



Abba Hillel Silver Collection Digitization Project

Featuring collections from the Western Reserve Historical Society and
The Jacob Rader Marcus Center of the American Jewish Archives

MS-4787: Abba Hillel Silver Papers, 1902-1989.

Series I: General Correspondence, 1914-1969, undated.

Sub-series A: Alphabetical, 1914-1965, undated.

Reel
40

Box
14

Folder
996

Jewish Community Federation of Cleveland, Ohio, policy
handbook, 1961.

POLICY HANDBOOK
THE JEWISH COMMUNITY FEDERATION OF CLEVELAND
OCTOBER
1961

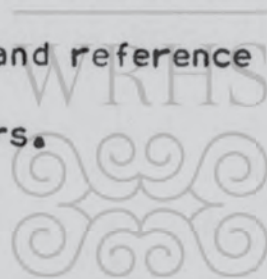


L. W. Neumark
President

Henry L. Zucker
Executive Director

FOREWORD

The Federation policy handbook contains the major rules, regulations, and procedures of The Jewish Community Federation, its Board of Trustees, and its standing committees. This smaller handbook is a selection of the more important documents from a larger policy book and constitutes a parliamentary guide to the work of Federation. Hopefully, it will be a helpful tool and reference for those active in Federation affairs.



Compiled by

Research Department

The Jewish Community Federation

TABLE OF CONTENTS

POLICY HANDBOOK

ARTICLES OF INCORPORATION (AMENDED).....	1, 3
BUDGET COMMITTEE, CODE OF REGULATIONS.....	20
BUILDING CONTRACT AWARDS.....	29
BY-LAWS, JEWISH COMMUNITY FEDERATION.....	10
CAPITAL FUND CAMPAIGNS, MORATORIUM.....	77
CAPITAL REPAIR AND REPLACEMENT.....	26, 28
COMMISSION ON SERVICES TO OLDER PERSONS, CODE OF REGULATIONS AND PROCEDURES.....	30
COMMUNITY RELATIONS COMMITTEE, CODE OF REGULATIONS AND PROCEDURES...	34
COMMUNITY-WIDE OBSERVANCES, POLICY.....	72
CONSTITUTION, JEWISH COMMUNITY FEDERATION.....	4
CONTRIBUTORS LISTS OF THE JEWISH WELFARE FUND, POLICY ON RELEASE....	63
DELEGATE ASSEMBLY, CODE OF REGULATIONS.....	37
ENDOWMENT FUND, ADMINISTRATION AND STATEMENT OF PROCEDURES FOR GRANTS.....	43, 45
FACILITIES PLANNING COMMITTEE.....	55
FOUNDATION APPEALS BY BENEFICIARY AGENCIES, POLICY.....	70
JEWISH WELFARE FUND, PROCEDURE ON REQUESTS FOR INCLUSION.....	61
JEWISH WELFARE FUND, PRINCIPLES FOR DETERMINING ELIGIBILITY.....	61a
JEWISH WELFARE FUND, BASIS FOR DENIAL OF REQUESTS FOR INCLUSION....	62
LEGISLATIVE AND SOCIAL ACTION, FEDERATION POLICY.....	75
NEW PROJECTS, PROCEDURES (AMENDED).....	51, 54
SALE OF TICKETS OR SOLICITATIONS ON BEHALF OF AGENCIES, POLICY.....	71
SOCIAL AGENCY COMMITTEE, CODE OF REGULATIONS AND PROCEDURES.....	47
TABLE OF CONTENTS OF FEDERATION POLICY BOOK (UNABRIDGED).....	78
WELFARE FUND PLANNING COMMITTEE, CODE OF REGULATIONS AND PROCEDURES.....	57
WOMEN'S ORGANIZATION, CODE.....	65

ARTICLES OF INCORPORATION

STATE OF OHIO

"THESE ARTICLES OF INCORPORATION of

"The Federation of the Jewish Chairities of Cleveland.

"WITNESSETH, That we, the undersigned all of whom are citizens of the State of Ohio, desiring to form a corporation, not for profit, under the general corporation laws of said State, do hereby certify:

"FIRST: The name of said corporation shall be the Federation of the Jewish Charities of Cleveland.

"SECOND: Said corporation shall be located, and its principal business transacted, at Cleveland, Cuyahoga County, Ohio.

"THIRD: The purpose for which said corporation is formed is the collection and apportionment of contributions, membership dues, donations and legacies among Jewish Charities and Jewish philanthropic associations, and to promote education, science and art.

"IN WITNESS WHEREOF, We have here unto set our hands this 17th day of November, A.D. 1903.



AMERICAN JEWISH
/s/ Martin A. Marks
/s/ Emil Joseph
/s/ S. Schlesinger
/s/ J. Landesman
/s/ H. F. Klein

"THE STATE OF OHIO, COUNTY OF Cuyahoga,-----SS

"On this 17th day of November, A.D. 1903, personally appeared before me, the undersigned, a Notary Public, within and for said county, the above named Martin A. Marks, Emil Joseph, S. Schlesinger, J. Landesman, and H.F. Klein, who each severally acknowledged the signing of the foregoing articles of incorporation to be his free act and deed, for the uses and purposes therein mentioned.

"Witness my hand and official seal on the day and year last aforesaid.

/s/ Elmer W. Waite,
Notary Public

"THE STATE OF OHIO, COUNTY OF Cuyahoga, -----SS

"I, Chas. P. Salen, Clerk of the Court of Common Pleas, within and for the county aforesaid, do hereby certify that Elmer W. Waite, whose name is subscribed to the foregoing acknowledgment as a Notary Public, was at the date thereof a Notary Public, in and for said county, duly commissioned and

(ARTICLES OF INCORPORATION)

qualified, and authorized as such to take said acknowledgment, and further, that I am well acquainted with his handwriting and believe that the signature to said acknowledgment is genuine.

"IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Court, at Cleveland, this 17th day of November, A. D. 1903.

/s/ Chas. P. Salen, Clerk
/s/ Edw. B. Janoushek, Deputy Clerk

SEAL

UNITED STATES OF AMERICA
State of Ohio
Office of the Secretary of State,

ss.

I, LEWIS C. LAYLIN, Secretary of the State of Ohio, do hereby certify that the foregoing is an exemplified copy, carefully compared by me with the original record now in my official custody as Secretary of State, and found to be true and correct, of the Articles of Incorporation of
THE FEDERATION OF THE JEWISH CHARITIES OF CLEVELAND

Filed in this office on the 18th day of November A.D. 1903, and recorded in Volume 92, page 544 of the Records of Incorporations.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal at Columbus, the 18th day of November, A.D. 1903

/s/ LEWIS C. LAYLIN, Secretary of State

AMENDMENTS TO THE ARTICLES OF INCORPORATION
OF THE JEWISH WELFARE FEDERATION OF CLEVELAND

General Membership Meeting
Jewish Community Federation
October 31, 1951

"RESOLVED: That the Articles of Incorporation of THE JEWISH WELFARE FEDERATION OF CLEVELAND be and the same are hereby amended so that the FIRST clause shall read as follows:

" 'The name of said corporation shall be THE JEWISH COMMUNITY FEDERATION OF CLEVELAND;' and RESOLVED: That the Articles of Incorporation of THE JEWISH WELFARE FEDERATION OF CLEVELAND be and the same are hereby amended so that the THIRD clause shall read as follows:

" 'The purpose for which said corporation is formed is to solicit, collect and otherwise raise money for charitable, philanthropic, benevolent and educational purposes; to expend, contribute, disburse and otherwise handle and dispose of the same for such purposes, either directly or by contributions to other organizations, agencies, or institutions organized for the same or similar purposes and to whom a direct contribution would be tax exempt under the then existing internal revenue laws and regulations; to carry on philanthropic, benevolent, charitable and educational work and to assist in harmonizing and making more efficient the work of philanthropic, benevolent, charitable and educational organizations by cooperating with and assisting such organizations in community planning; to foster and maintain sound relations and understanding within the Jewish Community and between the Jewish community and the community at large; to receive by gift, will or otherwise, money, real estate or personal property and to hold the same in trust or otherwise and distribute it as may be deemed best for the promotion of charity, philanthropy, education, science and art; to receive, hold, transfer and convey real property; and to do any and all other things necessary or proper in connection with or incident to any of the foregoing.'"

December 7, 1956

CONSTITUTION

THE JEWISH COMMUNITY FEDERATION OF CLEVELAND

(As amended at the Federation's 53rd annual meeting, December 2, 1956; and as amended at the Federation's 54th annual meeting, December 8, 1957; and as amended at the Federation's 56th annual meeting, December 6, 1959.)

ARTICLE I.

Object

The purpose of the Federation is to solicit, collect and otherwise raise money for charitable, philanthropic, benevolent and educational purposes; to expend, contribute, disburse and otherwise handle and dispose of the same for such purposes, either directly or by contributions to other organizations, agencies or institutions organized for the same or similar purposes and to whom a direct contribution would be tax-exempt under the then existing internal revenue laws and regulations; to carry on philanthropic, benevolent, charitable and educational work and to assist in harmonizing and making more efficient the work of philanthropic, benevolent, charitable and educational organizations by cooperating with and assisting such organizations in community planning; to foster and maintain sound relations and understanding within the Jewish community and between the Jewish community and the community-at-large; to receive by gift, will or otherwise, money, real estate or personal property and to hold the same in trust or otherwise and distribute it as may be deemed best for the promotion of charity, philanthropy, education, science and art; to receive, hold, transfer and convey real property; and to do any and all other things necessary or proper in connection with or incident to any of the foregoing.

ARTICLE II.

Name

Its name shall be THE JEWISH COMMUNITY FEDERATION OF CLEVELAND.

ARTICLE III.

Members

The membership of The Jewish Community Federation of Cleveland shall consist of all Jewish persons who shall contribute at least \$10 per year to it or to any common fund from which it receives support for its beneficiary institutions, and such persons shall be members during the fiscal year following that during which such contributions shall be paid.

ARTICLE IV.

Board of Trustees

The powers and authority of The Jewish Community Federation of Cleveland shall be vested in the Board of Trustees which shall conduct its business and affairs and shall be selected as follows:

- (a) One person shall be designated by each local agency which receives a direct financial subsidy from The Jewish Community Federation of Cleveland, or any agency which does not now receive a direct financial subsidy but is included in the list of organizations attached to the plan recommended under date of May 9, 1951, by the Committees on Community Organization;
- (b) A number equal to the total under (a) shall be designated by the Jewish Welfare Fund Committee;
- (c) A number equal to the total under (a) shall be designated by the Delegate Assembly;
- (d) Thirty-six (36) shall be elected as members-at-large;
- (e) Six (6) persons shall be elected annually to represent congregations, two each from Orthodox, Conservative and Reform congregations. Selection of the six congregations shall be made annually on the recommendation of the Nominating Committee which shall give due consideration to the principle of rotation among congregations;
- (f) Honorary Trustees may be designated by the Board to serve for life, and upon election, shall be entitled to a vote;
- (g) Each retiring President shall serve on the Board for one year following his term as President; and
- (h) The Chairmen of the Budget Committee, Community Relations Committee, Endowment Fund Committee, Finance and Investment Committee, Public Relations Committee, Social Agency Committee, Welfare Fund Committee, and Women's Organization shall serve on the Board if not otherwise members thereof, except if they shall be ineligible to serve as a member of the Board under the provisions of this Article IV pertaining to limitation of tenure. In such cases the Chairman of these standing committees shall nevertheless be eligible to continue as such chairmen and shall be invited to attend meetings of the Board of Trustees and of the Executive Committee without vote.

- (i) The fund raising chairman of the Women's Organization (or the senior co-chairman, if there are two or more fund raising chairmen) and one additional person to be designated by the Women's Organization, shall serve on the Board of Trustees.

The Trustees shall be elected at the Annual Meeting of members. Present Trustees-at-Large shall hold office until their present term expires. The eight additional Trustees-at-Large, authorized at the Meeting at which this Amendment to the Constitution has been approved, shall initially be elected by the Board of Trustees, two for one year, three for two years and three for three years, and thereafter all Trustees-at-Large shall be elected for three years at the Annual Meeting of members. Vacancies occurring among the Trustees-at-Large shall be filled by the Board until the next Annual Meeting, at which time the Federation members shall elect Trustees for the unexpired terms, and vacancies occurring among other Trustees shall be filled by the particular organization which designated the Trustee whose position has become vacant.

At the Annual Meetings in 1957, 1958 and 1959, at least five Trustees-at-Large who have served six consecutive years or more on the Board of Trustees, shall be ineligible for re-election as Trustees for a period of one year. Thereafter, all Trustees-at-Large who have served six consecutive years or more, shall be ineligible for re-election to the Board of Trustees for a period of one year. Effective at the Annual Meeting for 1957, Representative Trustees who have served six consecutive years or more, shall be ineligible for re-election for a period of one year. The six year limitation applies to Board members elected under the provision of Paragraphs (e), (h) and (i).

The above regulation regarding re-election of Board members, does not apply to officers of the Federation during the term of their office and until the first Annual Meeting following their retirement from office.

ARTICLE V.

Committees.

The Executive Committee shall consist of the officers, ten Members-at-Large and the chairmen of the following standing committees: Budget Committee, Community Relations Committee, Endowment Fund Committee, Finance and Investment Committee, Public Relations Committee, Social Agency Committee, Welfare Fund Committee and Women's Organization. The President shall, with the approval of the Board of Trustees, appoint from time to time such other committees as may be necessary or proper. The chairmen of standing committees not specifically mentioned in this paragraph, may be added to the Executive Committee by action of the Board of Trustees, provided such chairmen are already members of the Board. Committees shall possess only such powers as are delegated to them by the Board of Trustees; except as otherwise specifically provided by the Board of Trustees, the action of all committees shall be submitted to and be subject to the approval of the Board of Trustees.

ARTICLE VI.

Delegate Assembly

There shall be a Delegate Assembly which shall serve as a forum for all matters which relate to the affairs of The Jewish Community Federation of Cleveland, and for matters that are of general concern to the Jewish community. It may make recommendations to the Board of Trustees and receive reports from the Board of Trustees.

The Delegate Assembly shall consist of delegates designated by member organizations and an equal number of delegates-at-large who shall be elected at the annual meeting of members of The Jewish Community Federation of Cleveland. The Delegate Assembly shall formulate its own Code of Regulations which shall include provisions on the qualifications for organizational membership. This Code of Regulations shall be submitted to the Board of Trustees for its approval as being in conformity with this Constitution.

ARTICLE VII.

Officers

The officers of The Jewish Community Federation of Cleveland shall be a President, three Vice-Presidents, a Treasurer, an Associate Treasurer, and a Secretary. The officers shall be elected by the Board of Trustees from its past or present membership for terms of one year at the first regular meeting of the Board of Trustees following the annual meeting of members. However, the Secretary need not be a member of the Board. The President of The Jewish Community Federation of Cleveland shall also be the presiding officer of the Delegate Assembly; and to the extent that other officers are needed by the Delegate Assembly, their functions shall be performed by the comparable officers of The Jewish Community Federation of Cleveland.

The recommendations of the Nominating Committee for officers shall be sent to the members of the Board of Trustees in advance of the meeting at which the election shall take place. If additional nominations are made at that meeting, the election of officers shall be postponed until the next regular meeting of the Board, and the members of the Board shall be notified in writing of all of the nominees for officers.

No officer, with the exception of the Secretary, shall serve in the same office continuously for more than three consecutive terms of one year each.

The duties of the officers shall be those usually devolving upon officers of like organizations. In the event of the death, resignation, absence, inability or refusal of the President to discharge the duties of his office, the same shall devolve upon one of the Vice-Presidents who shall be selected by the Board of Trustees.

ARTICLE VIII.

Nominating Committee

The Trustees-at-Large, the Members-at-Large of the Executive Committee, and the officers of The Jewish Community Federation of Cleveland shall be nominated by a Nominating Committee to be composed of two persons to be designated by the Social Agency Committee; two by the Welfare Fund Committee; two by the Delegate Assembly; and four by the President of The Jewish Community Federation of Cleveland.

At least thirty days before each annual meeting of members, each organization entitled to designate one or more Trustees shall advise the Nominating Committee in writing the name or names of the persons so designated.

At least twenty days before each annual meeting of members, the Secretary shall mail to each member a list of such nominees and a list of persons nominated by the Nominating Committee to serve as Trustees-at-Large, together with a statement that Trustees-at-Large may also be nominated by petition containing the signatures of at least 1% of the members.

Nominations by petition for Trustees-at-Large shall be submitted in writing to the Secretary at least ten days before the annual meeting. The Secretary shall mail to each member at least six days in advance of such meeting a list of such nominees. Thereupon, the Secretary shall have prepared an official ballot of all the nominees.

ARTICLE IX.

Meetings

An annual meeting of the members of The Jewish Community Federation of Cleveland shall be held at least once a year at such time and place as may be determined by the Board of Trustees. Special meetings of members may be called at any time by the President and shall be called by him upon the written request of fifteen members of the Board of Trustees or the written request of at least 1% of the members. Not less than twenty days' notice shall be given of an annual meeting of members, and not less than three days' notice shall be given of a special meeting of members. Such notice shall be in writing or by publication in a newspaper of general circulation in Cuyahoga County, Ohio. Notices of special meetings shall state the purpose or purposes thereof.

Regular meetings of the Board of Trustees shall be held at least once a month, except during the months of June, July and August, at such time and place as may be determined by the Board of Trustees. Special meetings of the Board of Trustees may be called at any time by the President and shall be called by him upon written request of ten members of the Board of Trustees. Not less than three days' written notice shall be given of a regular meeting of the Board of Trustees, and not less than one day's notice (which need not be written) shall be given of a special meeting of the Board of Trustees. Notices of special meetings shall state the purpose or purposes thereof.

ARTICLE X.

Quorum

At any meeting of members of The Jewish Community Federation of Cleveland, one hundred members shall constitute a quorum. At any meeting of the Board of Trustees, eighteen Trustees shall constitute a quorum.

ARTICLE XI.

Miscellaneous

The Board of Trustees of The Jewish Community Federation of Cleveland shall from time to time determine the organizations to receive financial subsidies from it.

No financial subsidy shall be extended by The Jewish Community Federation of Cleveland to any organization which shall, without the written consent of the Board of Trustees, give any ball, bazaar, fair or any other entertainment for which tickets are offered for sale or solicit advertisements or contributions other than permanent endowments or membership fees not exceeding \$3 per annum.

No financial subsidy shall be extended to any local agency which does not provide that any person entitled to membership in The Jewish Community Federation of Cleveland shall, by virtue thereof, be a member of such organization.

ARTICLE XII.

Amendments

This Constitution may be amended or repealed at any annual meeting of members or at any special meeting of members called for that purpose by vote of at least two-thirds of the members present and voting at such meeting, provided that notice of such proposed amendments shall either have been mailed to each member at least five days before the date of such meeting or shall have been published in a newspaper of general circulation in Cuyahoga County, Ohio, at least ten days before the date of such meeting. The Board of Trustees may submit amendments on its own initiative and shall submit amendments upon the written request of not less than 1% of the members.

BY-LAWS
OF
THE JEWISH COMMUNITY FEDERATION OF CLEVELAND

(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON 10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, 1/13/60, and 2/24/60.)

I. STANDING COMMITTEES:

- (A) THE STANDING COMMITTEES OF THE FEDERATION, THEIR COMPOSITION, METHOD OF APPOINTMENT, AND PURPOSE SHALL BE AS FOLLOWS:

(1) THE BUDGET COMMITTEE SHALL BE COMPOSED OF 25 REGULAR MEMBERS OF WHOM SIX EACH SHALL BE DESIGNATED BY THE SOCIAL AGENCY COMMITTEE AND THE WELFARE FUND PLANNING COMMITTEE AND 13 BY THE PRESIDENT OF FEDERATION. AT LEAST 10 OF THE MEMBERS APPOINTED BY THE PRESIDENT SHALL BE FROM AMONG THE MEMBERS OF THE BOARD OF TRUSTEES. THE MEMBERS APPOINTED BY THE SOCIAL AGENCY COMMITTEE AND THE WELFARE FUND PLANNING COMMITTEE, SHALL BE LAY MEMBERS OF THESE COMMITTEES. THE FOLLOWING SHALL SERVE AS EX-OFFICIO MEMBERS: THE PRESIDENT AND THE TREASURER OF FEDERATION, THE CHAIRMAN OF THE SOCIAL AGENCY COMMITTEE, AND THE CHAIRMAN OF THE WELFARE FUND PLANNING COMMITTEE. THE PRESIDENT OF FEDERATION SHALL APPOINT THE CHAIRMAN AND VICE-CHAIRMAN OF THE BUDGET COMMITTEE.

