Approved 2/13/2013; title revised, adding "Confidential" 9/11/2013).*

I.C.1.a. Introduction

The results from the December 2011 JRC member survey showed that most members define it as their ideal synagogue. The lay leaders, staff and members work hard to create a respectful spiritual environment and to maintain our communal values even when difficult discussions cause emotions to flare. The desire to carry on respectful dialogues impacts all aspects of our community life, including communications between board members during and outside of meetings.

At the April 2012 board meeting, the following motion was passed: JRC Board President shall appoint a task force to draft a policy regarding Board Communication, including but not limited to electronic communication.

The task force proposes the following policy. *(2/13/2013)*

I.C.1.b. Face-to-Face Communication

We request that members:

I.C.1.b.i. Listen actively and respect others while they are talking at meetings, especially when ideas are unpleasant or difficult to accept. Do not interrupt a board member or guest, except to ask a question or request clarification. *(2/13/2013)*

I.C.1.b.ii. Respectfully challenge statements; focus on ideas and refrain from personal attacks. *(2/13/2013)*

I.C.1.b.iii. Raise your hand and let the president recognize you when you wish to speak at a meeting. The president can publicly acknowledge you and keep a list of people awaiting a turn to speak. *(2/13/2013)*

I.C.1.b.iv. Make statements and phrase questions concisely to keep meetings at reasonable length. *(2/13/2013)*

I.C.1.b.v. Speak with good intentions and assume that whoever you're listening to has good intentions, too. *(2/13/2013)*

I.C.1.c. Off-the-Record Discussions

When a board member wants to keep comments informational only and not recorded in the minutes, that member should address the president and request that the recording secretary abstain from recording the statement. *(2/13/2013)*

I.C.1.d. Follow-up to Closed Meetings

Following Executive Committee meetings or Executive Sessions, at the next full board meeting of the full Board, the president should inform Board members of the topics discussed at the meeting (e.g., "personnel issues," "financial matters," etc.) and, if appropriate, reveal to the Board any conclusions reached in the meetings. *(2/13/2013)*

I.C.1.e. Electronic Communication between Board Members

I.C.1.e.i. Rationale

Electronic communication (such as email) is appropriate medium when there is no problem with time delays between the message's writing and all the responses from the recipients. Because not all recipients can read the message in the same timeframe, the chain of responses can become fragmented and viewed out of order.

Because there is always a chance that a potentially—even inadvertently—offensive email can be clearly traced back to its writer, Board or Executive Committee members may not feel comfortable expressing themselves freely in this medium. Social media comments are even more likely to be traced back to the writer. *(2/13/2013)*

As pertains to all electronic communication, board members:

I.C.1.e.i.(1). Should continue to communicate respectfully. *(2/13/2013)*

I.C.1.e.i.(2). Reply to all parties in an email communication without deleting specific parties. *(2/13/2013)*

I.C.1.e.i.(3). Do not forward email communication regarding executive session discussions to others not on the board. *(2/13/2013)*

I.C.1.e.i.(4). Do not forward email communication received from a fellow board member concerning JRC or board matters without the permission of the person who wrote the email. *(2/13/2013)*

I.C.1.e.i.(5). Do not “blind copy” third parties when emailing a fellow board member. *(2/13/2013)*

Should a member stray from these guidelines, the president or another Board member is encouraged to gently remind the speaker or writer of our desire for civil and peaceful discourse. *(2/13/2013)*

I.C.1.e.ii. Limitations of Email Communication

I.C.1.e.ii.(1). Lengthy discussions of topics in preparation for a vote should not be conducted via email. *(2/13/2013)*

I.C.1.e.ii.(2). Discussions of potentially sensitive topics—anything we would not want the public to read—should not be conducted via email. *(2/13/2013)*

I.C.1.e.ii.(3). Electronic voting can be allowed to continue, within the above limitations. *(2/13/2013)*

I.C.1.e.ii.(4). To avoid asynchronous email discussions, the Executive Committee is encouraged to conduct short ad hoc meetings via teleconference when quick decisions are required. *(2/13/2013)*

I.C.1.f. Clarification of Privacy Expectations

This chart describes the types of meetings that elected board members might participate in and what expectations are for various types of communications.

	Board Meeting	Executive Committee	Executive Session
Description	Meeting at JRC of at least a quorum of Board members	Meeting of the elected officers and possibly the senior staff	Confidential sessions of either the board or the Executive Committee
Who is involved?	Elected Board of JRC	JRC officers as elected	Board or Executive Committee without staff
Visitors permitted in meeting?	Yes	Rarely	Rarely
Are speakers attributed in the minutes?	Yes, in terms of motions, seconds, prepared remarks.	Rarely	N/A
What is public?	The recorded minutes	The results of the discussions may be publicized after they are brought to the Board	Nothing

Unless published in the minutes or in some other format, no discussion during any of these sessions is expected to be repeated outside the meeting to friends, congregants, spouses or other family members. *(2/13/2013)*