



Jewish Federation  
OF GREATER NEW ORLEANS



POLICY HANDBOOK 2023-2024



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# Jewish Federation OF GREATER NEW ORLEANS

## OUR MISSION

The Jewish Federation of Greater New Orleans' mission is to inspire members of our community to explore and share their unique Jewish identities by connecting to a vast array of opportunities to engage with our local Jewish community, with the Greater New Orleans community, and with Jewish communities in Israel and around the world.

The Federation envisions a connected and inclusive Jewish community that fosters spiritual, social, and philanthropic connection throughout Jewish life.

## VALUES

- **Kehila** | קהילה (Commitment to Community) - We work to create an inclusive Jewish community in New Orleans where every individual and family can find their Jewish home.
- **Chesed** | חסד (Loving Kindness) - Leveraging our networks and resources, we create impactful bonds and partnerships based in empathy and compassion.
- **Lemida** | למידה (Learning) - Through in-house and partnership programming, we empower members of our community to explore their unique Jewish identity in the context of the past and present.
- **Tzedakah** | צדקה (Righteousness & Charity) - Through fundraising and volunteerism, we provide resources to those in our own community and around the world with the goal of building a thriving global Jewish community.

*The mission statement, vision, and values were adopted by the Jewish Federation of Greater New Orleans Board of Trustees on September 30, 2021.*

**ARTICLES OF AMENDMENT AND RESTATEMENT  
TO THE  
ARTICLES OF INCORPORATION  
OF  
JEWISH FEDERATION OF GREATER NEW ORLEANS**

The Articles of Incorporation, as previously amended, of JEWISH FEDERATION OF GREATER NEW ORLEANS, a Louisiana non-profit corporation (the "Corporation"), were amended and restated in their entirety by the Members of the Corporation at a Special Meeting of the Corporation, notice of which was duly given and contained a copy of the proposed amendments, which meeting was duly held in Metairie, Louisiana, on March 16, 2015 and at which meeting a quorum of Members was present and acting throughout, at which the proposed amendments were approved.

NOW THEREFORE, by virtue of the authority of the Members of the Corporation duly given at the Special Meeting, the Articles of Incorporation of the Corporation shall be and are changed, altered and amended so as to read in their entirety as follows:

Article I

NAME AND DURATION

The name of this corporation is "JEWISH FEDERATION OF GREATER NEW ORLEANS" (hereinafter called the "Corporation"). - The Corporation is a Louisiana non-profit corporation and its duration is perpetual.

Article II

PURPOSES

The purposes of the Corporation are:

Section 1. To represent for the Jewish community an organized effort for general good and the proper administration of charitable, philanthropic, educational and kindred work.

Section 2. To make available its services in coordinating the programs and social services among the agencies affiliated with the Corporation.

Section 3. To plan for and to stimulate the creation of organizations needed to fill unmet needs in the community and to discourage the creation of unnecessary agencies and institutions.

Section 4. To provide a forum for local and general Jewish matters and to foster and maintain sound relations and understanding within the community. Public statements issued by the Corporation shall be made only in the name of the Corporation and not in the name of the Jewish community.

Section 5. To receive money for charitable, philanthropic, benevolent and educational, cultural and kindred 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 one or more of the same or similar purposes and to whom direct contributions would be deductible under the then existing internal revenue laws and regulations.

Section 6. To receive by gift, will, or otherwise, money, real estate or personal property and to hold the same in trust or otherwise and use it as may be deemed best for the promotion of objects and purposes herein set forth.

Section 7. To solicit, collect and otherwise raise money for charitable, philanthropic, benevolent and educational, cultural and kindred purposes.

Section 8. To continue, for so long as the Corporation wishes to do so, to be a member agency of the United Way of Greater New Orleans (the Corporation having been a founding member in 1924 of the Community Chest of New Orleans, which was the forerunner of United Way).

Section 9. To engage in any other lawful activity for which corporations may be formed under the Louisiana Non-profit Corporation Law.