THE DUTIES OF THE BUDGET COMMITTEE SHALL BE TO CONSIDER BUDGETARY REQUESTS MADE OF THE FEDERATION AND TO RECOMMEND APPROPRIATIONS DIRECTLY TO THE BOARD OF TRUSTEES; TO KEEP INFORMED ON THE FINANCIAL STATUS OF BENEFICIARY AGENCIES; TO MAINTAIN BUDGET CONTROLS; TO PREPARE RECOMMENDATIONS TO THE BOARD OF TRUSTEES REGARDING THE FINANCIAL OPERATIONS OF FEDERATION; AND TO CONSIDER OTHER APPROPRIATE MATTERS RELATING TO THE FINANCES OF THE FEDERATION.

THE BUDGET COMMITTEE SHALL SUBMIT TO THE SOCIAL AGENCY COMMITTEE AND TO THE WELFARE FUND PLANNING COMMITTEE RESPECTIVELY FOR STUDY AND COMMENT ITS FINDINGS COVERING RECOMMENDED ANNUAL APPROPRIATIONS TO LOCAL AND NATIONAL AGENCIES. THE SOCIAL AGENCY COMMITTEE AND THE WELFARE FUND PLANNING COMMITTEE MAY SUBMIT TO THE BUDGET COMMITTEE THEIR COMMENTS AND SUGGESTIONS. THE CHAIRMAN OF THE BUDGET COMMITTEE WILL DETERMINE WHETHER THE COMMENTS AND SUGGESTIONS SUBMITTED REQUIRE THE ATTENTION OF THE BUDGET COMMITTEE BEFORE IT SUBMITS ITS RECOMMENDATIONS TO THE BOARD OF TRUSTEES.

THE BUDGET COMMITTEE SHALL MAKE RECOMMENDATIONS WITH RESPECT TO APPROPRIATIONS AND LOANS FROM ENDOWMENT FUNDS REQUIRED TO MEET EMERGENCIES ARISING IN THE JEWISH COMMUNITY AND SERIOUS DEFICITS IN THE FUNDS RECEIVED FROM THE JEWISH WELFARE FUND AND THE COMMUNITY FUND FOR THE SUPPORT OF CONSTITUENT AGENCIES OF FEDERATION. RECOMMENDATIONS OF THE BUDGET COMMITTEE SHALL BE SUBMITTED TO THE EXECUTIVE COMMITTEE AND THEN TO THE BOARD OF TRUSTEES. A TWO-THIRDS MAJORITY VOTE OF BOARD MEMBERS PRESENT SHALL BE REQUIRED FOR FINAL APPROVAL. THE FINANCE AND INVESTMENT COMMITTEE SHALL BE NOTIFIED IN WRITING OF ANY RECOMMENDATION REGARDING SUCH APPROPRIATION OR LOAN, PRIOR TO THE MEETING AT WHICH THE BOARD OF TRUSTEES IS ASKED TO ACT UPON IT.

BY-LAWS OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND

(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON 10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, 1/13/60 and 2/24/60.)

(2) THE COLLECTION COMMITTEE SHALL BE COMPOSED OF THE TREASURER, THE ASSOCIATE TREASURER, AND ONE CAMPAIGN LEADER TO BE APPOINTED BY THE PRESIDENT OF FEDERATION. THE PRESIDENT SHALL APPOINT THE CHAIRMAN FROM AMONG THE MEMBERS OF THE COLLECTION COMMITTEE.

THE COMMITTEE SHALL REVIEW OUTSTANDING ACCOUNTS AND TAKE NECESSARY STEPS TO COLLECT SUCH ACCOUNTS. IT HAS FULL AUTHORITY TO DEAL WITH AND ADJUST ACCOUNTS AS NECESSARY AND ADVISABLE. IT SHALL DEVISE WAYS AND MEANS OF BUILDING UP THE FEDERATION'S CAPITAL FUNDS BY GIFTS, BEQUESTS, COLLECTION OF OLD ACCOUNTS, COLLECTION AND SETTLEMENT OF OUTSTANDING LOANS, AND IN OTHER WAYS.

(3) THE COMMUNITY RELATIONS COMMITTEE SHALL BE COMPOSED OF TEN REPRESENTATIVE MEMBERS AND TWENTY-FIVE MEMBERS-AT-LARGE TO BE APPOINTED BY THE PRESIDENT OF FEDERATION WITH THE APPROVAL OF THE BOARD OF TRUSTEES, AS SET FORTH BELOW:

(A) TWO REPRESENTATIVES OF EACH OF THE FOLLOWING AGENCIES HAVING A DIRECT INTEREST IN THE LOCAL COMMUNITY RELATIONS PROGRAM: AMERICAN JEWISH COMMITTEE, AMERICAN JEWISH CONGRESS, ANTI-DEFAMATION LEAGUE OF B'NAI B'RITH, JEWISH LABOR COMMITTEE, JEWISH WAR VETERANS. THESE REPRESENTATIVES SHALL BE DESIGNATED ANNUALLY BY THE LOCAL CHAPTERS OF THESE AGENCIES. IF THERE IS NO LOCAL CHAPTER, THE REPRESENTATIVES FOR THE PARTICULAR AGENCY WILL BE DESIGNATED BY THE NATIONAL AGENCY FROM AMONG THE LOCAL SUPPORTERS.

(B) IN ADDITION TO THE ABOVE TEN PERSONS, TWENTY-FIVE PERSONS SHALL BE APPOINTED FROM THE COMMUNITY-AT-LARGE WHO, BECAUSE OF INDIVIDUAL ABILITY, EXPERIENCE, INTEREST AND OTHER LIKE CONSIDERATIONS, WOULD BE IN A POSITION TO CONTRIBUTE CONSTRUCTIVELY TO THE FUNCTIONING OF THIS COMMITTEE. EVERY EFFORT SHALL BE MADE TO HAVE SUCH APPOINTEES REFLECT A FAIR AND REPRESENTATIVE CROSS-SECTION OF THE JEWISH COMMUNITY.

THE PURPOSE OF THE COMMITTEE SHALL BE TO CENTRALIZE THE DIRECTION AND CONTROL OF, AND TO CARRY OUT A UNIFIED PROGRAM OF COMMUNITY RELATIONS FOR THE JEWISH COMMUNITY OF THE CLEVELAND METROPOLITAN AREA. THE COMMITTEE SHALL SELECT ITS OWN OFFICERS, SUBJECT TO THE APPROVAL OF THE BOARD OF TRUSTEES.

(4) THE ENDOWMENT FUND COMMITTEE SHALL BE COMPOSED OF UP TO 25 MEMBERS, TO BE APPOINTED BY THE PRESIDENT OF THE FEDERATION. THE DUTIES OF THE COMMITTEE SHALL BE TO GUIDE A PROGRAM TO BUILD UP FEDERATION'S CAPITAL FUNDS BY BEQUESTS, LIFETIME GIFTS, TRUST FUNDS AND FOUNDATIONS, AND BY SUCH OTHER MEANS AS IT SHALL FROM TIME TO TIME DEVISE.

THE ENDOWMENT FUND COMMITTEE SHALL MAKE RECOMMENDATIONS WITH RESPECT TO APPROPRIATIONS AND LOANS FROM ENDOWMENT FUNDS FOR PURPOSES OTHER THAN EMERGENCIES ARISING IN THE JEWISH COMMUNITY AND SERIOUS DEFICITS IN THE FUNDS RECEIVED FROM THE JEWISH WELFARE FUND AND THE COMMUNITY FUND FOR SUPPORT OF CONSTITUENT AGENCIES OF FEDERATION. RECOMMENDATIONS OF THE ENDOWMENT FUND COMMITTEE SHALL BE SUBMITTED TO THE EXECUTIVE COMMITTEE

BY-LAWS OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND

(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON 10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, 1/13/60 and 2/24/60.)

AND THEN TO THE BOARD OF TRUSTEES. A TWO-THIRDS MAJORITY VOTE OF BOARD MEMBERS PRESENT SHALL BE REQUIRED FOR FINAL APPROVAL. THE FINANCE AND INVESTMENT COMMITTEE SHALL BE NOTIFIED IN WRITING OF ANY RECOMMENDATION REGARDING SUCH APPROPRIATION OR LOAN, PRIOR TO THE MEETING AT WHICH THE BOARD OF TRUSTEES IS ASKED TO ACT UPON IT."

(5) THE EXECUTIVE COMMITTEE SHALL BE COMPOSED OF THE OFFICERS OF THE FEDERATION, TEN MEMBERS-AT-LARGE, AND THE CHAIRMEN OF THE FOLLOWING STANDING COMMITTEES: BUDGET COMMITTEE, COMMUNITY RELATIONS COMMITTEE, ENDOWMENT FUND COMMITTEE, FINANCE AND INVESTMENT COMMITTEE, PUBLIC RELATIONS COMMITTEE, SOCIAL AGENCY COMMITTEE, WELFARE FUND PLANNING COMMITTEE, AND WOMEN'S ORGANIZATION. THE CHAIRMEN OF STANDING COMMITTEES NOT SPECIFICALLY MENTIONED IN THIS PARAGRAPH, MAY BE ADDED TO THE EXECUTIVE COMMITTEE BY ACTION OF THE BOARD OF TRUSTEES, PROVIDED SUCH CHAIRMEN ARE ALREADY MEMBERS OF THE BOARD.

THE EXECUTIVE COMMITTEE SHALL POSSESS ONLY SUCH POWERS AS ARE DELEGATED TO IT BY THE BOARD OF TRUSTEES. FOR A SPECIFIC LISTING OF POWERS ALREADY DELEGATED BY THE BOARD OF TRUSTEES TO THE EXECUTIVE COMMITTEE, REFERENCE SHOULD BE MADE TO EXHIBIT A APPENDED TO THESE BY-LAWS.

(6) THE FINANCE AND INVESTMENT COMMITTEE SHALL BE COMPOSED OF ELEVEN MEMBERS OF THE BOARD.

IT SHALL DEAL WITH THE INVESTMENT AND REINVESTMENT OF THE FEDERATION'S CAPITAL FUNDS. IT SHALL ALSO REVIEW FOR STUDY AND COMMENT TO THE BOARD ALL LOANS AND APPROPRIATIONS FROM CAPITAL FUNDS WHICH ARE RECOMMENDED BY THE BUDGET COMMITTEE. THE FINANCE AND INVESTMENT COMMITTEE SHALL HAVE THE AUTHORITY TO BUY AND SELL SECURITIES FOR THE FEDERATION'S FUNDS WITHIN THE FOLLOWING PRESCRIBED REGULATIONS AFFECTING THE PURCHASE OF SUCH SECURITIES:

- (A) IN REAL ESTATE OR IN ANY EVIDENCE OF INDEBTEDNESS SECURED BY FIRST LIEN ON REAL ESTATE;
- (B) IN BONDS OF ANY CORPORATION INCORPORATED IN THE UNITED STATES OF AMERICA OR IN THE DOMINION OF CANADA WHICH HAS NOT DEFAULTED IN THE PAYMENT OF INTEREST OR PRINCIPAL DUE UPON ITS BONDED DEBT FOR TEN YEARS PRIOR TO THE DATE OF SUCH INVESTMENT;
- (C) IN BONDS OF A STATE, COUNTY, DISTRICT, CITY, OR TOWN, IN THE UNITED STATES OF AMERICA WHICH HAS NOT DEFAULTED IN THE PAYMENT OF INTEREST OR PRINCIPAL DUE UPON ITS BONDED DEBT FOR TEN YEARS PRIOR TO THE DATE OF SUCH INVESTMENT;
- (D) IN BONDS OR SECURITIES OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA; IN BONDS OR SECURITIES OF THE GOVERNMENT OF THE DOMINION OF CANADA OR ITS PROVINCES;
- (E) IN PREFERRED OR COMMON STOCKS OF CORPORATIONS INCORPORATED IN THE UNITED STATES OF AMERICA OR THE DOMINION OF CANADA.

BY-LAWS OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND

(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON 10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, 1/13/60, and 2/24/60.)

PROVIDED, HOWEVER, THAT THE TOTAL INVESTMENTS OF CAPITAL FUNDS WHICH ARE UNDER THE CONTROL OF THE FEDERATION, IN COMMON STOCKS AND THE INCREMENT IN THE VALUE OF CONVERTIBLE AND PREFERRED BONDS ATTRIBUTABLE TO THEIR CONVERSION FEATURE EXCLUSIVELY, SHALL NOT EXCEED 60 PER CENT OF ALL SUCH CAPITAL FUNDS. THE INVESTMENT PORTFOLIO SHALL BE REVIEWED AT THE END OF EVERY CALENDAR QUARTER, USING THEN MARKET VALUES OF STOCKS AND BONDS, AND THE BOOK VALUES OF INVESTMENTS MADE UNDER ITEM (A) ABOVE, AND IF SUCH LIMITATION IS FOUND TO BE EXCEEDED, SECURITIES SHALL BE SOLD WITHIN 40 DAYS AND REINVESTED SO AS TO STAY WITHIN SAID LIMITATION.

(7) THE INSURANCE COMMITTEE OF APPROXIMATELY 15 PERSONS SHALL BE APPOINTED BY THE PRESIDENT OF THE FEDERATION. IT IS THE FUNCTION OF THE INSURANCE COMMITTEE TO SEEK THE COOPERATION OF THE LOCAL BENEFICIARY AGENCIES IN A PLAN FOR THE JOINT PURCHASE OF INSURANCE, TO ASSESS INSURANCE REQUIREMENTS, TO PLACE INSURANCE PURCHASES, AND TO ADMINISTER THE PROGRAM THUS DEVELOPED.

(8) THE NOMINATING COMMITTEE SHALL BE COMPOSED OF TWO PERSONS TO BE DESIGNATED BY THE SOCIAL AGENCY, TWO BY THE WELFARE FUND PLANNING COMMITTEE, TWO BY THE DELEGATE ASSEMBLY, AND FOUR BY THE PRESIDENT OF FEDERATION. THE NOMINATING COMMITTEE SHALL SELECT ITS OWN CHAIRMAN.

THIS COMMITTEE SHALL NOMINATE TRUSTEES-AT-LARGE, MEMBERS-AT-LARGE OF THE EXECUTIVE COMMITTEE, AND OFFICERS OF THE FEDERATION, AND SHALL NOMINATE ANNUALLY THE SIX CONGREGATIONS TO BE REPRESENTED ON THE BOARD OF TRUSTEES.

THIS COMMITTEE SHALL HOLD ONE OR MORE MEETINGS WITH THE NOMINATING COMMITTEES OF THE DELEGATE ASSEMBLY AND THE WELFARE FUND PLANNING COMMITTEE BEFORE FINAL DESIGNATION OR NOMINATION OF MEMBERS OF THE BOARD OF TRUSTEES IS MADE BY ANY NOMINATING COMMITTEE.

(9) THE PUBLIC RELATIONS COMMITTEE SHALL BE COMPOSED OF NOT MORE THAN 15 PERSONS, AND SHALL INCLUDE PERSONS FAMILIAR WITH FEDERATION'S ACTIVITIES, AND COMMUNITY-MINDED INDIVIDUALS IN THE PUBLICITY, PUBLIC RELATIONS, AND ALLIED FIELDS.

THE COMMITTEE SHALL SEEK TO FURTHER THE AIMS AND PURPOSES OF THE FEDERATION AND TO DEVELOP AN INFORMED PUBLIC OPINION, FAVORABLE TO THE ACTIVITIES OF FEDERATION AND ITS AGENCIES.

(10) THE RETIREMENT FUND COMMITTEE SHALL BE COMPOSED OF FIVE MEMBERS. IT SHALL PLAN AND ADMINISTER A RETIREMENT PROGRAM FOR EMPLOYEES OF THE FEDERATION AND ITS LOCAL BENEFICIARY AGENCIES.

BY-LAWS OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND
(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON
10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, 1/13/60, and
2/24/60.)

(11) THE SOCIAL AGENCY COMMITTEE SHALL BE COMPOSED IN PART OF REPRESENTATIVE MEMBERS SELECTED BY THE VARIOUS LOCAL SOCIAL AGENCIES AND APPOINTED BY THE PRESIDENT OF FEDERATION. THE FOLLOWING SOCIAL AGENCIES, SUBJECT TO ADDITIONS TO THE LIST AND ELIMINATIONS THEREFROM, FROM TIME TO TIME, BY THE BOARD OF FEDERATION, SHALL EACH BE ENTITLED TO SELECT TWO REPRESENTATIVE MEMBERS, WITH THE EXCEPTION OF THE BUREAU OF JEWISH EDUCATION WHICH SHALL BE ENTITLED TO FOUR REPRESENTATIVES ON THE COMMITTEE. TWO OF SUCH REPRESENTATIVES SHALL BE PROMINENTLY IDENTIFIED WITH THE VARIOUS COMMUNAL SCHOOLS, AND THE BUREAU SHALL ROTATE THESE TWO REPRESENTATIVES, SO THAT EACH COMMUNAL SCHOOL, CONSISTENT WITH ITS SIZE, SHALL BE REPRESENTED FROM TIME TO TIME:

BELLEFAIRE
B'NAI B'RITH HILLEL FOUNDATION OF CLEVELAND
BUREAU OF JEWISH EDUCATION
HEBREW FREE LOAN ASSOCIATION
HEBREW SHELTER HOME
JEWISH CHILDREN'S BUREAU OF CLEVELAND
JEWISH COMMUNITY CENTER OF CLEVELAND
JEWISH CONVALESCENT HOSPITAL OF CLEVELAND
JEWISH FAMILY SERVICE ASSOCIATION
JEWISH ORTHODOX HOME FOR AGED
JEWISH VOCATIONAL SERVICE
MONTEFIORE HOME
MOUNT SINAI HOSPITAL
NATIONAL COUNCIL OF JEWISH WOMEN--CLEVELAND SECTION
ORTHODOX JEWISH CHILDREN'S ASSOCIATION OF THE JEWISH CHILDREN'S BUREAU

THE PRESIDENT OF EACH LOCAL SOCIAL AGENCY ENTITLED TO MEMBERSHIP ON THE COMMITTEE SHALL BE ONE OF ITS REPRESENTATIVES, UNLESS ANY SUCH AGENCY SHALL SELECT ANOTHER OFFICER OR KEY MEMBER OF ITS BOARD BY ADVISING THE SECRETARY IN WRITING BY DECEMBER 15.

IN ADDITION TO THE ABOVE REPRESENTATIVES OF AGENCIES, THE OFFICERS OF THE FEDERATION SHALL BE MEMBERS OF THE SOCIAL AGENCY COMMITTEE. THE MEMBERSHIP OF THE SOCIAL AGENCY COMMITTEE SHALL ALSO INCLUDE 18 REPRESENTATIVES OF THE COMMUNITY-AT-LARGE WHO ARE INTERESTED IN SOCIAL WELFARE PLANNING. THESE MEMBERS SHALL BE NOMINATED BY A NOMINATING COMMITTEE OF FIVE PERSONS APPOINTED BY THE CHAIRMAN OF THE SOCIAL AGENCY COMMITTEE. THE SOCIAL AGENCY COMMITTEE SHALL SELECT ITS OWN OFFICERS. BEGINNING IN 1959 AND CONTINUING THEREAFTER, A COMMUNITY-AT-LARGE REPRESENTATIVE WHO HAS SERVED FIVE CONSECUTIVE YEARS ON THE COMMITTEE IN ANY CAPACITY, SHALL BE INELIGIBLE FOR RE-ELECTION AS AN AT-LARGE MEMBER FOR A PERIOD OF ONE YEAR. THIS LATTER PROVISION REGARDING ELIGIBILITY OF PERSONS TO SERVE AS MEMBERS-AT-LARGE, SHALL NOT APPLY TO OFFICERS OF THE COMMITTEE DURING THE TERM OF THEIR OFFICE AND FOR ONE YEAR THEREAFTER. PAST CHAIRMEN OF THE SOCIAL AGENCY COMMITTEE MAY BE ELECTED HONORARY MEMBERS WITH VOTING PRIVILEGES.

BY-LAWS OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND

(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON 10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, and 1/13/60, 2/24/60.)

THE COMMITTEE SHALL ACT AS THE SOCIAL PLANNING ARM OF THE FEDERATION IN THE LOCAL COMMUNITY, AND ON A CONTINUING BASIS SHALL STUDY THE NEEDS OF THE JEWISH COMMUNITY IN THE FIELDS OF HEALTH, WELFARE AND EDUCATION; OBSERVE AND EVALUATE THE FUNCTIONING OF THE AGENCIES OPERATING IN SUCH FIELDS; FOSTER MUTUAL UNDERSTANDING AND READY COOPERATION AMONG SUCH AGENCIES THEMSELVES AND BETWEEN SUCH AGENCIES AND THE REST OF THE COMMUNITY; SEEK IMPROVED WAYS AND MEANS OF MEETING SUCH COMMUNITY NEEDS, BOTH CURRENTLY AND PROSPECTIVELY; AND MAKE RECOMMENDATIONS TO THE BOARD OF TRUSTEES WITH REFERENCE THERETO.

