

HAVURAH POLICIES

4/13/09

The following represents a compilation of all Havurah policies, amended and restated as of February 11, 2008 and completely replaces any previous publication. Policies are listed in random order and shall govern Havurah activities in addition to the Bylaws.

1. Policies Statements must be straightforward and concise and can be made by the Board. Such statements are developed during Board meetings by a motion from the floor, voted on and adopted by a simple majority of a present quorum.
2. Creating a new Policy, modifying or deleting existing policies can be initiated by a member from the floor during a general meeting and approved by a majority of members in attendance or in the same manner at a meeting of the Board. Either vote shall be sufficient for acceptance and shall be dated accordingly.
3. Existing Policy Statements are reviewed on a yearly basis and distributed to members via e-mail, web page, or directly in print.
4. Interim additions, substitutions, modifications and/or deletions to the annually published policies must be announced at a general meeting, posted on the web page and made available in printed form on request.
5. Annual Dues of ten dollars (\$10.00) per person are payable in full, regardless of the time a member joins or time of year paid. The amount of dues shall be determined annually by the Board of Directors in accordance with the Bylaws to support the annual cost of operations. Dues are payable on or before November 30 and considered delinquent if not paid by December 31.
6. Seating at all Brunches will be at tables randomly assigned by members of the Brunch Committee. Parties of not more than four members coming together will be seated together unless such seating is not available. This is to encourage members to mix and get acquainted with other members. At all other events, seating will be by members' personal selection.
7. Non-catered events will follow procedures established by their respective committees and decisions regarding late reservations and/or refunds shall be at the discretion of the committee chair.
8. Chairpersons of each event are required to submit a report of income and expenditures within five (5) days of the event to the Treasurer. Reports on setting up, running and assessing each function shall be submitted to the President.
9. The Treasurer will report the bank balance monthly at all general meetings and provide details upon request.
10. Board Members will greet members and guests at all functions.

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11. Upon the death of a member, a member's spouse, a member's child, a member's parent, or a member's sibling, a condolence note will be sent to the appropriate family member(s). Havurah will make a donation to Jewish Family and Children's Service in the name of a deceased member of Havurah. The Caring Committee will provide assistance to the bereaved family in accordance with the Havurah document entitled "Havurah Caring Committee Policy".
12. Every program that carries a fee should cover its own expenses.
13. Honoraria to be offered to a speaker or to the organization the speaker represents will be determined by the Board. Residents of Sun City are excluded from this policy.
14. Any guest who lives in Sun City may only attend two social functions without becoming a paid member.
15. Non-resident guests, other than relatives of members, may not attend more than two functions unless specifically permitted by the Board.
16. No refund will be made on catered affairs after the count is given to the caterer.
17. Announcements at Havurah functions will be limited to those having to do with Havurah affairs, unless authorized in advance by the presiding officer.
18. Get well wishes will be sent by the Corresponding Secretary to members of Havurah who are hospitalized upon notification.
19. Access to the kitchen is limited to brunch committee members on the day of the brunch.
20. Regarding the Members-Only Party (Paid-Up Membership Party), a non-resident of Sun City Vistoso may attend as a guest of a member. A fee equal to the current membership dues must be paid for the non-resident guest in addition to any ticket price.