### Article III

#### MEMBERSHIP

Section 1. The Corporation is organized on a non-stock basis.

Section 2. All persons of the Jewish faith, their spouses, domestic partners (as defined in the By-Laws), former spouses or former domestic partners who are over the age of majority, support the Mission and Purposes of the Corporation, and who contribute to the Corporation's Annual Campaign shall be Members of the Corporation from the date on which the contribution is made through the end of the fiscal year succeeding the fiscal year during which the contribution is made.

Members shall be entitled to vote beginning July 1 of the year after the contribution is made.

Section 3. Each Member shall have one vote at all meetings of the Corporation. No vote may be cast by proxy.

Section 4. An annual meeting of the Members of the Corporation shall be held at such time as the By-Laws shall prescribe and at such place in the Greater New Orleans area as the Board of Trustees shall determine.

Section 5. Special meetings of the Members may be called at any time by the President or

any ten Trustees, and shall be called on written request of persons who have, at the time such request is delivered to the Corporation, not less than one hundred votes as Members. The notice of a special meeting shall identify the purposes for which the meeting is being called, and no other business shall be transacted at the meeting.

Section 6. Written notice of meetings (annual or special) shall be given to each known Member at least 30 (and, if required by Article XI or if the meeting is a special meeting called by Members, at least 50) days before the meeting, either by mail or by publication in any newspaper which is mailed to all or substantially all of the Members.

Section 7. Thirty Members shall constitute a quorum at any meeting of the Members.

#### Article IV

#### TRUSTEES

Section 1. The affairs of the Corporation shall be managed by a Board of Trustees which shall consist of such number of Trustees, not less than twenty-five nor more than seventy-five, as the By-Laws shall provide. Only Members of the Corporation shall serve as Trustees. Except as provided in Sections 2, 3 and 6 below and except as otherwise may be provided in the By-Laws with respect to filling vacancies in the office of Trustee, Trustees shall be elected by the Members. Each Trustee thus elected (other than Trustees elected to fill a vacancy) shall serve for a term of two years and until his or her successor is elected and has qualified or it is determined that there will be no such successor.

Section 2. The By-Laws may provide that any number of Trustees up to (but not exceeding) one-third of the number constituting the full Board of Trustees may be appointed by Jewish agencies and organizations identified in the By-Laws and in accordance with procedures specified therein.

Section 3. Each elected officer of the Corporation who is not otherwise serving as a Trustee shall serve as a Trustee during such person's tenure as an officer, and the person who is from time to time the immediate past president of the Corporation shall serve as a Trustee if such person is available to serve as such.

Section 4. No person may serve as an elected Trustee for more than three consecutive two-year terms, except that this limitation shall not apply to any period of consecutive service that includes service as an elected officer of the Corporation. The By-Laws may provide other limitations, not less restrictive than those set forth herein, on service as a Trustee.

Section 5. Vacancies in the office of Trustee may be filled as provided in the By-Laws. At each annual meeting of the Members, Trustees shall be elected (a) to succeed those Trustees whose terms are expiring, (b) to fill for the unexpired term any vacancies in the office of elected Trustee that have not previously been filled, and (c) to bring the number of Trustees up to the number provided for in the By-Laws.

Section 6. All past presidents of the Corporation who are Members of the Corporation and are not otherwise serving as Trustees shall serve as honorary, non-voting Trustees. The By-Laws may designate other honorary, non-voting Trustees. Honorary Trustees shall not be taken into account in determining the limitations on the number of Trustees.

Section 7. Meetings of the Board of Trustees shall be held in accordance with such procedures as shall be set forth in the By-Laws of the Corporation.

## Article V

### OFFICERS

Section 1. The Corporation shall have a President, one or more Vice-Presidents, a Secretary, a Treasurer and an Assistant Secretary. All of these Officers, except the Assistant Secretary, shall be elected by the Members at an annual meeting or by the Board of Trustees, as the By-Laws shall specify and in accordance with procedures set forth in the By-Laws; the Assistant Secretary of the Corporation shall be the person serving from time to time as the Executive Director of the Corporation. Vacancies in any elected office may be filled as provided in the By-Laws.