OTHER LOCAL ORGANIZATIONS, NOT CURRENTLY ENTITLED TO REPRESENTATION, WHICH CONDUCT HEALTH, WELFARE OR JEWISH EDUCATION PROGRAMS AS A MAJOR ACTIVITY, MAY BE ELECTED TO MEMBERSHIP ON THE COMMITTEE, SUBJECT TO THEIR ACCEPTANCE OF THE COMMITTEE'S REGULATIONS IN THAT FIELD OF WORK, AND SUBJECT TO FINAL APPROVAL BY THE BOARD OF TRUSTEES OF THE JEWISH COMMUNITY FEDERATION.

(12) THE WELFARE FUND PLANNING COMMITTEE SHALL BE COMPOSED OF SIXTY (60) INDIVIDUALS PRESENTED FOR NOMINATION BY THE WELFARE FUND NOMINATING COMMITTEE. THESE SHALL INCLUDE THE EXECUTIVE COMMITTEE OF THE CURRENT YEAR'S CAMPAIGN CABINET UP TO THIRTY (30) IN NUMBER, AND THIRTY (30) MEMBERS-AT-LARGE. THE WELFARE FUND PLANNING COMMITTEE IS TO BE CONSTITUTED ANNUALLY ABOUT JANUARY 15.

THE WELFARE FUND PLANNING COMMITTEE IS TO DISCHARGE THE FOLLOWING FUNCTIONS:

(A) ORGANIZE THE JEWISH WELFARE FUND CAMPAIGN; REPRESENT THE FEDERATION IN OTHER FUND-RAISING BODIES IF AND WHEN THE FEDERATION AGREES TO CO-SPONSOR OR ASSIST OTHER CAMPAIGNS; ASSIST IN THE COLLECTION OF WELFARE FUND PLEDGES; CONDUCT YEAR-ROUND EDUCATIONAL MEETINGS DIRECTED TOWARD WELFARE FUND WORKERS AND CONTRIBUTORS.

(B) ACT AS THE SOCIAL PLANNING ARM OF THE FEDERATION IN THE NATIONAL AGENCY FIELD. THIS WOULD INCLUDE THE STUDY OF THE PROGRAM AND PERFORMANCE OF NATIONAL AGENCIES AND WOULD INVOLVE:

1) EVALUATION OF THE QUALITY OF WORK OF BENEFICIARY AND NON-BENEFICIARY AGENCIES AND RECOMMENDATIONS THEREON TO THE BUDGET COMMITTEE.

2) RECOMMENDATIONS TO THE BUDGET COMMITTEE ON THE PRIORITY FOR SUPPORT OF AGENCIES IN THE NATIONAL FIELD.

3) COOPERATION WITH OTHER CITIES IN JOINT EFFORTS RELATED TO BUDGETING AND PLANNING OF NATIONAL AGENCY PROGRAMS.

(C) ARRANGE FOR AN ORDERLY APPROACH TO THE JEWISH COMMUNITY OF NON-FEDERATION APPEALS.

THE COMMITTEE IS TO SELECT ITS OWN OFFICERS, SUBJECT TO THE APPROVAL OF THE BOARD OF TRUSTEES.

* * * * *

BY-LAWS OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND

(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON 10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, 1/13/60, and 2/24/60.)

(B) UNLESS OTHERWISE PROVIDED IN THE CONSTITUTION OR BY-LAWS, OR BY SPECIFIC ACTION OF THE BOARD OF TRUSTEES:

(1) EACH STANDING COMMITTEE MAY ADOPT ITS OWN CODE OF REGULATIONS AND PROCEDURES, SUBJECT TO THE APPROVAL OF THE BOARD OF TRUSTEES.

(2) APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN, AND MEMBERS OF STANDING COMMITTEES SHALL BE VESTED IN THE PRESIDENT OF THE FEDERATION.

(3) EACH STANDING COMMITTEE SHALL BE EMPOWERED TO SET UP SUCH SUBCOMMITTEES AS ARE NEEDED AND TO SELECT THEIR PERSONNEL.

(4) THE OPERATION AND ALL ACTION OF STANDING COMMITTEES SHALL BE SUBJECT TO THE APPROVAL OF THE BOARD OF TRUSTEES.

(5) EACH STANDING COMMITTEE MAY DETERMINE FOR ITSELF THE NUMBER OF PERSONS WHO SHALL CONSTITUTE A QUORUM AT ITS MEETINGS. UNLESS OTHERWISE PROVIDED BY A STANDING COMMITTEE, ONE-THIRD OF THE MEMBERS OF A STANDING COMMITTEE SHALL CONSTITUTE A QUORUM, AND THE ACT OF THE MAJORITY OF THE MEMBERS PRESENT AT A MEETING AT WHICH A QUORUM IS PRESENT, SHALL BE THE ACT OF SUCH COMMITTEE.

(6) ALL APPOINTMENTS TO STANDING COMMITTEES SHALL BE SUBJECT TO THE APPROVAL OF THE BOARD OF TRUSTEES.

II. OFFICERS

(A) THE OFFICERS SHALL RECOMMEND TO THE BUDGET COMMITTEE, THE ANNUAL BUDGET FOR THE OPERATION OF THE FEDERATION OFFICE, AND SHALL ESTABLISH THE FINAL OPERATING BUDGET WITHIN THE FRAMEWORK OF THE ALLOCATION.

(B) THE PRESIDENT AND THE TREASURER SHALL MAKE A FULL REPORT TO THE MEMBERSHIP AT THE ANNUAL MEETING.

(C) THE BOARD OF TRUSTEES MAY FOR ANY REASON THAT MAY SEEM SUFFICIENT TO THE BOARD, AND EFFECTIVE FOR SUCH LENGTH OF TIME, WHICH MAY BE UNLIMITED, AS THE BOARD MAY DETERMINE, DELEGATE ANY OR ALL OF THE DUTIES AND POWERS OF ANY OFFICER OF THE CORPORATION TO ANY OTHER OFFICER.

(D) 1) ANY OFFICER TOGETHER WITH THE EXECUTIVE DIRECTOR IS AUTHORIZED TO SIGN CHECKS OR WITHDRAWALS FROM ALL THE COMMERCIAL OR SAVINGS ACCOUNTS OF FEDERATION. IN THE ABSENCE OF THE EXECUTIVE DIRECTOR, THE FISCAL OPERATIONS DIRECTOR IS AUTHORIZED TO SIGN THESE CHECKS.

2) THE ADMINISTRATIVE ACCOUNT OF THE JEWISH COMMUNITY FEDERATION FROM WHICH CHECKS RELATING TO THE OPERATION OF THE FEDERATION OFFICE ARE WRITTEN, ARE TO BE SIGNED BY THE EXECUTIVE DIRECTOR AND THE FISCAL OPERATIONS DIRECTOR JOINTLY; AND IN THE ABSENCE OF THE EXECUTIVE DIRECTOR OR FISCAL OPERATIONS DIRECTOR, ANY OFFICER IS EMPOWERED TO SIGN IN HIS PLACE.

BY-LAWS OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND

(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON 10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, 1/13/60, and 2/24/60.)

- 3) ANY TWO OF THE FOLLOWING OFFICERS IS AUTHORIZED TO SELL, SIGN, AND ENDORSE FOR TRANSFER CERTIFICATES OR DOCUMENTS REPRESENTING REAL ESTATE, STOCKS, BONDS, OR OTHER SECURITIES: THE PRESIDENT, VICE-PRESIDENT, TREASURER, ASSOCIATE TREASURER, AND SECRETARY.

III. STAFF

- (A) THE BOARD OF TRUSTEES SHALL APPOINT THE EXECUTIVE DIRECTOR OF THE FEDERATION, WHO SHALL SERVE ALSO AS SECRETARY OF THE CORPORATION. THE EXECUTIVE DIRECTOR SHALL MAKE ALL STAFF APPOINTMENTS.

IV. AMENDMENT

THESE BY-LAWS MAY BE AMENDED BY A TWO-THIRDS MAJORITY VOTE OF BOARD MEMBERS PRESENT AT ANY MEETING OF THE BOARD OF TRUSTEES, PROVIDED THAT WRITTEN NOTICE OF THE MEETING AND OF THE PROPOSED AMENDMENT IS SENT TO ALL MEMBERS OF THE BOARD AT LEAST FIVE (5) DAYS IN ADVANCE OF THE MEETING AT WHICH SUCH VOTE IS TAKEN.



BY-LAWS OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND
(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON
10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, 1/13/60, and
2/24/60.)

EXHIBIT "A"

DELEGATION OF POWERS BY THE BOARD OF TRUSTEES TO THE EXECUTIVE COMMITTEE

AT ITS MEETING ON OCTOBER 31, 1956, THE BOARD OF TRUSTEES APPROVED THE REPORT OF THE COMMITTEE ON COMMUNITY ORGANIZATION, AND DELEGATED THE FOLLOWING SPECIFIC ITEMS TO THE EXECUTIVE COMMITTEE FOR ACTION:

1. ADMINISTRATIVE ITEMS HAVING TO DO WITH THE OPERATION OF THE FEDERATION OFFICE, INCLUDING:
 - (A) EMPLOYMENT OF STAFF.
 - (B) ADOPTION OF RESOLUTIONS AFTER POLICY HAS BEEN DETERMINED BY THE BOARD. EXAMPLES: BANK LOANS, TRUST AGREEMENTS, RETENTION OF STOCK OF HENRY C. RICHMAN FUND, CHANGES IN TRUST AND AGENCY AGREEMENT WITH BANKS.
 - (C) EMPLOYMENT OF AUDITOR, LEGAL COUNSEL, AND OTHER OUTSIDE HELP, AND THE LETTING OF CONTRACTS FOR SAME.
 - (D) CHANGES IN FEDERATION RETIREMENT PROGRAM.
2. BUDGET ITEMS IN THE FOLLOWING CATEGORIES:
 - (A) INTERIM, ADDITIONAL, DEFICIT, OR EMERGENCY APPROPRIATIONS WHICH SUPPLEMENT ANNUAL APPROPRIATIONS AND WHICH INVOLVE LESS THAN \$10,000.
 - (B) CASH ADVANCES TO BENEFICIARY AGENCIES AGAINST UNDETERMINED ALLOCATION.
 - (C) TRANSFER OF SPECIAL PURPOSE FUNDS TO USE FOR DESIGNATED PURPOSES, SUCH AUTHORIZATIONS BEING LIMITED TO ITEMS OF LESS THAN \$10,000. EXAMPLE: TRANSFER OF THE WILLIAM KIRTZ FUND TO THE JEWISH CONVALESCENT HOSPITAL OF CLEVELAND.
 - (D) SPECIAL PURPOSE ALLOCATIONS UP TO \$10,000 FROM ENDOWMENT FUNDS (I.E. NATIONAL CULTURAL STUDY).
3.
 - (A) APPROVAL OF WELFARE FUND PLANNING COMMITTEE AND SOCIAL AGENCY COMMITTEE RECOMMENDATIONS DENYING FEDERATION SUPPORT TO NEW AGENCIES.
 - (B) APPROVAL OF DISCONTINUANCE OF SUPPORT TO A BENEFICIARY AGENCY, WHERE THE AGENCY ITSELF IS IN AGREEMENT WITH THE RECOMMENDATION. EXAMPLE: WEIZMANN INSTITUTE.

BY-LAWS OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND

(APPROVED BY THE BOARD OF TRUSTEES ON MARCH 30, 1955, AND AMENDED BY THE BOARD ON 10/31/56, 1/30/57, 11/28/57, 10/1/58, 11/5/58, 1/28/59, 6/3/59, 1/13/60, and 2/24/60.)

4. (A) APPROVAL OF SOCIAL AGENCY COMMITTEE ACTIONS INVOLVING AGENCY CHANGES WHICH ARE ROUTINE AND DO NOT INVOLVE NEW EXPENDITURES OF MORE THAN \$2,500 PER YEAR. EXAMPLE: REMOVAL OF CLEVELAND HEBREW SCHOOLS' BRANCH FROM LAKEVIEW ROAD TO ARLINGTON HOUSE.

(B) APPROVAL OF APPLICATIONS TO FOUNDATIONS FOR SUPPORT OF EXPERIMENTAL PROGRAMS WHICH, IN THE FUTURE, WILL NOT INVOLVE MORE THAN \$5,000 OF ADDITIONAL SUPPORT ANNUALLY.
5. APPROVAL OF WELFARE FUND PLANNING COMMITTEE RECOMMENDATIONS FOR CAMPAIGNS BY BENEFICIARY AGENCIES FOR MEMBERSHIPS WHICH DO NOT EXCEED \$25.00 PER YEAR.
6. CONCLUSIONS OF DETAILS OF AGREEMENT BETWEEN THE FEDERATION AND OTHER ORGANIZATIONS FOR JOINT UNDERTAKING, AFTER IT HAS BEEN DETERMINED BY THE BOARD THAT THE FEDERATION WILL ENTER INTO SUCH AN AGREEMENT. EXAMPLE: AGREEMENT WITH AMERICAN JEWISH HISTORICAL SOCIETY, WITH RESPECT TO PREPARATION OF A JEWISH HISTORY OF CLEVELAND.
7. (A) CONFIRMATION OF APPOINTMENTS OF CAMPAIGN ORGANIZATION AND OF ALL STANDING COMMITTEES WHICH NOW REQUIRE CONFIRMATION BY THE BOARD.

(B) AUTHORIZATION FOR FEDERATION REPRESENTATION IN OTHER GROUPS, SUCH AS THE CLEVELAND COMMUNITY CHEST, WELFARE FEDERATION OF CLEVELAND, UNITED JEWISH APPEAL, AND OTHER NATIONAL AND LOCAL AGENCY BOARDS, COMMITTEES, AND CONFERENCES.
8. APPROVAL OF RECURRING REQUESTS FOR CO-SPONSORSHIP OF PUBLIC EVENTS PROVIDED THAT THE BOARD HAS PREVIOUSLY ACTED AT LEAST ONCE ON A SIMILAR REQUEST.
EXAMPLE: HEALTH AND WELFARE INSTITUTE OF THE WELFARE FEDERATION OF CLEVELAND.
9. SETTING DATES OF MAJOR FEDERATION MEETINGS, SUCH AS THE ANNUAL MEETING.

EXCEPT AS OTHERWISE SPECIFICALLY PROVIDED BY THE BOARD OF TRUSTEES, ANY ACTION OF THE EXECUTIVE COMMITTEE MAY BE APPEALED TO THE BOARD BY ANY THREE MEMBERS OF THE EXECUTIVE COMMITTEE. ANY MEMBER OF THE BOARD CAN ASK FOR A REVIEW OF ANY ACTION TAKEN BY THE EXECUTIVE COMMITTEE. HOWEVER, IT SHOULD BE RECOGNIZED THAT SOME ACTIONS TAKEN BY THE EXECUTIVE COMMITTEE MIGHT BE FINAL IN THE SENSE THAT THE RESULT OF THE ACTION COULD NO LONGER BE OVERCOME BY A DIFFERENT BOARD ACTION.

.....

.....

CODE OF REGULATIONS OF THE BUDGET COMMITTEE
OF THE JEWISH COMMUNITY FEDERATION OF CLEVELAND
APPROVED BY THE BOARD OF TRUSTEES ON DECEMBER 30, 1959.

I. PREAMBLE:

The Budget Committee of The Jewish Community Federation in adopting its Code of Regulations is guided by the following principles:

- A) Federated budgeting is a basic part of the social planning process. It is focused on the community as a whole and on maintaining service programs which will best serve the interest of the total community.
- B) The Budget Committee shall consult fully with the beneficiary agencies in order to understand the relative needs of the agencies and to distribute the funds available equitably among the beneficiary agencies.
- C) Beneficiary agencies are autonomous bodies. However, as members of a joint planning and financing effort, they have a mutual responsibility with the other partners in this effort. In order to protect all the partners, certain rules must necessarily be adhered to by all.

II. MEMBERSHIP:

THE BUDGET COMMITTEE shall be composed of 25 regular members of whom six each shall be designated by the Social Agency Committee and the Welfare Fund Committee and 13 by the President of the Federation. At least 10 of the members appointed by the President shall be from among the members of the Board of Trustees. The members appointed by the Social Agency Committee and the Welfare Fund Committee shall be lay members of these committees.

The following shall serve as ex-officio members:

II. MEMBERSHIP - Continued:

The President and the Treasurer of the Federation, the Chairman of the Social Agency Committee, and the Chairman of the Welfare Fund Committee. The President of the Federation shall appoint the Chairman and Vice-Chairman of the Budget Committee.

The Chairman of the Budget Committee shall serve for not more than three consecutive terms of one year each as Chairman of the Budget Committee. The Vice-Chairman shall serve for not more than three consecutive terms of one year each as Vice-Chairman of the Budget Committee.

The members of the Budget Committee shall not serve for more than six consecutive terms of one year. This limitation does not apply to the Chairman or Vice-Chairman of the Budget Committee during the terms of office to which they are appointed by the President of the Federation and for one year thereafter. The limitations on service in office and membership on the Budget Committee provided for herein shall be computed taking into account the past consecutive service of officers and members then in office and then members of the Budget Committee on December 31, 1959. In 1960, 1961 and 1962 if more than four members of the Budget Committee each year shall become ineligible to serve, then only the four members with the longest terms of consecutive service shall be deemed to be ineligible.

III. FUNCTIONS OF THE BUDGET COMMITTEE:

The duties of the Budget Committee shall be to consider budgetary requests made of the Federation and to recommend appropriations to the Board of

III. FUNCTIONS OF THE BUDGET COMMITTEE - Continued:

Trustees; to keep informed on the financial status of beneficiary agencies; to maintain budget controls on the budgets of the local agencies; to prepare recommendations to the Board of Trustees regarding the financial operations of the Federation; and to consider other appropriate matters relating to the finances of the Federation and its beneficiary agencies.

IV. OPERATION OF THE BUDGET COMMITTEE:

A) The Budget Committee will hold regular monthly meetings with the exception of the months of July and August.

B) The Chairman of the Budget Committee shall appoint four Subcommittees annually: Subcommittee on National Agencies, Subcommittee on Casework Agencies, Subcommittee on Group Work and Educational Agencies, and Subcommittee on Institutions. The principal function of the subcommittees is to meet with representatives of beneficiary agencies to review their budgetary requests and to prepare recommendations for the consideration of the full Budget Committee.

C) The full Budget Committee will give the Subcommittees guidance on questions of general policy.

D) No member of the Budget Committee shall present the budget request of any beneficiary agency.

V. BUDGETARY AND FISCAL RELATIONSHIPS WITH BENEFICIARY AGENCIES:

A) Since Federation generally budgets local beneficiary agencies on a deficit financing basis, each agency is expected to increase the degree of its non-Federation support as much as possible in consonance with the spirit of federated fund-raising.

V. BUDGETARY AND FISCAL RELATIONSHIPS WITH BENEFICIARY AGENCIES - Continued

Federation budgets non-local beneficiaries on the basis of a lump sum allocation after consideration of their budgets.

B) The annual budget presentation of each local agency submitted on forms provided by the Budget Committee shall bear the signature of the President and Treasurer of the agency, and a covering letter should indicate that the budget has been reviewed and approved by the Board of Trustees of the agency. If it is not possible for a Board to take action, the Executive Committee or a comparable legally constituted body of an agency should be empowered to act for the Board.

C) Each agency shall adhere to the deadline set for the transmittal of the annual budget to the Federation office. It is its obligation to allow the Budget Committee sufficient time to evaluate and study the annual budget request.

D) Each agency shall submit with the budget request a position by position analysis of the projected salary budget, with the name of the worker in code, the position, length of service, beginning salary, actual payments to each employee by position in the three previous years, and estimated salary for the new fiscal year.

E) Each agency shall formulate its program within the limits prescribed by the budget approved by the Federation for the next fiscal year. Local agencies shall live within such budget.

F) No agency is authorized to over-spend any item of the budget without prior authorization of the Budget Committee, except that transfers may be made within the following major budget classifications without special authorization:

V. BUDGETARY AND FISCAL RELATIONSHIPS WITH BENEFICIARY AGENCIES - Continued

Building and Grounds
Administration, other than Salaries and Wages
Institutional Operation
Services

G) All local beneficiary agencies shall submit to Federation not later than 45 days after the beginning of the new fiscal year, a revised operating budget for the year based upon Federation's allocation. This budget is to be in balance as regards income and expense.

H) If, during the fiscal year, a local agency believes a higher rate of spending is necessary, the agency may request the approval of the Budget Committee for such higher rate of spending.

Under no circumstances, however, shall an agency institute such rate of spending without the prior approval of the Budget Committee, irrespective of action by the Social Agency Committee or Welfare Fund Committee.

I) If a local agency in the course of a fiscal year receives unexpected non-budgeted income from sources other than Federation, the agency shall not use this additional income for an increased rate of spending without the prior approval of the Budget Committee.

J) A local agency shall promptly inform the Budget Committee if it is likely to experience an operating deficit during the fiscal year. A local agency which fails to advise the Budget Committee of a potential deficit is not entitled to present a request for a deficit allocation at the end of the fiscal year.

K) Operating surpluses for a fiscal year as determined by Federation's auditors are to be returned to Federation by those agencies which are budgeted on a deficit financing basis in a sum not to exceed the Federation's subsidy.

V. BUDGETARY AND FISCAL RELATIONSHIPS WITH BENEFICIARY AGENCIES - Continued

L) Local agencies shall submit to the Federation office monthly financial and service reports within thirty days after the end of each month. If an agency fails to submit the reports within the thirty-day period, the Federation office is authorized to withhold the monthly allocation installment until the report is submitted.

M) Allocations to local beneficiary agencies shall be released monthly by the Federation office. If the financial statement of an agency indicates a substantial cash balance, the Federation office is authorized to withhold or reduce the monthly installment payments, so long as such a cash balance exists.

N) In the course of a fiscal year the Budget Committee will not consider requests of local beneficiary agencies for additional allocations unless a dire emergency threatens the proper operation of the agency. Administrative errors made by an agency in presenting its annual budget request will not be corrected unless they create a dire emergency.

THE JEWISH COMMUNITY FEDERATION

REPORT TO THE BUDGET COMMITTEE BY THE SPECIAL
SUB-COMMITTEE ON CAPITAL REPLACEMENTS
(as revised)

From time to time, the Budget Committee has been faced with the problem of deciding whether funds should be allocated to agencies for capital replacements. The Budget Committee had considered each request on an individual basis but had never crystallized a policy regarding such requests. Recently, the Budget Committee felt the need to establish a policy and thereupon appointed a sub-committee consisting of William C. Treuhart (Chairman), Emil Elder, and Henry Kutash, to study the question of what is to be considered an operating expense in respect to capital replacement.

At its meeting on April 30, 1952, the Sub-committee agreed upon the following classifications of repair and replacement items.

Class 1 --- "Operating" Repairs and Replacements

Repair or replacement of items of comparatively small cost and with a life of not more than five years.

For example, such items are: utensils, instruments, linen, bedding, etc. --- items which have no fixed location and are subject to requisition or use by various departments. These examples are given for illustrative purposes only.

Class 2 --- "Capital" Repairs and Replacements

Repair or replacement of items of comparatively substantial cost or with a life of more than five years, the cost of such repair or replacement not to exceed

- A. the cost of repairing the item so that it is reasonably useful for the purpose for which it was originally used by the agency; or
- B. the excess of (a) the cost of replacing the item by a similar one in the same condition in which the replaced item was when it first became fully useful to the agency, over (b) the value of the item replaced at the time it is replaced;

whichever of A. or B. is the lesser.

Examples of "capital" items are:

- A. permanent and fixed equipment --- items which are fixed to the building and are not subject to transfer or removal. (For example, boilers, generators, engines, pumps, refrigeration machinery, etc.)
- B. furniture and equipment --- items which are capable of being moved, but which have a more or less fixed location in the building; sufficient individuality and size as to make feasible control by means of identification tags or numbers. (For example, desks, beds, chairs, accounting machines, x-ray equipment, etc.)
- C. Parts of buildings such as roofs, downspouts, etc.

These examples are given for illustrative purposes and do not comprise a complete list.

Class 3 --- "Capital Improvements"

The repair or replacement, beyond the extent defined in Class 2, or the addition or extension of an item of substantial cost or with a life of more than five years.

Responsibility for Repair and Replacement Items

The sub-committee recommends the following:

Class 1 --- "Operating" Repairs and Replacements

The total cost should be considered as an operating expense.

Class 2 --- "Capital" Repairs and Replacements

When sufficient funds are available in a special Repair and Maintenance Fund, the Federation should assume full responsibility for capital replacement items. However, because it is financially impossible to accept this responsibility at this time, one-half of the cost should be considered as an operating expense and the other one-half as a capital expense until the accumulated funds are sufficient to meet Federation's full obligation.

Requests for budgetary allowances for repairs and replacements of this class shall be made annually, but separately from the regular annual operating budget request. All such annual repair and replacement budgets of the various agencies shall be considered in relation to each other, the urgency and utility of each item taken into account, and an allocation made within the limits of the funds available for such capital repairs and replacements. Such funds shall be segregated in a "Capital Repair and Replacement Fund" and shall be set aside annually from funds available for the operating expenses of the agencies before allocation or distribution to the agencies. In order to advise the Budget Committee as to the cost, utility, advisability, and urgency of such capital repairs and replacements, there shall be constituted a Budget Committee subcommittee called "Capital Repair and Replacement Subcommittee". Such subcommittee shall consist, preferably, of persons experienced and qualified in the construction, repair, maintenance, and replacement of such capital items. The advisory services of such subcommittee shall also be available to each of the agencies.

The portion of the cost of such repairs and replacements which is considered as a capital expense shall be contributed by the agency from its own capital funds. If the agency has no capital funds, consideration will be given to each case on its facts.

Class 3 --- "Capital Improvements"

No part of the cost of a capital improvement can be considered an operating expense or allowed from the funds available for operating expenses.

CAPITAL REPAIR AND REPLACEMENT - AMENDMENTS TO REGULATIONS

BUDGET COMMITTEE
JEWISH COMMUNITY FEDERATION
FEBRUARY 12, 1958

"Mr. Marcuson moved that the present code of the Subcommittee on Capital Repair and Replacement be amended to the effect that agencies having capital funds equal to or less than two and one-half per cent of their operating budget, not be required to contribute towards the repair and replacement program."

(Motion carried.)

"If the Capital Repair and Replacement Committee makes a recommendation regarding a specific repair and replacement job, and an agency does not authorize the repair and share the cost, such jobs should become the sole responsibility of the agency if the work has to be done at a later date."

(Motion carried.)



SUGGESTIONS REGARDING THE AWARDING OF BUILDING CONTRACTS

Approved by the Executive Committee of the Jewish Community Federation
July 30, 1958

- 1) It is advisable for agencies to formulate a policy governing the bidding on and awarding of contracts, consistent with the scope of the contemplated work. Such a step will help insure that bidding will occur on a businesslike basis and that subsequent complaints will be avoided or reduced.
- 2) The responsibility for determining whether a contractor is qualified to bid, and for awarding of contracts rests with the agency itself.
- 3) Bidding on contracts should be open to the largest number of qualified firms consistent with the work and with sound and feasible business practices.
- 4) The friendliness and support of the bidding firm to the agency or the organizations that support it constitutes a valid consideration in awarding of contracts, if other requirements are satisfactorily met.
- 5) The agency may wish to consider the advisability of requesting members of its Board of Trustees to submit names of firms they believe are qualified.

CODE OF REGULATIONS AND PROCEDURES OF
COMMISSION ON SERVICES TO OLDER PERSONS
OF THE
JEWISH COMMUNITY FEDERATION
(Adopted April 27, 1955)
(Amended February 1957, February 1958)

Article I

Membership

Section 1.

A Commission on Services to Older Persons shall be set up within the social planning structure of the Social Agency Committee of the Jewish Community Federation of Cleveland.

The Commission shall be composed of thirty (30) persons as follows: two (2) lay and one (1) professional member each, appointed by the Cleveland Jewish Convalescent Hospital, Jewish Family Service Association, Jewish Orthodox Home for the Aged and Montefiore Home; one (1) lay and one (1) professional member each, appointed by the Council of Jewish Women, Jewish Community Centers, Jewish Vocational Service, and Mt. Sinai Hospital; ten (10) members-at-large appointed by the Chairman of the Social Agency Committee.

Article II

Purpose

The purpose of the Commission, stated in the Survey of Cleveland's Jewish Aged and Chronically Ill Aged dated June, 1954, recommending the formation of this Commission is as follows:

1. "Following up with the agencies the implementation of the Survey recommendations.
2. Coordinating the work of all the Jewish agencies in the field of the aged. A major part of this coordination will be stimulation and facilitation of free flow of clients from one needed service to another. In bringing the agencies closer together, the Commission should strive for the development of services which are 'client oriented', rather than 'agency oriented'. If problems develop in the relationship between agencies, they should be referred to the Commission.
3. Studying on a continuing basis the needs of older persons in order to discover gaps or inadequacies in services.
4. Determining and recommending priorities for the meeting of unmet needs, through the expansion or change of existing services or the development of new ones. Important recommendations should be channeled to the Federation Board through the SAC.
5. Carrying on research and study on improvement of services to older people. Information on the latest theories and practice would always be made available to the SAC and the Federation Board for planning purposes.

6. Disseminating information about community services to older persons and stimulating community acceptance and support of these programs. As existing programs are expanded or new ones established, the Commission should help agencies responsible for them to develop necessary publicity methods, so that the programs may be properly used.

7. Making periodic re-examinations and evaluations of services to the aged so that the community may bring its programs up to date.

8. Giving consideration to the possibility of Central Intake for all Jewish aged requiring community services. Central intake involves the establishment of a central casework service to which would come or be referred all Jewish aged or their families desirous of help in the solution or alleviation of the personal and family problems which beset people in later life. Following evaluation of the problem, clients would be referred to the appropriate institutional or non-institutional service which would best meet their needs. The majority of the Committee believes that Central Intake is a desirable goal which the Commission should continue to study with the objective of instituting such a program if and when the agencies appear ready for it."

Article III

Officers

Section 1

The officers of the Commission shall be a Chairman, Vice-Chairman, and Secretary.

Section 2

The Chairman and Vice-Chairman shall be elected from among the lay members of the Commission. The Chairman and Vice-Chairman of the Commission shall be ex-officio members of all committees.

Section 3

The Secretary shall be a professional social worker appointed with the advice and counsel of the Commission. He shall be a member of the staff of the Jewish Community Federation assigned to the Commission and working under the direction of the Commission. His primary job shall be the staffing of the Commission.

Article IV

Committees

Section 1

The Commission shall have a Nominating Committee, a Planning Committee and such other committees as may be authorized from time to time.

Section 2

The Nominating Committee shall make nominations for the Chairman, the Vice-Chairman and members of the Planning Committee. The Nominating Committee shall consist of not less than three (3) persons appointed by the Chairman with the approval of the Commission and may include both lay and professional members.

Section 3

The Planning Committee shall consist of six (6) persons elected by the Commission and shall act in the capacity of an executive committee. The Planning Committee shall include both lay and professional members.

Section 4

The members of all other committees shall be appointed by the Chairman of the Commission. Members of the Nominating Committee and the Planning Committee shall be members of the Commission. Members of other committees need not be members of the Commission.

Article V

Terms of Office and Election Procedures

Section 1

The terms of office of members of the Commission, its officers, and its committee members shall be one calendar year, except that they shall hold office until their successors are duly elected or appointed and qualified.

Section 2

The officers shall be elected at the February meeting of the Commission.

Article VI

Non-Members

Section 1

The Chairman of the Commission at his discretion may invite non-members of the Commission to attend meetings, such invitations being extended for single meetings.

Article VII

Meetings

Section 1

Regular meetings of the Commission shall be held monthly except during the months of July and August.

Section 2

Regular and special meetings of the Commission shall be called by the Chairman or the Vice Chairman on not less than five (5) days notice.

Article VIII

Quorum

One-third of the total membership of the Commission shall constitute a quorum.

Article IX

Amendments

Section 1

Amendments to these regulations may be made by two-thirds vote by the members in attendance at any meeting of the Commission, provided the proposed amendment has been submitted in writing to the membership of the Commission at least ten (10) days in advance of the meeting, at which it is to be voted on.



CODE OF REGULATIONS AND PROCEDURES
OF THE
COMMUNITY RELATIONS COMMITTEE
OF THE
JEWISH COMMUNITY FEDERATION

As amended by the Community Relations Committee on
January 29, 1952 and January 22, 1959
and approved by the Board of Trustees on
February 27, 1952 and January 28, 1959

ARTICLE I

MEMBERSHIP AND PURPOSE

The Community Relations Committee is a standing committee of the Jewish Community Federation, whose purpose shall be to centralize the direction and control of, and to carry out a unified program of community relations for the Jewish community of the Cleveland metropolitan area. The Committee shall be appointed by the President of the Jewish Community Federation with the approval of the Board of Trustees, as specifically set forth hereinafter. It shall select its own officers, subject to the approval of the Board of Trustees.

The membership of the Community Relations Committee shall be selected as follows:

- a. A total of ten (10) members shall be designated annually by the heads of the local chapters of the following agencies having a direct interest in the local community relations program. If there is no local chapter, the representatives for the particular agency shall be designated from among the local supporters.

2 members shall be designated by the American Jewish Committee
2 members shall be designated by the American Jewish Congress
2 members shall be designated by the Anti-Defamation League of B'nai B'rith
2 members shall be designated by the Jewish Labor Committee
2 members shall be designated by the Jewish War Veterans

- b. Twenty-five (25) members shall be appointed from the community-at-large who, because of individual ability, experience, interest or other like considerations can contribute constructively to the functioning of the Committee. Every effort shall be made to have such appointees reflect a fair and representative cross-section of the Jewish Community.

- c. In addition, former chairmen of the Committee may be designated as Committee members.

ARTICLE II

OFFICERS

Section 1. The officers of the Committee shall be a Chairman, two Vice Chairmen, and a Secretary.

Section 2. The Chairman and the Vice Chairmen shall be elected from among the members of the Committee in the manner provided in Article IV, and shall be ex-officio members of all committees.

Section 3. The Secretary of the Committee shall be a member of the professional staff of the Jewish Community Federation.

ARTICLE III

COMMITTEES

Section 1. The Community Relations Committee shall have such standing and special committees as may be necessary. Membership on committees need not be confined to the membership of the Community Relations Committee. All committees shall be appointed by the Chairman of the Community Relations Committee.

Section 2. In the case of extreme emergency the Chairman and Vice Chairmen may take final action on any matter within the scope of the Community Relations Committee.

Section 3. The Chairman of the Community Relations Committee shall appoint a Nominating Committee of five members of the Community Relations Committee as soon as possible after the annual reconstitution of the Committee. The Nominating Committee shall present nominations for Chairman and Vice Chairmen to the Community Relations Committee at its next regular meeting. Additional nominations may be made at the meeting.

ARTICLE IV

TERM OF OFFICE AND ELECTION PROCEDURE

Section 1. The term of office of the officers of the Committee shall be for one (1) year or until their successors have been appointed or elected. No member shall serve more than three (3) years in the same office.

Section 2. The term of office for members of the Committee shall be for one (1) year or until their successors have been appointed or elected and they shall be limited to not more than six (6) consecutive annual appointments. This limitation shall not however apply to members serving as officers of the Committee.

Section 3. The officers, except the Secretary, shall be elected at the first regular meeting of the Committee after the annual reconstitution of the Committee.

Section 4. The members of the Community Relations Committee shall be appointed annually at the time of appointment of standing committees of the Jewish Community Federation.

Section 5. Any vacancy in the membership of the Community Relations Committee shall be filled by appointment by the President of the Jewish Community Federation in the same manner as originally provided.

ARTICLE V

NON-MEMBERS

Section 1. The Chairman of the Community Relations Committee, at his discretion, may invite non-members of the Committee to attend meetings, such invitations being extended for single meetings.

ARTICLE VI

MEETINGS

Section 1. Regular meetings of the Community Relations Committee shall whenever possible be held monthly, except during the months of July and August.

Section 2. Special meetings of the Community Relations Committee shall be called by the Secretary at the direction of the Chairman, or on written notice of any ten (10) members of the Community Relations Committee.

ARTICLE VII

QUORUM

A quorum shall consist of twelve (12) members of the Community Relations Committee.

ARTICLE VIII

AMENDMENTS

Amendments to these regulations may be made by a two-thirds vote of the members in attendance at any meeting of the Community Relations Committee provided the proposed amendment has been submitted in writing to the members of the Community Relations Committee at least ten (10) days in advance of the meeting at which it is to be voted on.



CODE OF REGULATIONS FOR THE
DELEGATE ASSEMBLY OF THE JEWISH COMMUNITY FEDERATION
As Adopted October 13, 1952

ARTICLE I

PURPOSE AND FUNCTION

Section 1

The Delegate Assembly shall serve as a forum for all matters which relate to the affairs of the Jewish Community Federation of Cleveland, and for matters that are of general concern to the Jewish community. It may make recommendations to the Board of Trustees and receive reports from the Board of Trustees.

COMPOSITION

Section 2

The Delegate Assembly shall consist of delegates designated by member organizations and an equal number of delegates-at-large who shall be elected at the Annual Meeting of members of the Jewish Community Federation of Cleveland.

ARTICLE II

QUALIFICATIONS FOR MEMBER ORGANIZATIONS

Section 1

Any organization, institution, or agency in greater Cleveland in existence at least one year prior to its application for admission, with a minimum dues-paying and/or voting membership of fifty, having primarily Jewish objectives, not organized for pecuniary profit or gain to its members, and not having primarily political or social purposes, shall be eligible for admission as a member organization.

ADMISSION TO MEMBERSHIP

Section 2

All applications for organizational membership shall be made to the Membership Committee which shall submit its recommendations to the Planning Committee. The Planning Committee shall then submit its own recommendations to the Delegate Assembly for action.

TERMINATION OF MEMBERSHIP

Section 3

Any member organization may resign effective thirty days after receipt of written notice of such resignation. Any member organization which shall dissolve or merge into another organization, or otherwise become inactive, shall thereupon cease to be a member organization. Any member organization which no longer possesses qualifications specified in Article II of this Code, or which shall fail to comply with this Code, or which shall conduct itself in a manner detrimental to the character, interests, or purposes of the Federation, shall have a hearing by the Membership Committee which shall submit its recommendations to the Planning Committee. The Planning Committee may terminate the affiliation of the organization, but in all cases organizations shall have the right of appeal to the Delegate Assembly, except where termination is based on failure to maintain the minimum requirements of number of members.

ORGANIZATIONAL REPRESENTATION

Section 4

Each member organization shall be entitled to choose one delegate to serve in the Delegate Assembly. Each member organization shall determine for itself the manner in which it will select its delegates. Organizational delegates shall be designated for terms of one year. Should an organizational delegate resign, become incapacitated, die, or otherwise fail to serve, the unexpired term may be filled by the same procedure applicable to the original selection of the delegate.

TERM OF OFFICE FOR DELEGATES-AT-LARGE

Section 5

Each delegate-at-large elected by the membership of the Jewish Community Federation shall serve for a term of three years following his or her election. One-third of such delegates shall be elected each year. Should any delegates-at-large resign, become incapacitated, die or otherwise fail to serve, the unexpired term shall be filled in the annual election of delegates-at-large following the occurrence of such vacancy.

ARTICLE III

MEETINGS

Section 1

Meetings of the Delegate Assembly shall be held at least four times a year and the first meeting shall be approximately one month following the annual meeting of the Federation. Other meetings shall be held at the call of the Planning Committee or of the Board of Trustees or upon written request signed by twenty-five or more delegates stating in such request the reason therefor and the matter to be considered at such requested meeting. Meeting dates shall be fixed by the Planning Committee, provided that when a meeting has been called upon request of the Board of Trustees or by the filing of a petition by delegates, the date of such meeting shall be not later than thirty days following receipt of such request. Meetings shall be called on not less than five days notice by mail given to the delegates.

QUORUM

Section 2

A quorum of the Delegate Assembly shall consist of one-fourth of the total delegates.

VOTING

Section 3

Each delegate shall have one vote. The action of an organizational delegate shall be construed as reflecting his personal opinion as a representative of his organization and of the community.

Unless otherwise specified in this Code, a majority vote of the delegates present at a meeting shall determine each action.

POSTPONEMENT OF VOTING

Section 4

Upon the affirmative vote of not less than one-third of the delegates present, the voting on any matter not listed in the call for the meeting shall be postponed until the next succeeding meeting of the Assembly.