Section 2. Each person elected as an Officer by the Members or by the Board of Trustees (other than a person elected to fill a vacancy) shall serve for a term of two years and until his or her successor is elected and has qualified or it is determined that there will be no such successor. No person may serve in the same elected office for more than two consecutive two-year terms, except that (a) no person may serve as President for more than one two-year term and (b) a person may serve as President for three consecutive two-year terms. Service as an officer to fill a vacancy shall not be counted for purposes of the preceding sentence. The By-Laws may provide other limitations, not less restrictive than those provided herein, on service as an Officer.

Section 3. The Corporation may have an Executive Director who shall have such responsibilities as the By-Laws shall provide.

## Article VI

### CONSTITUENT AGENCIES

The Corporation serves the community through, among other things, a family of agencies that are associated with the Corporation by virtue of funds provided by it. The By-Laws shall contain provisions relative to the designation of such agencies and to their relationship with the Corporation.

## Article VII

### COMMITTEES

The By-Laws shall make provision for the appointment of and procedures of (a) a

Nominating Committee which shall nominate a slate of persons to serve as Trustees and Officers on each occasion when Trustees or Officers are to be elected by the Members and on such other occasions as the By-Laws may provide; (b) such standing committees as shall be necessary or desirable to carry out the purposes of the Corporation and (c) temporary committees as the need may arise.

## Article VIII

### BY-LAWS

The Board of Trustees may make and alter By-Laws and, in so doing may designate certain By-Laws as being subject to amendment only with the approval of the Members. In that event, the designated By-Law or By-Laws may be amended only in accordance with the same procedures, and with the approval of that vote of Members, as would be required to amend those Articles of Incorporation. By-Laws not so designated may be amended by the affirmative vote of not less than two-thirds of the Trustees present at a meeting of the Board of Trustees, the notice of which describes the proposed amendment (or contained a copy thereof ) and was given at least ten (10) days prior to such meeting.

## Article IX

### LIMITATION OF LIABILITY OF TRUSTEES AND OFFICERS

No Trustee or Officer of this Corporation shall be personally liable to the Corporation or its Members for monetary damages for breach of fiduciary duty as a Trustee or Officer, except that this Article IX shall not eliminate or limit any liability that a Trustee or Officer would otherwise have (a) for any breach of the Trustee's or Officer's duty of loyalty to the Corporation or its Members; (b) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; (c) for any unlawful dividend, distribution, payment or return of assets made to the Members; or (d) for any transaction from which the Trustee or Officer derived an improper personal benefit. If Louisiana law is hereafter amended to authorize non-profit corporations to take corporate action further limiting or eliminating the personal liability of trustees or Officers, then the liability of each Trustee and Officer of the Corporation shall be limited or eliminated to the full extent permitted by Louisiana as so amended from time to time. Neither the amendment nor repeal of this Article, nor the adoption of any provision of the Corporation's Articles of Incorporation inconsistent with this Article, shall eliminate or reduce the effect of this Article in respect of any matter occurring, or any cause of action, suit or claim that, but for this Article, would accrue or arise, prior to such amendment, repeal or adoption of an inconsistent provision. The provisions of this Article IX shall not eliminate or limit the liability of a Trustee or Officer for any act or omission prior to its adoption by the Members of the Corporation.

## Article X

### INDEMNIFICATION

The Corporation shall, to the fullest extent permitted by the Louisiana Nonprofit Corporation Law, indemnify each person who was or is a party or is threatened to be made a party to any action, suit or proceeding whether civil, criminal, administrative or investigative (including any action by or in the right of the Corporation), by reason of the fact that such person is or was a Trustee or Officer of the Corporation, or is or was serving at the request of the Corporation as a trustee, director or officer of another nonprofit, business or foreign corporation, partnership, joint venture or other enterprise, against expenses (including attorneys' fees), judgements, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, audit or proceeding. The Corporation may, but shall not be required to, indemnify other persons to the extent permitted by law.