ARTICLE IV

OFFICERS

Section 1

The President of the Jewish Community Federation of Cleveland shall be the President of the Delegate Assembly. To the extent that other officers are needed by the Delegate Assembly, their functions shall be performed by the comparable officers of the Jewish Community Federation of Cleveland.

ARTICLE V

PLANNING COMMITTEE

Section 1

The Planning Committee shall consist of thirty delegates elected by the Delegate Assembly. The President of the Jewish Community Federation shall be a member, ex-officio. The Planning Committee shall prepare the agenda for each meeting of the Delegate Assembly and shall cause reasonable notice of such agenda to be mailed to each delegate in advance of each meeting. The Assembly may consider matters not on the agenda prepared by the Planning Committee, except as limited by Article III, Section 4.

The Planning Committee may authorize the creation of standing and other committees, and shall submit a list of names to the Delegate Assembly for the Nominating Committee. In addition to the duties and powers given it by this Code, the Planning Committee shall have such other powers and duties as may from time to time be delegated to it by the Delegate Assembly.

The President of the Federation shall serve as the Chairman of the Planning Committee. The Planning Committee shall elect a Vice-Chairman who shall serve as Chairman in the absence of the President and shall be responsible for submitting suggested names to the Planning Committee for the Nominating Committee.

Twelve members of the Planning Committee shall constitute a quorum. The Planning Committee shall meet at least once before each meeting of the Delegate Assembly. It shall have such other meetings as it may prescribe and it shall meet on the call of the Chairman or at the request in writing of six members of the Planning Committee.

MEMBERSHIP COMMITTEE

Section 2

The Membership Committee shall consist of nine members and shall receive and make recommendations regarding applications of organizations for affiliation as provided in this Code of Regulations. This Committee shall also consider and make recommendations regarding the termination of membership as provided in this Code.

NOMINATING COMMITTEE

Section 3

There shall be a Nominating Committee of fifteen which shall nominate the Delegates-at-Large, the Trustees to represent the Delegate Assembly on the Board of Trustees, the two Trustees to serve on the committee to nominate Trustees-at-Large, and the officers of the Federation, and the members and the vice-chairman of the Delegate Assembly. At least ten days before a regular meeting of the Planning Committee prior to the June meeting of the Delegate Assembly the Vice Chairman of the Planning Committee shall submit by mail to all members of the Planning Committee suggested names for the Nominating Committee. At this meeting

the Planning Committee shall recommend a list of fifteen names for the Nominating Committee by approving, altering, or otherwise amending the suggested list submitted by the Vice Chairman. This list shall be submitted by mail to all members of the Delegate Assembly at least ten days before a regular meeting of the Delegate Assembly not later than June in each year. Additional nominations for membership on this committee may be made from the floor of the Delegate Assembly, and if there shall be additional nominations, a closed ballot vote shall be taken at this meeting of the Assembly to elect the Nominating Committee of fifteen. No person shall serve on the Nominating Committee for more than two consecutive terms.

OTHER COMMITTEES

Section 4

The Delegate Assembly or the Planning Committee may authorize other committees from time to time. With the exception of the Planning Committee and the Nominating Committee, all committees shall be appointed by the President. Except as otherwise provided, standing committees shall be designated at or following the first meeting of the Delegate Assembly each year and shall serve for a period of one year. Ad hoc committees shall serve until their work has been completed.

ARTICLE VI

NOMINATION AND ELECTION OF

DELEGATES-AT-LARGE

Section 1

At least thirty days before each annual meeting of the Federation, the Assembly's Nominating Committee shall submit to the Secretary a list of nominees for delegates-at-large. No person shall be nominated who shall already have been chosen that year as a delegate of a member organization. At least twenty days before such annual meeting, the Secretary shall mail to each member of the Federation this list of nominees together with a statement that delegates-at-large may also be nominated by petition, each signed by not less than twenty members of the Federation. Only one person may be nominated by each petition. Nominations for delegates-at-large by petition shall be submitted to the Secretary in writing at least ten days before the annual meeting. If additional nominations have been made, a list of all nominees shall be published in the local Jewish newspapers, and such additional notification shall be given the members in advance of the annual meeting as the Planning Committee may determine. The secretary shall have prepared an official ballot of all the nominees for the election at the annual meeting. The listing of all nominees shall appear in alphabetical order without designation as to how nominations have been made.

NOMINATION AND ELECTION OF

REPRESENTATIVE TRUSTEES

Section 2

The Delegate Assembly shall elect its representatives each year to serve on the Federation's Board of Trustees. At least sixty days before each annual meeting of the Federation, the Assembly's Nominating Committee shall submit to the Secretary of the Delegate Assembly a list of nominees for these positions. This list of nominees shall be mailed immediately thereafter to each member of the Delegate Assembly together with a statement that Representative Trustees may also be nominated by petition, each signed by not less than fifteen delegates. Only one person may be nominated by each petition. Nominations for Representative Trustees by petition shall be submitted to the Secretary of the Assembly no later than ten days after the date of the mailing of the Nominating Committee's

list. The secretary shall then mail to each member of the Delegate Assembly a list of all nominees for Representative Trustees together with a ballot and a return envelope. The listing of all nominees shall appear in alphabetical order without designation as to how nominations have been made. A delegate shall vote for Representative Trustees by filling out the ballot and returning it to the Secretary within ten days. All ballots received by the Secretary no later than 5:00 p.m. of the tenth day shall be counted by him and the three tellers of election appointed by the President of the Federation.

NOMINATION AND ELECTION OF
PLANNING COMMITTEE
Section 3

Immediately following the annual meeting of the Federation, the Assembly's Nominating Committee shall submit a list of nominees for the Planning Committee. At least twenty days before the next meeting of the Delegate Assembly the Secretary shall mail to each delegate this list of nominees, together with a statement that members of the Planning Committee may also be nominated by petition, each signed by not less than fifteen delegates. Only one person may be nominated by each petition. Nominees for members of the Planning Committee by petition shall be submitted to the Secretary no later than ten days after the date of the mailing of the Nominating Committee's list. If additional nominations have been made, the Secretary shall mail to each delegate at least six days in advance of the Delegate Assembly meeting a list of all nominees and shall have prepared an official ballot of all the nominees for the election at the Delegate Assembly meeting. The listing of all nominees shall appear in alphabetical order without designation as to how nominations have been made.

NOMINATION AND ELECTION OF PLANNING
COMMITTEE VICE-CHAIRMAN
Section 4

Immediately following the election of the Planning Committee, the Assembly's Nominating Committee shall submit by mail to all members of the Planning Committee its nominee for Vice-Chairman of the Planning Committee. Additional nominees for Vice-Chairman may also be nominated by petition, each signed by not less than five members of the Planning Committee. Nominees by petition for Vice Chairman shall be submitted to the Secretary no later than ten days after the date of the mailing of the Nominating Committee's report. If additional nominations have been made, the secretary shall mail to each member of the Planning Committee in advance of the following meeting a list of all nominees for Vice-Chairman, and shall have prepared an official ballot of all the nominees for election at that meeting. The listing of all nominees shall appear in alphabetical order without designation as to how nominations have been made.

REPRESENTATION ON NOMINATING COMMITTEE FOR
OFFICERS AND TRUSTEES-AT-LARGE
Section 5

The Delegate Assembly shall designate two trustees each year to serve on the committee to nominate trustees-at-large and the officers of the Federation. Nominations for these two positions shall be submitted by the Assembly's Nominating Committee at a meeting of the Assembly, at least ninety days prior to the annual meeting of the Federation. Additional nominations may be made from the floor of the Assembly, and if there be any additional nominations, election shall be by closed ballot at that meeting of the Delegate Assembly. The listing of all nominees shall appear in alphabetical order without designation as to how nominations have been made.

DESIGNATION OF ORGANIZATIONAL DELEGATES

Section 6

On or before June 1 of each year, the Secretary shall issue a call to all member organization for the selection of their delegates for the year commencing with the annual meeting of the Federation. Not later than September 1, the Secretary of each member organization shall advise the Secretary of the Delegate Assembly in writing of the names and addresses of the delegate chosen. No person may concurrently be a delegate from more than one organization.

ARTICLE VII

AMENDMENT

Section 1

Amendments to this Code may be made by a two-thirds vote at any meeting, provided written notice of the proposed amendment be sent to the delegates at least ten days before the meeting at which it is to be acted on. Amendments may be initiated by the Planning Committee or by fifteen delegates who shall present the proposed amendment in writing to the Secretary for notification. Amendments shall be effective in accordance with provisions in this Code and of the Constitution of the Jewish Community Federation.



POLICY STATEMENT OF THE ENDOWMENT FUND COMMITTEE
CONCERNING THE ADMINISTRATION OF FEDERATION'S ENDOWMENT
FUNDS AS APPROVED BY THE BOARD OF TRUSTEES ON JUNE 3, 1959.

RECOMMENDED POLICY STATEMENT

- 1) APPROPRIATIONS AND LOANS REQUIRED TO MEET COMMUNITY EMERGENCIES AND TO MAKE UP FOR SERIOUS DEFICITS IN THE JEWISH WELFARE FUND AND THE FEDERATION INCOME FROM THE COMMUNITY FUND SHOULD BE INITIATED IN THE BUDGET COMMITTEE. THESE GRANTS SHOULD BE ONLY FOR CRITICAL EMERGENCIES AFFECTING THE JEWISH PEOPLE, AND ONLY FOR REALLY SERIOUS FAILURES IN THE COMMUNITY FUND AND THE WELFARE FUND.

THE SPECIFIC NATURE OF THE EMERGENCY AND THE AMOUNT OF MONIES NEEDED SHOULD BE DETERMINED BY THE BUDGET COMMITTEE, WHICH THEN WOULD MAKE ITS RECOMMENDATIONS TO THE EXECUTIVE COMMITTEE AND THE BOARD OF TRUSTEES FOR FINAL DETERMINATION AND APPROPRIATION. A TWO-THIRDS' MAJORITY VOTE OF THE BOARD OF TRUSTEES PRESENT SHOULD BE REQUIRED (SEE RECOMMENDED AMENDMENTS TO FEDERATION BY-LAWS).

- 2) APPROPRIATIONS AND LOANS FROM THE ENDOWMENT FUND OTHER THAN THOSE COVERED UNDER POINT 1) SHOULD BE THE RESPONSIBILITY INITIALLY OF THE ENDOWMENT FUND COMMITTEE, WHICH WOULD MAKE ITS RECOMMENDATIONS TO THE EXECUTIVE COMMITTEE AND THE BOARD OF TRUSTEES FOR FINAL DETERMINATION AND APPROPRIATION BY A SIMILAR TWO-THIRDS' MAJORITY VOTE. THESE APPROPRIATIONS AND LOANS WOULD NOT BE AVAILABLE FOR OPERATING PURPOSES OR ITEMS USUALLY INCLUDED IN REGULAR APPROPRIATIONS. REQUESTS FOR SUCH APPROPRIATIONS AND LOANS MUST FIT INTO THE GENERAL PURPOSES OUTLINED BY THE ENDOWMENT FUND COMMITTEE AND WOULD USUALLY FALL UNDER ONE OF THE FOLLOWING HEADINGS:

- A) SPECIAL STUDIES AND RESEARCH RELATING TO AGENCY OPERATIONS, AND RESEARCH IN THE SOCIAL AND MEDICAL SCIENCES.
- B) SPECIAL PROJECTS IN THE SOCIAL WELFARE, EDUCATIONAL AND CULTURAL FIELDS, WHICH WILL NOT LATER REQUIRE SUPPORT THROUGH FEDERATION'S REGULAR OPERATING BUDGET.
- C) NEW PROJECTS AND IMPROVEMENTS IN PROGRAM IF THESE CAN BE UNDERTAKEN WITHOUT LATER BECOMING AN ADDITIONAL BURDEN ON THE REGULAR OPERATING BUDGET OF FEDERATION.
- D) PROJECTS DESIGNED TO ADVANCE THE STUDY AND PRACTICE OF JEWISH COMMUNAL WORK, SUCH AS STIPENDS FOR TRAINING AND ADVANCED STUDIES IN THE FIELDS OF SOCIAL AND COMMUNAL WORK.

THE SPECIFIC CATEGORIES LISTED ARE SUGGESTED FOR THE GUIDANCE OF THE ENDOWMENT FUND COMMITTEE. THEY MAY NEED TO BE ALTERED FROM TIME TO TIME ON THE BASIS OF EXPERIENCE IN ADMINISTERING THE ENDOWMENT FUND.

CONSIDERATION OF REQUESTS COVERED IN THE ABOVE STATEMENT SHOULD BE PURSUED IN A MANNER CONSISTENT WITH THE ESTABLISHED PLANNING AND BUDGETING PROCEDURES OF FEDERATION. REQUESTS WOULD BE CAREFULLY STUDIED IN ADVANCE BY THE STAFF OF

SEPTEMBER 30, 1959

THE FEDERATION AND WHERE INDICATED, BY AN APPROPRIATE STANDING OR SPECIAL COMMITTEE.

THE ENDOWMENT FUND COMMITTEE HAS CONSIDERED CAREFULLY THE QUESTION OF HOW LARGE A FUND IS NEEDED BY FEDERATION FOR THE TYPE OF POSSIBLE EMERGENCIES OUTLINED UNDER POINT 1) ABOVE. IT BELIEVES THAT A FUND EQUAL TO APPROXIMATELY ONE YEAR'S NORMAL INCOME, OR \$6,000,000, IN 'FREE FUNDS' IS A REASONABLE OBJECTIVE. 'FREE FUNDS' IS DEFINED TO MEAN FEDERATION ASSETS AT MARKET PRICES, EXCLUSIVE OF TRUST FUNDS AND LOANS. THE ENDOWMENT FUND COMMITTEE'S CHIEF EFFORTS WILL BE DIRECTED TO REACHING AND MAINTAINING A STABILIZATION FUND OF THIS AMOUNT.

ALL 'FREE FUNDS' OVER \$6,000,000 SHOULD BE PLACED IN A SPECIAL RESERVE FUND. THE SPECIAL RESERVE FUND SHOULD BE USED AS NEEDED TO FINANCE THE TYPE OF CONSTRUCTIVE WORK OUTLINED UNDER POINT 2) ABOVE.

THE FEDERATION SHOULD HAVE MORE THAN \$3,000,000 OF 'FREE FUNDS' IN THE STABILIZATION FUND BY JUNE 30, 1959. THE ENDOWMENT FUND COMMITTEE BELIEVES THAT FEDERATION, HAVING ACHIEVED HALF ITS STABILIZATION FUND GOAL, SHOULD CONSIDER THE PERIOD DURING WHICH IT IS ACQUIRING THE SECOND HALF OF THE STABILIZATION FUND AS A TRANSITION PERIOD DURING WHICH IT WILL BEGIN TO USE THE INCOME OF THE FUND FOR CONSTRUCTIVE PURPOSES. IT RECOMMENDS THAT DURING THIS TRANSITION PERIOD, THE INCOME OF THE FUND BEGIN TO BE AVAILABLE FOR LOANS AND GRANTS FOR PURPOSES SUCH AS THOSE OUTLINED UNDER POINT 2). WE BELIEVE THAT A CONSERVATIVE APPROACH TO THE USE OF THIS INCOME IS INDICATED UNTIL WE REACH THE FULL OBJECTIVE OF THE \$6,000,000 STABILIZATION FUND, AFTER WHICH ALL OF THE INCOME WOULD BE AVAILABLE. AFTER THE OBJECTIVE IS ATTAINED, INCOME WILL BE ADDED BACK TO THE STABILIZATION FUND ONLY TO REPLENISH ANY IMPAIRMENT BELOW THE \$6,000,000 FIGURE. HOWEVER, SOME USE OF THE INCOME WILL NOT ONLY ADVANCE THE PURPOSES OF THE FEDERATION AND ITS AGENCIES NOW BUT WILL ALSO PROVIDE EXPERIENCE UPON WHICH TO BASE FURTHER REFINEMENTS IN OUR APPROACH TO THE ADMINISTRATION OF THE ENDOWMENT FUND.

RECOMMENDED POLICY STATEMENT
ENDOWMENT FUND COMMITTEE

SEPTEMBER 30, 1959

THE FEDERATION AND WHERE INDICATED, BY AN APPROPRIATE STANDING OR SPECIAL COMMITTEE.

THE ENDOWMENT FUND COMMITTEE HAS CONSIDERED CAREFULLY THE QUESTION OF HOW LARGE A FUND IS NEEDED BY FEDERATION FOR THE TYPE OF POSSIBLE EMERGENCIES OUTLINED UNDER POINT 1) ABOVE. IT BELIEVES THAT A FUND EQUAL TO APPROXIMATELY ONE YEAR'S NORMAL INCOME, OR \$6,000,000, IN 'FREE FUNDS' IS A REASONABLE OBJECTIVE. 'FREE FUNDS' IS DEFINED TO MEAN FEDERATION ASSETS AT MARKET PRICES, EXCLUSIVE OF TRUST FUNDS AND LOANS. THE ENDOWMENT FUND COMMITTEE'S CHIEF EFFORTS WILL BE DIRECTED TO REACHING AND MAINTAINING A STABILIZATION FUND OF THIS AMOUNT.

ALL 'FREE FUNDS' OVER \$6,000,000 SHOULD BE PLACED IN A SPECIAL RESERVE FUND. THE SPECIAL RESERVE FUND SHOULD BE USED AS NEEDED TO FINANCE THE TYPE OF CONSTRUCTIVE WORK OUTLINED UNDER POINT 2) ABOVE.

THE FEDERATION SHOULD HAVE MORE THAN \$3,000,000 OF 'FREE FUNDS' IN THE STABILIZATION FUND BY JUNE 30, 1959. THE ENDOWMENT FUND COMMITTEE BELIEVES THAT FEDERATION, HAVING ACHIEVED HALF ITS STABILIZATION FUND GOAL, SHOULD CONSIDER THE PERIOD DURING WHICH IT IS ACQUIRING THE SECOND HALF OF THE STABILIZATION FUND AS A TRANSITION PERIOD DURING WHICH IT WILL BEGIN TO USE THE INCOME OF THE FUND FOR CONSTRUCTIVE PURPOSES. IT RECOMMENDS THAT DURING THIS TRANSITION PERIOD, THE INCOME OF THE FUND BEGIN TO BE AVAILABLE FOR LOANS AND GRANTS FOR PURPOSES SUCH AS THOSE OUTLINED UNDER POINT 2). WE BELIEVE THAT A CONSERVATIVE APPROACH TO THE USE OF THIS INCOME IS INDICATED UNTIL WE REACH THE FULL OBJECTIVE OF THE \$6,000,000 STABILIZATION FUND, AFTER WHICH ALL OF THE INCOME WOULD BE AVAILABLE. AFTER THE OBJECTIVE IS ATTAINED, INCOME WILL BE ADDED BACK TO THE STABILIZATION FUND ONLY TO REPLENISH ANY IMPAIRMENT BELOW THE \$6,000,000 FIGURE. HOWEVER, SOME USE OF THE INCOME WILL NOT ONLY ADVANCE THE PURPOSES OF THE FEDERATION AND ITS AGENCIES NOW BUT WILL ALSO PROVIDE EXPERIENCE UPON WHICH TO BASE FURTHER REFINEMENTS IN OUR APPROACH TO THE ADMINISTRATION OF THE ENDOWMENT FUND.

PROCEDURES OF THE ENDOWMENT FUND COMMITTEE IN CONNECTION
WITH THE CONSIDERATION OF REQUESTS FOR GRANTS AS RECOMMENDED
TO THE BOARD OF TRUSTEES OF THE JEWISH COMMUNITY FEDERATION
OF CLEVELAND BY THE ENDOWMENT FUND COMMITTEE

APPROVED BY BOARD OF TRUSTEES DECEMBER 30, 1959

THE PRIMARY PURPOSE OF THE ENDOWMENT FUND IS TO PROTECT FEDERATION AGAINST EMERGENCIES AND SERIOUS SHORTAGES IN THE JEWISH WELFARE FUND AND THE FEDERATION INCOME FROM THE COMMUNITY FUND. ON JUNE 3, 1959, THE BOARD OF TRUSTEES APPROVED A POLICY STATEMENT OF THE ENDOWMENT FUND COMMITTEE REGARDING APPROPRIATIONS AND LOANS FROM FEDERATION'S ENDOWMENT FUNDS.

THE ENDOWMENT FUND COMMITTEE HAS DEVELOPED THE FOLLOWING GENERAL PRINCIPLES AND PROCEDURES WHICH IT WISHES TO APPLY WHEN DEALING WITH REQUESTS FOR GRANTS FROM THE ENDOWMENT FUND:

- 1) IN ORDER TO QUALIFY FOR SUPPORT, PROJECTS SHOULD RELATE TO THE INTEREST OF FEDERATION, THE AGENCIES AFFILIATED WITH FEDERATION OR THE JEWISH COMMUNITY AS A WHOLE. THE GRANTS SHALL NOT BE LIMITED TO CLEVELAND ORGANIZATIONS.
- 2) WHILE SUPPORT SHALL NOT BE LIMITED TO FINANCIALLY PARTICIPATING AGENCIES OF FEDERATION, THEIR PROJECTS IF THEY MEET OTHER REQUIREMENTS, WILL HAVE PREFERENCE OVER REQUESTS OF NON-FINANCIALLY PARTICIPATING ORGANIZATIONS.
- 3) IN THE CASE OF FINANCIALLY PARTICIPATING AGENCIES, IT IS INTENDED THAT THE ENDOWMENT FUNDS SHALL NOT REPLACE OPERATING FUNDS OR INCREASE THE RATE OF SPENDING OF BENEFICIARY AGENCIES SO AS TO REQUIRE ADDITIONAL SUBSIDY FROM FEDERATION AT A LATER TIME.
- 4) THE AIM OF FUNDS MADE AVAILABLE FROM FEDERATION'S ENDOWMENT FUNDS WHETHER FOR FINANCIALLY PARTICIPATING OR NON-FINANCIALLY PARTICIPATING AGENCIES IS TO BE A SOURCE OF ORIGINAL SUPPORT FOR SUBSTANTIAL PROJECTS RATHER THAN THE REPLACEMENT OF OTHER SOURCES OF SUPPORT.

GRANTS MADE FROM ENDOWMENT FUNDS ARE TO BE MADE FOR A LIMITED PERIOD OF TIME.

- 5) AT THIS STAGE OF THE DEVELOPMENT OF THE ENDOWMENT FUNDS, IT IS NOT THE PURPOSE TO MEET CAPITAL EXPENDITURES SUCH AS FOR NEW BUILDINGS OR CAPITAL IMPROVEMENTS.
- 6) THE ENDOWMENT FUND COMMITTEE WILL DETERMINE ONCE A YEAR AN AMOUNT AVAILABLE TO FURTHER THE TRAINING OF PEOPLE INTERESTED IN THE FIELD OF JEWISH COMMUNAL SERVICE. THIS AMOUNT SHALL NOT EXCEED FIFTEEN PERCENT OF THE INCOME AVAILABLE FOR DISTRIBUTION ANNUALLY.

IN MAKING SUCH GRANTS FOR SCHOLARSHIPS, FELLOWSHIPS AND OTHER PROFESSIONAL TRAINING, FEDERATION SHALL DEAL ONLY WITH INSTITUTIONS AND ORGANIZATIONS. GRANTS TO INDIVIDUALS SHALL BE PROCESSED WITH THE HELP OF THE JEWISH VOCATIONAL SERVICE.

- 7) THE BALANCE OF THE FUNDS IS TO BE USED PRIMARILY FOR STUDIES, RESEARCH, SPECIAL PROJECTS AND EVENTS OF INTEREST TO THE JEWISH COMMUNITY, THE FEDERATION OR ITS AGENCIES. (A JEWISH POPULATION STUDY, STUDIES ON METHODS OF OPERATION, SPECIAL EVENTS SUCH AS THE RECENT TERCENTENARY CELEBRATION WOULD FALL WITHIN THIS CATEGORY.)

- 8) THE ENDOWMENT FUND COMMITTEE SHALL INITIATE SUPPORT OF PROJECTS WHICH, IN ITS OPINION, MERIT SUPPORT, AND NOT LIMIT ITS EFFORTS TO REQUESTS SUBMITTED TO IT.
- 9) SO FAR AS PRACTICABLE, ALL GRANTS FROM THE ENDOWMENT FUNDS SHALL BE MADE IN JANUARY AND JULY OF EACH YEAR SO THAT THE COMMITTEE HAS AN OPPORTUNITY TO EVALUATE THE RELATIVE MERITS OF A GROUP OF REQUESTS AT THE SAME TIME IN THE LIGHT OF THE RESOURCES AVAILABLE.
- 10) IT IS RECOGNIZED THAT THE EXPERIENCE OF THE ENDOWMENT FUND COMMITTEE IN THE ADMINISTRATION OF THE ENDOWMENT FUND WILL BE IMPORTANT IN DEVELOPING PROCEDURES, AND THAT THEREFORE THE PROPOSED PROCEDURES MAY NEED TO BE AMENDED BY THE ENDOWMENT FUND COMMITTEE.



CODE OF REGULATIONS AND PROCEDURES OF THE
SOCIAL AGENCY COMMITTEE OF THE JEWISH COMMUNITY FEDERATION

As amended by the Social Agency Committee on January 29, 1946, November 23, 1949, April 4, 1950, September 2, 1952, October 7, 1952 and September 8, 1958 and approved by the Board of Trustees on March 27, 1946, November 30, 1949, September 29, 1950, October 29, 1952, October 1, 1958 and February 24, 1960.

Article I

Membership and Purpose

Section 1. The Social Agency Committee is one of the Standing Committees of the Jewish Community Federation. Its membership and purpose are set forth in Article I, Section 11 of the By-Laws of the Federation, which reads as follows:

The Social Agency Committee shall be composed in part of representative members selected by the various local social agencies and appointed by the President of the Federation. The following social agencies, subject to additions to the list and eliminations therefrom, from time to time, by the Board of the Federation, shall each be entitled to select two representative members, with the exception of the Bureau of Jewish Education which shall be entitled to four representatives on the Committee. Two of such representatives shall be prominently identified with the various communal schools, and the Bureau shall rotate these two representatives, so that each communal school, consistent with its size, shall be represented from time to time:

Bellefaire
B'nai B'rith Hillel Foundation of Cleveland
Bureau of Jewish Education
Hebrew Free Loan Association
Hebrew Shelter Home
Jewish Children's Bureau of Cleveland
Jewish Community Centers
Jewish Convalescent Hospital of Cleveland
Jewish Family Service Association
Jewish Orthodox Home for Aged
Jewish Vocational Service
Montefiore Home
Mount Sinai Hospital
National Council of Jewish Women - Cleveland Section
Orthodox Jewish Children's Association of the Jewish
Children's Bureau of Cleveland

The President of each local social agency entitled to membership on the Committee shall be one of its representatives, unless any such agency shall select another officer or key member of its Board by advising the Secretary in writing by December 15.

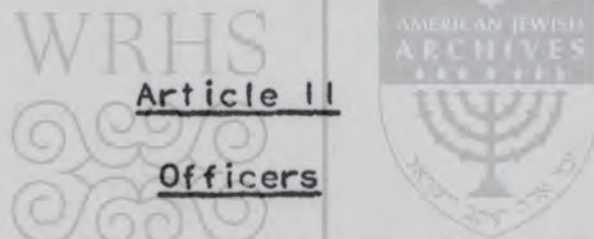
In addition to the above representatives of agencies, the officers of the Federation shall be members of the Social Agency Committee. The membership of the Social Agency Committee shall also include eighteen (18) representatives of the community-at-large who are interested in social welfare planning. These members shall be nominated by a Nominating Committee of five (5) persons appointed by the Chairman of the Social Agency Committee. The Social Agency Committee shall select its own officers. Beginning in 1959 and continuing thereafter, a community-at-large representative who has served five (5) consecutive years on the

Committee in any capacity, shall be ineligible for re-election as an at-large member for a period of one (1) year. This latter provision regarding eligibility of persons to serve as members-at-large, shall not apply to officers of the Committee during the term of their office and for one (1) year thereafter. Past chairmen of the Social Agency Committee may be elected Honorary Members with voting privileges.

The Committee shall act as the social planning arm of the Federation in the local community, and on a continuing basis shall study the needs of the Jewish community in the fields of health, welfare, and education; observe and evaluate the functioning of the agencies operating in such fields; foster mutual understanding and ready cooperation among such agencies themselves and between such agencies and the rest of the community; seek improved ways and means of meeting such community needs, both currently and prospectively; and make recommendations to the Board of Trustees with reference thereto.

Other local organizations, not currently entitled to representation, which conduct health, welfare, or Jewish education programs as a major activity, may be elected to membership on the Committee, subject to their acceptance of the Committee's regulations in that field of work, and subject to final approval by the Board of Trustees of the Jewish Community Federation.

Section 2. The social agencies represented in the Social Agency Committee, shall be requested each year to designate, no later than December 15th, their representatives to the Social Agency Committee for the next succeeding year.



Article II

Officers

Section 1. The officers of the Social Agency Committee shall be a Chairman, two Vice-Chairmen, and Secretary.

Section 2. The Chairman and Vice-Chairmen shall be elected from among the lay members of the Social Agency Committee, in the manner provided in Article IV. The Chairman and Vice-Chairmen of the Social Agency Committee shall be ex-officio members of all committees.

Section 3. The Secretary shall be a qualified professional social worker, who is a member of the staff of the Jewish Community Federation assigned to the Social Agency Committee and working under the direction of the Social Agency Committee.

Section 4. Beginning in 1959 and continuing thereafter, no officer, with the exception of the Secretary, shall serve in the same office continuously for more than three consecutive terms of one (1) year each. This limitation shall include continuous service during the years immediately preceding 1959.

Article III

Committees

Section 1. The Social Agency Committee shall have as standing committees an Executive Committee, a Nominating Committee, and such other standing committees as may be authorized from time to time in accordance with these regulations. The members of all standing committees shall be chosen from the membership of the Social Agency Committee. Standing committees shall be appointed within 30 days after the annual election of officers.

Section 2. The Executive Committee shall consist of the Chairman, Vice-Chairmen and seven (7) persons elected by the Social Agency Committee in the manner provided in Article IV, from various fields of social work represented in the Social Agency Committee, and shall include both lay and professional members. In addition to the functions usually pertaining to an Executive Committee, including the power to act for the Social Agency Committee between meetings of that Committee, the Executive Committee shall:

Prepare the programs of the meetings of the Social Agency Committee;

Recommend to the Social Agency Committee the appointment of such special committees as may be deemed necessary to study problems presented;

Review the findings and conclusions of such committees, and transmit to the general membership of the Social Agency Committee such reports with any recommendations deemed necessary;

Contact the group or groups involved in the particular subject under consideration, so that their representatives may have an opportunity to meet with the Executive Committee and make known their points of view; these points of view to be embodied in any report submitted to the general membership of the Social Agency Committee.

Section 3. The Nominating Committee shall consist of five (5) persons appointed by the Chairman of the Social Agency Committee. The Nominating Committee shall present nominations for Chairman, Vice-Chairmen, Executive Committee, eighteen (18) members-at-large for membership on the Social Agency Committee, two (2) persons to serve on the Federation Nominating Committee (as provided in Article I, Section 8 of the Federation By-Laws), and six (6) persons to serve on the Budget Committee of the Federation (as provided in Article I, Section 1 of the Federation By-Laws). The Nominating Committee shall report by mail to all members of the Social Agency Committee no later than January 10th. Additional nominations may be made by any member of the Social Agency Committee, either in writing or at a meeting, no later than January 25th. The entire slate of candidates proposed shall be mailed to all members of the Social Agency Committee at least five (5) days prior to the meeting at which the election will be held.

Section 4. The members of all committees, except the Executive Committee, shall be appointed by the Chairman of the Social Agency Committee; the Chairman may appoint persons not members of the Social Agency Committee to serve on any committee other than standing committees.

Article IV

Term of Office and Election Procedures

Section 1. The terms of office of officers and members of all standing committees shall be one year, except that they shall hold office until their successors are duly elected and qualified.

Section 2. The officers, members of the Executive Committee, members-at-large, and the SAC representatives on the Federation Nominating and Budget Committees shall be elected by ballot at the February meeting of the Social Agency Committee.

Article V

Non-Members

Section 1. The Chairman of the Social Agency Committee, at his discretion, may invite non-members of the Social Agency Committee to attend meetings, such invitations being extended for single meetings.

Article VI

Meetings

Section 1. Regular meetings of the Social Agency Committee shall be held monthly, except during the months of July and August.

Section 2. Special meetings of the Social Agency Committee shall be called by the Chairman, or on request of the Executive Committee, or any ten (10) members, on not less than five (5) days' notice.

Article VII

Quorum

One-third of the total membership of the Social Agency Committee shall constitute a quorum.

Article VIII

Amendments

Amendments to these regulations may be made by a two-thirds' vote of the members in attendance at any meeting of the Social Agency Committee, provided the proposed amendment has been submitted in writing to the membership of the Social Agency Committee at least ten (10) days in advance of the meeting at which it is to be voted on, except that no submission in advance of the meeting shall be necessary for an amendment adding to the number of standing committees.

SOCIAL AGENCY COMMITTEE

STATEMENT OF PROCEDURES FOR NEW PROJECTS, EXTENSION OF SERVICES, AND DISCONTINUANCE OF SERVICES

Approved by the Social Agency Committee on June 7, 1949. Approved by the Federation Board of Trustees on October 26, 1949 and amended on March 25, 1959.

1. AIMS AND OBJECTIVES OF THE SOCIAL AGENCY COMMITTEE

The Social Agency Committee of the Jewish Community Federation was established to assist both the agencies and the Federation in their efforts to develop a sound program of social service geared to changing needs and the interests of all members of the community. The Social Agency Committee, in order to achieve this goal, must serve as a channel for cooperative community study, planning and action; coordinate the work of existing services; eliminate duplication of service; locate unmet needs; improve the quality of community services; promote understanding of needs and resources for assistance; develop an increasingly effective program of community services through the most efficient application of existing community resources. In the performance of this responsibility, the Social Agency Committee shall aim to assist agencies in exercising initiative and creativity in changing programs to achieve the end of sound agency planning geared into sound community planning, and encourage the maximum sense of responsibility on the part of the agencies for the conduct of their work.

2. RELATIONSHIP OF AGENCIES TO THE SOCIAL AGENCY COMMITTEE

The relationship of the agencies to the Social Agency Committee must be such as to make it possible for the Social Agency Committee, with the agencies, to plan wisely towards the goals referred to above. Towards this end the social agencies have agreed to send to the Social Agency Committee the following:

- (a) Reports on activities, which include a description of the activities themselves as well as the number of people served within each particular activity.
- (b) Semi-annual reports by the Executive Director or a responsible committee describing important developments and trends in the current program. It is understood that each agency might have the option of submitting reports quarterly or more often, or at any time that an important change or trend develops within the agency.
- (c) Financial statements, monthly, annual and additional reports at request, upon which the distribution of funds is made by the Jewish Community Federation through its Budget Committees and its Social Agency Committee. It is understood, too, that

anticipated changes in financial status occurring between budget periods are reported and discussed within the framework of the Federation.

- (d) Minutes of each agency's Board meetings or reports of such meetings in which are included the discussions of significant actions, policies, and practices. It is not expected that confidential material will be reported.
- (e) Member agencies should extend an invitation to the Chairman, Vice-Chairmen, and executive staff of the Social Agency Committee to attend at least two or three Board meetings or other meetings annually, particularly those which present discussions of actions, policies and practices which have potential bearing on the social planning activities of the Social Agency Committee.
- (f) A national organization which projects a program locally, shall not receive local community funds unless it submits its local program to the SAC and the Federation as required of any other beneficiary of the Federation.

It is hoped that through this means, the Social Agency Committee may be kept in continuous touch with the program and experience of the agencies.

3. NEW PROJECTS, EXTENSION OF SERVICES TO NEW NEIGHBORHOODS OR GROUPS OF PEOPLE, DISCONTINUANCE OF EXISTING ACTIVITIES

(a) DEFINITION OF TERMS

- (1) A new project shall be defined as any service not currently performed by the agency but which comes within the function of the agency and calls for (a) additional personnel, (b) extension of existing physical plant or facilities, or (c) the development of a new physical plant or facilities, or (d) requires funds immediately or subsequently, either operating or capital, or both, beyond the current budget, or (e) can be initiated by a reassignment of current operating or capital funds, personnel or facilities.
- (2) In the event of a bona fide doubt as to whether a shift in program is a matter for the SAC or the Budget Committee, the agency shall present the proposal to the SAC Executive Committee, which will determine, as soon as practical, the jurisdictional issue.
- (3) The New Projects Statement shall be sent to the agencies annually, so as to provide an opportunity for new agency board and staff members to become acquainted with the community's social planning procedures.
- (4) Extension of service shall be defined as an extension of current services to new neighborhoods or groups of people which calls for the extension of the existing physical plant or facilities, or the development of a new physical plant and/or facilities and requires funds, capital or operating, beyond the current budget; or can be

put into operation by the reassignment of current operating or capital funds, personnel or facilities.

- (5) The planning stage shall be defined as follows: After an agency has recognized the need to undertake a new project, extension of service, merger of services, or discontinuance of a service, and has made a preliminary estimate of its effect on the program of the agency in terms of operating budget, capital fund requirements, facilities and personnel, the planning stage has been reached and the Social Agency Committee should be informed. The agency shall present its plans to allow sufficient time for adequate study by the Social Agency Committee and the Board of Trustees. The character of the new project, extension of service, etc., will determine the degree and extent of subsequent consultation of the agency with the Social Agency Committee.
- (b) Each agency will consult with the Social Agency Committee during the planning stages for new projects, extension of services, or abandonment of existing activities.
- (c) All such matters shall be referred to the Executive Committee which may, at its discretion, refer the problem to a sub-committee for further study.
- (d) No allocation shall be made by the Budget Committee unless a new project or extension of service has been approved by the SAC.
- (e) The Social Agency Committee or any of its study committees may initiate discussion of a new project with any agency, or may make recommendations to the agencies for extension or discontinuance of service.
- (f) After an agency has received initial approval during the planning stages of a new project, extension of service, etc., it will return to the Social Agency Committee with a final estimate of the costs involved, capital, operating or both. Subsequent approval of the total program, both in principle and in financial terms, will be dependent upon a careful evaluation of the expressed need involved and its priority in relation to the current and projected programs of the member agencies, the Federation and the community. Final approval will qualify the limits of the new undertaking and set a ceiling on capital fund campaigns or operating expenditures. Final approval means that an agency's program will have equal status, in relation to budgeting, with present programs and all other approved new projects. Approval of a new project does not carry with it a guarantee that the required funds will be appropriated by the Federation.
- (g) Recommendations of sub-committees go to the Executive Committee for recommendation and discussion within the Social Agency Committee. The Social Agency Committee will then submit its report to the Board of the Jewish Community Federation for final action.

It is only through such consultation and planning together that a continuously sound program of community social service can be developed.

AMENDMENTS TO STATEMENT OF PROCEDURES
FOR NEW PROJECTS

SOCIAL AGENCY COMMITTEE

AMENDED MAY 25, 1960

SOCIAL AGENCY COMMITTEE -- STATEMENT OF PROCEDURES FOR NEW PROJECTS

Mr. Persky, vice-chairman, reported for the Social Agency Committee on the following two recommended amendments to its Statement of Procedures for New Projects:

- "1) If, having attained its approved goal for capital purposes, an agency finds that it cannot carry through its program within the budget because of changes in costs, underestimation of cost, etc., it shall return to the Federation before commencing the project and request further approval if it wishes to seek additional funds for the same project.

"An agency shall not begin its building program, new project, or expansion of its program until all required funds are raised or pledged, unless granted approval by the Federation.

- "2) An agency's increased deficit during the first year of operation of a new or expanded facility, resulting from increased operating expenses or loss of income due to the new facility, shall be a part of the capital cost of the building program. Other one-time expenditures, such as cost of moving, etc., shall also be a charge against the cost of the building program.

"The new rate of spending resulting from a new or expanded facility shall be reviewed and approved by the Budget Committee prior to the opening of the facilities."

FACILITIES PLANNING COMMITTEE

RECOMMENDATIONS OF THE SOCIAL AGENCY COMMITTEE AND THE WELFARE FUND PLANNING COMMITTEE

TO THE

EXECUTIVE COMMITTEE OF THE JEWISH COMMUNITY FEDERATION

RE: FACILITIES PLANNING

Approved by
JCF Executive Committee
As Amended
August 18, 1961

The SAC and the WFPC recommend approval of the following statement:

1. After the SAC has examined the program of an agency proposing to erect new facilities, and has determined that its needs cannot be met satisfactorily except through new or additional buildings, or substantial remodeling of existing facilities, and before the plans of the agency have become crystallized, the proposal shall be referred to the SAC's Facilities Planning Committee, since there is a close relationship between program and the building in which the program is to be carried on.
2. The SAC shall reorganize its Facilities Planning Committee to strengthen its technical review of building projects, as follows:
 - A. The FPC shall be composed of ten (10) persons, eight (8) of whom shall be appointed by the Chairman of the SAC. The Chairman of the WPF shall designate two (2) of its members to serve on this committee. At least six (6) of the members shall be persons with knowledge and experience in the design, construction, and maintenance of buildings, most of whom shall not be members of the SAC, the WPF, or the agency under consideration.

FACILITIES PLANNING COMMITTEE (CONT'D)

- B. The FPC shall act in an advisory capacity to the agency throughout the planning process. It shall review the initial and preliminary sketches, and all subsequent plans drawn by the architect, and shall also be consulted in regard to the qualifications of contractors and sub-contractors to be invited to bid on the project.
- C. The final responsibility for all decisions shall rest with the agency involved, after taking into consideration the recommendations of the FPC and the project cost approved by Federation.



CODE OF REGULATIONS AND PROCEDURES OF
THE JEWISH WELFARE FUND PLANNING COMMITTEE
OF THE JEWISH COMMUNITY FEDERATION
(Approved by Board of Trustees - January 13, 1960)

ARTICLE I

Purpose

Section I. The Jewish Welfare Fund Planning Committee is one of the Standing Committees of the Jewish Community Federation. The purpose of the Welfare Fund Planning Committee is set forth in Article II of the bylaws of the Federation, as follows:

- A) Organize the Jewish Welfare Fund Campaign; represent the Federation in other fund-raising bodies if and when the Federation agrees to co-sponsor or assist other campaigns; assist in the collection of Welfare Fund pledges; conduct year-round educational meetings directed toward Welfare Fund workers and contributors.
- B) Act as the social planning arm of the Federation in the national agency field. This would include the study of the program and performance of national agencies and would involve
 - 1) Evaluation of the quality of work of beneficiary and non-beneficiary agencies and recommendations thereon to the Budget Committee.
 - 2) Recommendations to the Budget Committee on the priority for support of agencies in the national field.
 - 3) Cooperation with other cities in joint efforts related to budgeting and planning of national agency programs.
- C) Arrange for an orderly approach to the Jewish community of non-Federation appeals.

ARTICLE II

Membership

The Welfare Fund Planning Committee shall be composed of sixty (60) individuals presented for nomination by the Welfare Fund Nominating Committee. These shall include the Executive Committee of the current year's Campaign Cabinet up to thirty (30) in number, and thirty (30) members-at-large.

Code of Regulations and Procedures of
The Jewish Welfare Fund Planning Committee

ARTICLE III

Officers

Section 1. The officers of the Welfare Fund Committee shall be a Chairman, two Vice-Chairmen, and Secretary.

Section 2. The Chairman and Vice-Chairmen shall be elected from among the members of the Welfare Fund Committee, in the manner provided in Article V. The Chairman and Vice-Chairmen of the Welfare Fund Committee shall be ex-officio members of all committees.

Section 3. The Secretary shall be a qualified professional social worker, who is a member of the staff of the Jewish Community Federation assigned to the Welfare Fund Planning Committee and working under the direction of the Welfare Fund Planning Committee.

Section 4. Beginning in 1960 and continuing thereafter, no officer except the Secretary shall serve in the same office continuously for more than three consecutive terms of one (1) year each. This limitation shall include continuous service during the years immediately preceding 1960.

ARTICLE IV

Committees

Section 1. The Welfare Fund Planning Committee shall have as Standing Committee an Executive Committee, a Nominating Committee, a Campaign Cabinet. The membership of the Executive Committee and Nominating Committee shall be chosen from the membership of the Welfare Fund Planning Committee. Membership of all other committees need not be limited to members of the Welfare Fund Planning Committee.

Section 2. The Executive Committee shall consist of twenty (20) individuals, including a Chairman and two Vice-Chairmen and seventeen (17) persons elected by the Welfare Fund Planning Committee in a manner provided in Article V. In addition to the functions usually pertaining to an Executive Committee, including the power to act for the Welfare Fund Planning Committee between meetings of that Committee, the Executive Committee shall:

- A) Serve as the subcommittee on national planning.
- B) Make initial study and recommendation to the Welfare Fund Planning Committee on matters dealing with the orderly approach to the Jewish community of Federation and non-Federation appeals.

Code of Regulations and Procedures of
The Jewish Welfare Fund Planning Committee

Section 3. The Campaign Cabinet shall be constituted annually as soon after November 15th as is practicable. This Cabinet shall be appointed by the campaign chairman for the coming year. The Campaign Cabinet shall include an Executive Committee of no more than thirty (30) individuals including the officers of the Federation. In addition to the Executive Committee, the following individuals will automatically be members of the Campaign Cabinet: The Chairman and Co-Chairmen of each of the men's division of the campaign, and the Chairman and Co-Chairmen of the Employees' Division, Young Adult Division, Metropolitan Division, and Women's Division. The campaign officers may, at their discretion, add to the Campaign Cabinet individuals whom they feel will be an asset to the campaign.

The Campaign Cabinet shall be responsible to the Welfare Fund Planning Committee for the following functions:

- A) The operation of the Jewish Welfare Fund Campaign.
- B) The conduct of year-round educational meetings directed toward Welfare Fund workers and contributors.
- C) Special efforts in the collection of Welfare Fund pledges.

Section 4. The Nominating Committee shall consist of five (5) persons appointed by the Chairman of the Welfare Fund Planning Committee. The Nominating Committee shall present nominations for Chairman, Vice-Chairmen, Executive Committee, and members-at-large on the Welfare Fund Planning Committee, two persons to serve on the Federation Nominating Committee (as provided in Article I, Section 8, of the Federation Bylaws), six (6) persons to serve on the Budget Committee of the Federation (as provided in Article I, Section 1, of the Federation Bylaws) and a specified number of persons to serve on the Board of Trustees of the Jewish Community Federation representing the Welfare Fund Planning Committee, as provided in the Federation Constitution.

The Nominating Committee shall report by mail to all members of the Welfare Fund Planning Committee no later than December 15th. Additional nominations may be made by any member of the Welfare Fund Planning Committee, either in writing or at a meeting no later than December 25th. The entire slate of candidates proposed shall be mailed to all members of the Welfare Fund Planning Committee at least five (5) days prior to the meeting at which the election will be held.

Section 5. The members of all committees, except the Executive Committee and the Campaign Cabinet, shall be appointed by the Chairman of the Welfare Fund Planning Committee.

Code of Regulations and Procedures of
The Jewish Welfare Fund Planning Committee

ARTICLE V

Term of Office and Election Procedures

Section 1. The terms of office of officers and members of all Standing Committees shall be for one year, except that initially they shall hold office until their successors are duly elected and qualified.

Section 2. The Officers, members of the Executive Committee, members-at-large, Welfare Fund Planning Committee representatives on the Federation Nominating and Budget Committees, shall be elected by ballot at the January meeting of the Welfare Fund Planning Committee.

ARTICLE VI

Meetings

Section 1. Regular meetings of the Welfare Fund Committee shall be held monthly except during the months of July and August.

Section 2. Special meetings of the Welfare Fund Committee shall be called by the Chairman or on the request of the Executive Committee or any ten (10) members on not less than one (1) day's notice.

ARTICLE VII

Quorum

One-third of the total membership of the Welfare Fund Planning Committee shall constitute a quorum.

ARTICLE VIII

Amendments

Amendments to these regulations may be made by a two-thirds vote of the members in attendance at any meeting of the Welfare Fund Planning Committee provided the proposed amendment has been submitted in writing to the membership of the Welfare Fund Committee at least ten (10) days in advance of the meeting at which it is to be voted on, except that no submission in advance of the meeting shall be necessary for an amendment increasing the number of Standing Committees.

VIII. SUGGESTED NEW POLICY WITH RESPECT TO HANDLING REQUESTS
FOR INCLUSION

The Chairman reported that the Executive Committee requests:

- (1) Authority from the Welfare Fund Committee to recommend directly to the Board of Trustees on behalf of the Welfare Fund Committee on requests for subvention that have been previously denied when there is no change in existing policy involved.
- (2) All such actions by the Executive Committee would be reported to the Welfare Fund Committee.
- (3) Action on requests for inclusion should be handled only twice a year, December and June, rather than on a monthly basis.

The Welfare Fund Committee voted to adopt the Executive Committee's recommendations.

PRINCIPLES FOR ELIGIBILITY TO JEWISH WELFARE FUND

Meeting of Budget & Finance Committee
Jewish Community Federation,
December 15, 16, 1930
(Approved by Board of Trustees on
December 23, 1930)

"GUIDING PRINCIPLES FOR DETERMINING THE ELIGIBILITY
OF ORGANIZATIONS FOR SUPPORT FROM THE JEWISH WELFARE
FUND OF CLEVELAND, AND THE AMOUNT OF SUCH SUPPORT

* * * * *

- "1. Does the Organization render a valuable and necessary service to the country at large, for which it is entitled to support on a national basis?
- "2. Does the Organization render a particular service to the Cleveland Jewish community, for which it is entitled to special consideration?
- "3. Has the Organization expressed its desire to affiliate itself with the Cleveland Jewish Welfare Fund, and will it agree to abide by the rules and regulations governing such affiliation?
- "4. What are its financial requirements?
- "5. How much has the organization been collecting or receiving from Cleveland sources?
- "6. What has been its cost of collection of funds?
- "7. What has it been receiving from other communities? Where it has been carrying on its own solicitation? Where Welfare Funds have been contributing?"

DENIAL OF REQUESTS FOR SUBVENTION - PRINCIPLES

1. Jewish Institutions of higher learning in the United States are not subvented by the Jewish Community Federation "on the basis of the existing policy of not making allocations to institutions of higher learning under Jewish auspices in the United States." (Board of Trustees, July 2, 1958)

2. Support for an agency may be denied "on the basis that an agency operating under the auspices of organizations with broad constituencies should derive its support from those organizations." (Board of Trustees, July 2, 1958)

3. Requests by Israeli institutions may be denied "on the basis that no appeals...are authorized by the Jewish Agency's Committee on Control and Authorization of Campaigns." (Board of Trustees, July 2, 1958)

4. Subvention of an agency may be withdrawn on the grounds that "the Federation no longer makes subventions to many institutions which have become non-sectarian on the basis that such support should be derived from Jews and non-Jews alike." (Board of Trustees, July 2, 1958)

5. Requests for special subvention may be denied "on the grounds that our current policy is not to support capital fund efforts." (Board of Trustees, June 27, 1956)

6. Requests for subventions may be denied to an agency "whose fiscal experience was not available to the Council of Jewish Federations and Welfare Funds." (Board of Trustees, May 11, 1951)

POLICY ON RELEASE OF CONTRIBUTORS' LISTS OF THE JEWISH WELFARE FUND

Approved by JCF Board of Trustees, July 5, 1961.

The Federation frequently is requested by individuals and organizations to submit lists of contributors to the Jewish Welfare Fund. The Federation has taken the position that it should limit distribution of these lists to beneficiary agencies, and then only on rare occasions.

- 1) A Jewish Welfare Fund contributors' list is a privileged list which will ordinarily not be released by Federation for any purpose other than official Federation business.
- 2) An exception will be made to this policy in favor of releasing lists to local beneficiary agencies which conduct capital fund drives approved by Federation. Other beneficiary agencies which conduct approved drives will also be considered for such lists. The lists may be used also on occasion for distribution of educational material by beneficiary agencies.
- 3) No list may be released without the approval of the Executive Committee or the Board of Trustees taken at a meeting.
- 4) The release of any list should be undertaken with the maximum amount of precaution against the possibility of the list being used for some purpose other than the approved purpose. A long list of contributors should never be released if a shorter list will be satisfactory. A list should not be released at all if it is needed for a mailing which the Federation office can get out directly. (The agency should pay the cost of the mailing.) Each agency which receives a list will be asked to take every precaution to preserve the confidentiality of the list and to return the list when the purpose for which the list was released is completed. The agency will also be expected to furnish to the Federation after a fund-raising campaign, a list of contributions received.
- 5) Lists will not include the names of anonymous contributors.
- 6) Lists are not be released under any circumstances for an individual's personal use.

NOTE: Contributors' lists are not be confused with such other lists as the membership of the Board of Trustees, Delegate Assembly, etc. In general, these lists are regarded as public lists and may be

made available to responsible groups in the community, upon a written request indicating the precise purpose for which the list is requested.

V
O T E After careful consideration of the suggested policy statement, it was
E voted to approve the policy statement with two amendments, as follows:

- 1) Anonymous givers should be included in the lists unless they specifically request that their names not be given out for any purpose whatsoever. Lists will not show or imply dollar amounts.
- 2) Released lists shall bear a notation to the effect that they are not to be duplicated in any way and that their confidentiality must be preserved.



CODE OF THE WOMEN'S ORGANIZATION
OF THE JEWISH COMMUNITY FEDERATION

(REVISIONS APPROVED SEPTEMBER 15, 1960)

ARTICLE I - NAME

The name of this organization shall be THE WOMEN'S ORGANIZATION OF
THE JEWISH COMMUNITY FEDERATION.

ARTICLE II - PURPOSES

Section 1. General Purpose:

To enlist and coordinate the efforts of the Jewish women of Cleveland in behalf of such Jewish and non-sectarian local, national and international projects as may be deemed appropriate by the Governing Council of the Women's Organization, subject to the approval of the Board of Trustees of the Jewish Community Federation.

Section 2. Specific Purposes:

- (a) To interpret and support the aims and purposes of the Jewish Community Federation and its constituent agencies and organizations.
- (b) To serve as the representative of the Jewish women of Cleveland in appropriate communal and civic enterprises.
- (c) To organize and conduct such phases of the Jewish Welfare Fund campaign as may be approved by the Welfare Fund Committee and to participate in any other fund-raising activities approved by the Jewish Welfare Fund Committee as may require the coordinated effort of the Jewish women of Cleveland.
- (d) To channel and/or coordinate requests for service; to assist in promoting support for approved activities.
- (e) To conduct such educational activities as will be helpful to the continued growth of service to the Jewish community and the community at large.

ARTICLE III - MEMBERSHIP

Section 1. Organizational Membership:

Any organization of Jewish women in Greater Cleveland, in existence at least one year prior to its application for admission, with a minimum dues paying and/or voting membership of 50, having primarily Jewish and/or civic objectives, shall be eligible for admission as a member organization. A written statement of purpose must accompany the application.

An organization shall be admitted upon approval of the Governing Council.

Section 2. Individual Membership: Every woman who is a member of the Jewish Community Federation by virtue of her individual contribution to the Jewish Welfare Fund Appeal shall be a member of this organization.

Section 3. Any member organization may resign by written notice which shall be effective 30 days after receipt of such notice. Any member organization which shall dissolve or merge into another organization, or otherwise become inactive, shall thereupon cease to be a member organization. Any member organization which no longer possesses qualifications specified in Article III, Section 1 of these Rules, or which shall fail to comply with these Rules, or which shall conduct itself in a manner detrimental to the character, interests or purposes of the Jewish Community Federation, shall be deemed ineligible for continuing membership. Such organizations shall be entitled to hearings before the Membership Committee and the Governing Council. Final decision shall be made by the Governing Council.

Section 4. Membership Meetings:

(a) There shall be at least one open meeting of this organization each year, an annual meeting at which time election of officers, members-at-large of the Governing Council, and three representatives to the Board of Trustees of The Jewish Community Federation shall be held. These representatives shall be the Chairman of the Women's Organization of the Jewish Community Federation, the Vice-Chairman in charge of Fund-Raising, and one other Vice-Chairman.

(b) One hundred (100) shall constitute a quorum. Written notice shall be given at least two (2) weeks in advance of meetings.

ARTICLE IV - OFFICERS

Section 1. The officers of this Women's Organization shall be a Chairman, a Vice-Chairman for Community Co-operation, a Vice-Chairman for Education and Programming, a Vice-Chairman for Fund-Raising who shall be designated by the Jewish Welfare Fund Planning Committee and shall be a Chairman or Co-Chairman of the Women's Division of the Jewish Welfare Fund Appeal, and a Secretary. These officers shall be elected at the annual meeting for a term of one year. They shall not be eligible for reelection to the same office for more than three consecutive terms.

Section 2. In addition, there shall be an Executive Secretary who shall be a staff member of the Jewish Community Federation assigned to the Women's Organization.

Section 3. Vacancies occurring among the elected officers shall be filled for the unexpired term by the Governing Council, from names submitted by the Nominating Committee, except in the case of the Vice-Chairman for Fund-Raising, whose vacancy shall be filled by the Jewish Welfare Fund Planning Committee.

Section 4. The Chairman shall preside at all meetings of the membership, of the Governing Council and of the Steering Committee (and shall be an ex-officio member of all committees of the Women's Organization except the Nominating Committee). She shall appoint for a term of one year, in consultation with the officers, all chairmen of standing committees and such special committees as may be deemed necessary.

The Chairman shall be one of the representatives of the Women's Organization on the Board of Trustees of The Jewish Community Federation and the representative on the Federation's Executive Committee.

Section 5. The Vice-Chairmen shall assume responsibility for the departments for which they have been designated. Two Vice-Chairmen, one of whom shall be the Vice-Chairman in charge of fund-raising shall represent the Women's Organization on the Board of Trustees of the Jewish Community Federation. A Vice-Chairman shall perform the duties of the Chairman in her absence.

Section 6. The elected Secretary shall keep minutes of all meetings of the Governing Council, the Steering Committee, and the General Membership, and shall perform such other duties as may be required.

ARTICLE V - GOVERNING COUNCIL

Section 1. The business of this organization shall be carried on by a Governing Council which shall consist of:

- (a) The officers and the immediate past Chairman.
- (b) The Chairman (or Co-Chairmen) and Associate Chairmen of the Women's Division of the Jewish Welfare Fund Appeal.
- (c) Representative members:

From organizations up to 1000 members - 1 representative

From 1001 up to 3000 members - 2 representatives

Over 3000 members - 3 representatives

Multiple organizations such as chapters, coordinating groups, councils, etc., shall be represented as one. Those organizations that have a common purpose and consider themselves a unit shall have representation based on their combined membership. One representative from each organization shall be its President. Organizations shall limit the term of any delegate representative to a maximum of three consecutive years. Any organization may send an alternate in the absence of a designated representative.

- (d) Members-at-large, the number equal to one-third of the constituent organization representatives, elected at the annual meeting for a term of one year. They shall not serve for more than three consecutive terms.
- (e) Chairmen of standing committees if not otherwise members thereof.
- (f) No person shall be a member of the Governing Council in more than one capacity.

Section 2. Meetings: The Governing Council shall meet at least four (4) times a year. Special meetings of the Governing Council may be held at the call of the Chairman or shall be called at the request of the Steering Committee or ten (10) members of the Governing Council.

Section 3. Quorum: Twenty-five (25) members shall constitute a quorum.

Section 4. Vacancies:

- (a) Vacancies occurring among the members-at-large of the Governing Council shall be filled for the unexpired term by the Governing Council from names submitted by the Nominating Committee.
- (b) Vacancies occurring through resignation of an organization representative shall be filled for the unexpired term by the organization involved.

ARTICLE VI - STEERING COMMITTEE

Section 1. There shall be a Steering Committee composed of the officers and immediate past Chairman, and ten (10) other members appointed by the Chairman in consultation with the officers.

Section 2. The Steering Committee shall act under the direction and control of, and bring its recommendations to the Governing Council for action. It shall have charge of the management of the Women's Organization of the Jewish Community Federation between meetings of the Governing Council.

Section 3. The Steering Committee shall be convened on the call of the Chairman or at the request of five (5) members of the Committee.

Section 4. Quorum: Seven (7) members shall constitute a quorum.

ARTICLE VII - COMMITTEES

Section 1. Nominating Committee:

(a) The Nominating Committee shall be a standing committee consisting of eleven (11) members, ten (10) of whom shall serve for a term of one year. The remaining member shall be the Chairman of the retiring Nominating Committee. The Chairman of the Nominating Committee shall be appointed by the Chairman of the Women's Organization from the newly elected members of the Nominating Committee. This Committee shall be elected by the Governing Council at its first meeting after the annual meeting, from a slate of eleven (11) nominees presented by the retiring Nominating Committee. Nominations may also be made from the floor, provided consent of any nominee has been obtained in advance. When there are more than eleven (11) candidates, election shall be by written ballot. Vacancies in the Nominating Committee shall be filled by the Chairman of the Women's Organization, with the approval of the Steering Committee.

(b) The Nominating Committee shall send forms to all members of the Governing Council asking for suggestions for elective officers, at least thirty(30) days prior to the first meeting of the Nominating Committee.

(c) The Nominating Committee shall present for election at the annual meeting a slate of officers, members-at-large of the Governing Council, and three representatives to the Board of Trustees of the Jewish Community Federation.

(d) At least thirty (30) days before the annual meeting, the list of all candidates shall be presented to the entire membership in writing.

(e) Additional nominations may be made only by petition carrying twenty-five (25) or more signatures, provided consent of any nominee has been obtained in advance. These petitions must reach the Chairman of the Nominating Committee at least one week prior to the annual meeting.

(f) When there are more candidates for any office than positions to be filled, election shall be by written ballot.

Section 2. Committees:

(a) Committees necessary to carry out the work of the Women's Organization shall be determined by the Steering Committee.

(b) No member shall be chairman of the same committee for more than three (3) consecutive years.

ARTICLE VIII - AMENDMENTS

Amendments to the Code may be made by a two-thirds vote of those members present and voting at any meeting of the membership, provided written notice of the proposed amendments be given to the membership at least 30 days before the meeting at which action is to be taken.

ARTICLE IX - PARLIAMENTARY AUTHORITY

"Roberts Rules of Order, - Revised," shall be the authority of this organization in all cases to which they are applicable and in which they are not inconsistent with this Code.

* * * * *

FOUNDATION APPEALS BY BENEFICIARY AGENCIES

BOARD OF TRUSTEES
JEWISH COMMUNITY FEDERATION
MARCH, 25, 1959

JEWISH COMMUNITY FEDERATION POLICY RE: FOUNDATION APPEALS

(Approved by the Board of Trustees on December 23, 1952;
revised March 25, 1959)

There shall be no limitation placed upon the right of any local beneficiary agency to apply to a Foundation for a grant, provided that the grant to be obtained will not be used for a new service or extension of service, as defined by the SAC's "Statement of Procedures for New Projects, Extension of Services and Discontinuance of Services." If new services or extension of services are not involved, the agency can proceed with a request to a Foundation, but shall advise the SAC of its plans in advance of such request. If new services or extension of services are involved, or if the proposal will call for additional community support immediately or subsequently, the agency shall not proceed with its application to a Foundation until and unless the SAC approves the project.

SALE OF TICKETS OR SOLICITATIONS IN NAMES OF
AGENCIES

EXECUTIVE COMMITTEE
JEWISH COMMUNITY FEDERATION
MAY 19, 1953

"The Solicitations Committee of the Welfare Federation of Cleveland records its appreciation of the proffer of the Fun for Funds Foundation to encourage the supporters of the proposed carnival to designate financially participating member organizations of the Welfare Federation to receive shares of whatever financial benefits may arise in accordance with such designations. The Committee further approves the acceptance of such financial benefits by the agencies concerned.

"The Committee finds, however, that sale of tickets or the solicitations of persons to write in the names of agencies, or publicity by the agencies in respect to this proffer, would not conform to the rules governing the agencies in respect to financial solicitations."

After a brief discussion, it was voted to recommend to the Board of Trustees that the Jewish Community Federation adopt the same policy as has been adopted by the Welfare Federation of Cleveland.

STATEMENT ON COMMUNITY-WIDE OBSERVANCES

Approved by Board of Trustees July 7, 1954

The Delegate Assembly at its meeting in December, 1953 instructed the President of the Federation to appoint a special committee to give further consideration to the subject of community-wide Jewish observances, and to recommend to the Assembly a frame of reference for guiding future policy and practice with respect to this subject. This committee, after extensive discussion of the matter, reached agreement on the following:

I. Recurring Educational and Cultural Events

- A. Sponsorship - Promotion of certain annual events have become the primary responsibility of particular communal agencies (e.g. Jewish Education Month - Bureau of Jewish Education; Jewish Music Month - Jewish Community Centers, etc.). It is recommended that where such a pattern has been established, the functional agency specializing in the area related to the event should continue to assume primary responsibility for community-wide observance of the event. It is recognized that in some instances the primary sponsor may wish to invite one or more other groups to join in the sponsorship of a particular event (for example, the Bureau of Jewish Education, the Federation of Jewish Women, and the Jewish Community Centers jointly sponsor Jewish Book Month.) Since it is desirable to extend interest and participation in these events joint and coordinated efforts should be encouraged.
- B. Role of the Jewish Community Federation - The Jewish Community Federation essentially is a coordinating body and does not seek to supersede its affiliated groups by conducting competing activities. In general, the Federation should not be expected to engage in the above-mentioned observances, except:
 - 1) When requested to do so by the agency having primary responsibility. Such request shall be considered in the first instance by the Delegate Assembly Planning Committee whose recommendation shall be referred to the Assembly, and ultimately to the Federation's Board of Trustees.
 - 2) In situations where two or more agencies are in disagreement about primary responsibility or jurisdiction, the matter may be brought to the Federation for consultation, following the channels outlined above.

As the central Jewish communal organization, the Federation is vitally interested in the effective promotion of constructive Jewish endeavors of a community-wide nature. Accordingly, even though the Federation should not itself sponsor particular recurring educational or cultural events, it may cooperate with the communal agencies having primary responsibility for conducting these community-wide observances in publicizing and

stimulating the Jewish community regarding these events, e.g. providing for announcements at Delegate Assembly meeting, the use of Delegate Assembly mailing lists, and also permitting announcements to be included in other regular mailings of the Federation. The initiative shall rest with the sponsoring agency to request such assistance.

II. Special Recurring Events

Certain events, such as Israel Independence Day, Warsaw Ghetto Uprising, and occasions not necessarily observed annually, should be considered on an ad hoc (individual) basis. It is recommended that suggestions as to the community-wide observance of such events should be presented in the first instance to the Delegate Assembly Planning Committee whose recommendation shall be transmitted to the Delegate Assembly with final action taken by the Board of Trustees.

It is recommended that the observance of Israel Independence Day, e.g. not be sponsored annually as a community-wide event under the auspices of the Jewish Community Federation. It is suggested that the question of conducting such an observance every fifth or tenth year might warrant Federation sponsorship and this question could be presented to the Delegate Assembly Planning Committee for recommendation at such intervals. It is understood that this in no wise restricts membership organizations from conducting their own celebrations of this event each year.

Individuals or organizations believing that a particular occasion should be observed by a community-wide observance under the sponsorship of the Jewish Community Federation, should present their views to the Delegate Assembly Planning Committee for its consideration and recommendation to the Delegate Assembly. Favorable action by the Assembly shall bring the matter to the Federation Board of Trustees for final decision.

III. Non-Recurring Events

Occasions will arise when some members of the Jewish community deem it desirable that the Federation sponsor a community-wide event to appropriately signify the community's recognition of the importance of the particular occasion. Such situations should be dealt with on an ad hoc basis, being referred in the first instance to the Delegate Assembly Planning Committee and following the procedure outlined above.

IV. Community-Wide Religious Observances

The celebration of religious holidays, it is believed, is primarily a matter for the homes and the religious congregations. It is recommended that the Jewish Community Federation not initiate any community-wide observance of religious events except upon request of the congregations and the rabbis of the community. Action

upon such requests shall follow the procedure suggested above.

Respectfully submitted,
Committee on Community Observances

Herbert A. Rosenthal, Chairman

Harold Arian
Mrs. Charles Bang
Sigmund Braverman

Raymond Freiler
Mrs. Alan S. Green
David R. Wahl
Leon G. Weil



POLICY IN REGARD TO LEGISLATION AND SOCIAL ACTION

Approved by Board of Trustees, October 29, 1952

1. The Federation has a positive interest in legislation and social action in the fields of health, welfare, education and community relations. The more direct the effect of the legislation on these fields of primary interest, the greater the responsibility of the Federation to take a position with relation to them.

2. Limitations upon the Federation's participation in legislation are necessary to protect the tax-exempt status of contributions to the Federation, and to preserve the time of staff and volunteers for the other major responsibilities of the Federation. In effect, this means that a substantial portion of the Federation's staff time will not be devoted to legislation, and the interest of the Federation will be expressed only in those pieces of legislation which are considered to be of greatest essentiality in the fields of the Federation's interest.

3. The Federation shall not participate in partisan politics, and shall not recommend for or against the election of individual candidates to political office.

4. Wherever possible, the Federation will associate itself with other like-minded organizations in promoting or opposing legislation. It is recognized that the Welfare Federation of Cleveland has a committee on legislation which parallels, in interest, many of the matters in which the Jewish Community Federation will be interested. Therefore a close working relationship with this committee should be cultivated.

5. The Federation's means of expressing its interest in legislation shall be largely educational. It shall be the Federation's intent to inform people and organizations about the facts. There will be occasions on which the Federation will find it desirable to take a position on a piece of legislation and urge people to vote one way or another upon it.

6. Discretion on the part of lay and professional representatives of the Federation is the key to a satisfactory discharge of the Federation interest in legislative matters. Staff members should not, without prior clearance with the Executive Committee, support candidates or legislation in a manner which would imply that the Federation as such supports these candidates or legislation.

7. The Federation should not support financially, organizations which do not have tax-exempt status. Committees which are organized to promote special legislation and which shall not have qualified for tax-exempt status, will be ineligible for support.

8. Except as noted below, no position on any legislation shall be taken or shall be publicized without approval of the Board of Trustees. Wherever

feasible and desirable, the Executive Committee shall consider such legislation before it comes to the Board. It is recognized that the Community Relations Committee has a special interest in legislation which goes beyond that of any other committee of the Federation. Speed of action is sometimes necessary. The actions of the Community Relations Committee and all other standing committees shall be subject to the Board of Trustees' approval, except:

- (1) In the case of informal representation, which shall not be binding on the Federation.
- (2) Where the Board of Trustees has already established policy with respect to particular legislation.
- (3) In emergencies, in which case, the President of the Federation may authorize action.



:ik

Mr. Guren, co-chairman, reported for the Welfare Fund Planning Committee on its preliminary consideration of the report of its Committee on Capital Fund Appeals (report filed as Exhibit "H"). He stated that because of the heavy pressure of the 14 capital fund campaigns of beneficiary agencies which raised about \$12,500,000 over the last ten years, in view of unfavorable economic conditions now, and bearing in mind that our most recent capital fund campaigns arranged for payments over a three-to-five-year period, the WFPC believes that no additional capital fund campaigns should be authorized by the Federation during 1961 and 1962.

Upon motion by Mr. Guren, seconded by Mr. Schwartz, it was voted to approve the recommendation of the WFPC that during the years 1961 and 1962, the Board of Trustees will approve no further capital fund campaigns conducted on behalf of beneficiary agencies of the Federation.



TABLE OF CONTENTS

RULES, REGULATIONS, AND PRACTICES OF THE JEWISH COMMUNITY FEDERATION

(This volume is on file at the Federation office and is available there for consultation.)

ADVANCE PAYMENTS ON CONTRIBUTIONS TO JEWISH WELFARE FUND, INVESTMENT
AGED, PLANNING PRINCIPLES (1954 SURVEY OF JEWISH AGED & CHRONICALLY ILL)
AMERICAN JEWISH COMMUNITY RESOLUTION, FEDERATION APPROVAL
*ARTICLES OF INCORPORATION (AMENDED)
BAKER (EDWARD M.) AWARD COMMITTEE
BAKER (EDWARD M.) AWARD REGULATIONS
BELLEFAIRE BUDGETING FORMULA
BELLEFAIRE DAYS' CARE, LIMITATION ON SERVICE TO CLEVELAND
BENEFICIARY AGENCIES OF JEWISH COMMUNITY FEDERATION
BOARD MEMBERS OF AGENCIES OF JEWISH COMMUNITY FEDERATION
BOARD OF TRUSTEES, LUNCHEON MEETINGS
BOARD OF TRUSTEES, MEETINGS DURING UNITED FUND CAMPAIGN PERIOD
BOARD OF TRUSTEES, NOMINATIONS OF REPRESENTATIVE TRUSTEES BY WELFARE FUND
COMMITTEE, DELEGATE ASSEMBLY AND SOCIAL AGENCIES
BOARD OF TRUSTEES, TIME OF MEETINGS
BOARD OF TRUSTEES' MEETINGS, POLICY ON INVITATIONS
BOARD OF TRUSTEES, SIZE AND MEMBERSHIP
BOARD OF TRUSTEES' MEETINGS, POLICY ON INVITATIONS TO AGENCY EXECUTIVES
BOARD OF TRUSTEES MEMBERS
*BUDGET COMMITTEE CODE OF REGULATIONS
BUILDING COMMITTEE, JEWISH COMMUNITY FEDERATION
*BUILDING CONTRACT AWARDS
*BY-LAWS, JEWISH COMMUNITY FEDERATION
CAPITAL FUNDS, ALLOCATION
CAPITAL FUNDS, AUTHORIZATION FOR USE
CAPITAL FUNDS, BOOKKEEPING PROCEDURES
*CAPITAL REPAIRS AND REPLACEMENTS POLICY, PROCEDURES AND AMENDMENTS
CHAPLAINCY SERVICE
CHECKS, MECHANICAL SIGNATURES, LIMIT ON AMOUNT
CLEVELAND JEWISH ARCHIVES
COLLECTION AND SHRINKAGE RESERVE FUND
COLLECTION DEPARTMENT
*COMMISSION ON SERVICES TO OLDER PERSONS, CODE OF REGULATIONS AND PROCEDURES
COMMUNITY CALENDAR
COMMUNITY CHEST, DIVISION OF FUNDS BETWEEN JEWISH COMMUNITY FEDERATION AND
WELFARE FEDERATION OF CLEVELAND
COMMUNITY CHEST AFFILIATION
*COMMUNITY RELATIONS COMMITTEE, CODE OF REGULATIONS AND PROCEDURES
*COMMUNITY-WIDE OBSERVANCES, POLICY
CONCILIATION AND ARBITRATION COURT RULES
CONFIDENTIALITY OF PUBLIC ASSISTANCE RECORDS, FEDERATION POSITION
*CONSTITUTION OF JEWISH COMMUNITY FEDERATION
CONTINGENT FUND BENEFICIARIES, LIST
CONTINGENT FUND COMMITTEE
*CONTRIBUTORS LISTS, POLICY ON RELEASE
CONTRIBUTORS LISTS, RELEASE TO BONDS FOR ISRAEL ORGANIZATION
CONTRIBUTORS LISTS, RELEASE TO UNITED JEWISH APPEAL
CUSTODY ACCOUNT

*Included in Federation Policy Handbook

TABLE OF CONTENTS -2

- *DELEGATE ASSEMBLY, CODE OF REGULATIONS
- *DISCONTINUANCE OF SERVICES. SEE NEW PROJECTS, PROCEDURES
 - EDUCATION, GUIDING PRINCIPLES (1955 SURVEY OF JEWISH EDUCATION IN CLEVELAND)
 - EISENMAN (CHARLES) AWARD
 - EISENMAN (CHARLES) AWARD, SUPPLEMENTARY APPROPRIATION
- *ENDOWMENT FUND, ADMINISTRATION
- *ENDOWMENT FUND, ADMINISTRATION AND STATEMENT OF PROCEDURES FOR GRANTS
 - EXECUTIVE SALARIES, DETERMINATION BY PERSONNEL COMMITTEE
- *EXTENSION OF SERVICES. SEE NEW PROJECTS, PROCEDURES.
- *FACILITIES PLANNING COMMITTEE
 - FAIR HOUSING PRACTICES
 - FEDERAL LOANS TO NON-PUBLIC SCHOOLS, FEDERATION POSITION
 - FINANCIAL MANAGEMENT OF FEDERATION, AUTHORIZATION AND PROCEDURE FOR CHANGES
 - FISCAL YEAR OF BENEFICIARY AGENCIES
- *FOUNDATION APPEALS BY BENEFICIARY AGENCIES, POLICY
 - GROUP WORK, PHILOSOPHY AND PROGRAM
 - HOSPITAL PLANNING, GUIDING PRINCIPLES (1951 TOLLEN REPORT ON MT. SINAI HOSPITAL)
 - HOUSING PROBLEMS, GUIDING PRINCIPLES APPROVED BY FEDERATION
 - INVESTMENT COUNSEL
 - IRWIN (SPENCER D.) MEMORIAL FUND COMMITTEE
 - ISRAEL FOUR POINT PROGRAM, FEDERATION APPROVAL OF RESOLUTION
 - ISRAEL BONDS, PURCHASE BY JEWISH COMMUNITY FEDERATION
 - JEWISH CEMETERIES COMMITTEE
 - JEWISH CEMETERY PERPETUAL CARE, POLICY STATEMENT
 - JEWISH FUNERAL DIRECTORS CODE OF ETHICS AND FAIR TRADE PRACTICES
 - JEWISH HOLIDAYS, FEDERATION CLOSED
 - JEWISH WELFARE FUND, CAMPAIGN AWARDS
 - JEWISH WELFARE FUND, ESTABLISHMENT
 - JEWISH WELFARE FUND, FILING CLAIMS FOR UNPAID PLEDGES
 - JEWISH WELFARE FUND. LAWSUITS TO COLLECT DELINQUENT ACCOUNTS
 - JEWISH WELFARE FUND, PARTICIPATION OF NATIONAL OR OVERSEAS AGENCIES
 - JEWISH WELFARE FUND, PAYMENTS
- *JEWISH WELFARE FUND, PROCEDURE ON REQUESTS FOR INCLUSION
- *JEWISH WELFARE FUND, PRINCIPLES FOR DETERMINING ELIGIBILITY
- *JEWISH WELFARE FUND, PRINCIPLES FOR DENIAL OF REQUESTS FOR INCLUSION
- KANE (IRVING AND ADELINE) LEADERSHIP AWARD
- KASHRUTH BOARD, CODE OF REGULATIONS
- KASHRUTH POLICY - ANNUAL DINNER MEETING AND MAJOR CAMPAIGN DINNERS OF JEWISH WELFARE FUND
- LAMPL (JOSEPH G.) COMMUNITY LEADERSHIP DEVELOPMENT COMMITTEE
- LEGAL COUNSEL
- *LEGISLATIVE AND SOCIAL ACTION, FEDERATION POLICY
 - LEGISLATIVE POSITIONS ADOPTED BY FEDERATION
 - MEMBER AGENCIES OF THE JEWISH COMMUNITY FEDERATION
 - MIDDLE EAST, FEDERATION RESOLUTION ON PEACE
 - MOUNT SINAI HOSPITAL BUDGETING FORMULA
 - MULTIPLICITY OF FUND-RAISING CAMPAIGNS, POLICY
 - NATIONAL LOCAL JEWISH ORGANIZATIONAL RELATIONSHIPS, FEDERATION POSITION
- *NEW PROJECTS, PROCEDURES (AMENDED)
 - NEWSLETTER, JEWISH COMMUNITY FEDERATION
 - OFFICE BUDGET OF JEWISH COMMUNITY FEDERATION
 - OVERSEAS STUDY MISSIONS
 - PENSION PLAN AND TRUST OF JEWISH COMMUNITY FEDERATION
 - PERSONNEL POLICIES AND PRACTICES, STANDARD CODE OF AFFILIATED AGENCIES
 - PRE-CAMPAIGN FORMULA, PROCEDURES

TABLE OF CONTENTS -3

RELIGION IN THE PUBLIC SCHOOLS, FEDERATION STATEMENT
RELIGIOUS CENSUS IN PUBLIC SCHOOLS, FEDERATION POSITION
RELIGIOUS QUESTIONS IN U.S. CENSUS, FEDERATION RESOLUTION
RESEARCH DEPARTMENT FUNCTIONS
RETIREMENT, EMPLOYEES' RETIREMENT PLAN
RITUAL SLAUGHTERING, FEDERATION POSITION
SAFEGUARDING RECORDS OF JEWISH COMMUNITY FEDERATION
SAFETY DEPOSIT BOX, AUTHORIZATION
*SALE OF TICKETS OR SOLICITATIONS ON BEHALF OF AGENCIES, POLICY
SECURITIES AND REAL ESTATE, AUTHORIZATION TO SELL
SERVICE TO OUTLYING COMMUNITIES
*SOCIAL AGENCY COMMITTEE, CODE OF REGULATIONS AND PROCEDURES
SOCIAL SECURITY TAXES, PAYMENTS
SOUVENIR PROGRAMS, POLICY ON ADVERTISING
TAX EXEMPT STATUS OF JEWISH COMMUNITY FEDERATION
VOLUNTEERS SERVICES SUBCOMMITTEE
*WELFARE FUND PLANNING COMMITTEE, CODE OF REGULATIONS AND PROCEDURES
WELFARE FUND PLANNING COMMITTEE, MEMBERSHIP
*WOMEN'S ORGANIZATION, CODE
WOMEN'S ORGANIZATION AFFILIATED GROUPS
YEARBOOK, JEWISH WELFARE FUND
YEARBOOK, JEWISH WELFARE FUND, DELETION OF COLLECTION SYMBOLS

ADDENDUM

*CAPITAL FUND CAMPAIGNS, MORATORIUM