## Article XI

### AMENDMENTS

These Articles of Incorporation may be amended only if the proposed amendment (a) is approved at a meeting of the Board of Trustees notice of which is given at least 30 days in advance and contains a copy of the proposed amendment or summary thereof, or is proposed in writing by persons who have, at the time such proposal is delivered to the Corporation, at least 100 votes as Members, and (b) is then approved by the affirmative vote of two-thirds of the votes present at any Annual or Special Meeting of the Corporation notice of which is given at least 30 days in advance of the meeting and contains a copy of the proposed amendment to be voted upon, except that such notice must be given at least 50 days before the meeting if the Board of Trustees has not approved the proposed amendment.

## Articles XII

### CHARITABLE PURPOSE

Section 1. The assets of this corporation are irrevocably dedicated to charitable purposes and upon liquidation, dissolution, or abandonment of this corporation, such assets shall be distributed to one or more beneficiary and/or constituent agencies in proportions to be fixed by the membership of this Corporation.

Section 2. No part of the net receipts or other assets of this Corporation shall inure to the benefit of any member thereof, and this Corporation shall not devote any substantial portion of said receipts and assets for the purpose of carrying on propaganda or otherwise attempting to influence legislation.

Article XIII

REGISTERED OFFICE AND AGENTS

The Registered Office of the Corporation is 3747 West Esplanade Avenue, Metairie, Louisiana 70002. The persons serving from time to time as its President, its Secretary and its Assistant Secretary shall be its registered agents, and their addresses shall be the same as the address of its Registered Office.

IN WITNESS WHEREOF, Jewish Federation of Greater New Orleans, acting through its President and Secretary, hereunto duly authorized by its Members, does hereby execute these Articles of Amendment to the Articles of Incorporation of Jewish Federation of Greater New Orleans, at Metairie, Louisiana, on this 5<sup>th</sup> day of September, 1989.

**JEWISH FEDERATION of GREATER NEW ORLEANS**  
**BY-LAWS**  
**(As revised July, 2023)**

ARTICLE I. OFFICES

The registered office of the Jewish Federation of Greater New Orleans (the "Corporation") is 3747 W. Esplanade Avenue, Metairie, Louisiana 70002. The Corporation may have such other offices within the Greater New Orleans area as the Board of Trustees may, from time to time, determine.

ARTICLE II. MEMBERS' MEETINGS

SECTION 1. Place of Meeting. Except as otherwise provided below, all meetings of the Members of the Corporation shall be held at such place within the Greater New Orleans area as is specified in the notice of the meeting. Under special or extraordinary circumstances, meetings of the Members of the Corporation may be held as provided in Article III, Section 13 of these By-laws.

SECTION 2. Annual Meeting. An Annual Meeting of the Members of the Corporation shall be held during the period commencing September 1 and ending December 31, in each year, on a day and at a time as shall be selected by the Board Chair of the Corporation. At each Annual Meeting, there shall be submitted reports of the work of the Corporation for the preceding fiscal year.

SECTION 3. Special Meetings. Special Meetings of the Members may be called as provided in Article III, Section 5 of the Articles of Incorporation. The purposes of a Special Meeting shall be limited to those set forth in the notice of the meeting.

SECTION 4. Notices. Notices of meetings of the Members, both annual and special, shall be given by the Secretary in accordance with the provisions of Article X, Section 6 of these By-Laws.

SECTION 5. Voting Proxies. The vote of a majority of the Members present at any meeting at which a quorum is present shall decide any question brought before such meeting, unless the question is one upon which a different vote is required by express provisions of law, the Articles of Incorporation, or these By-Laws, in which event such express provisions shall govern. No Member may vote by proxy.

SECTION 6. Quorum. The number of Members constituting a quorum at any meeting of the Members is as provided in Article III, Section 7 of the Articles of Incorporation.

ARTICLE III. TRUSTEES

SECTION 1. Number. The Board of Trustees of the Corporation (the "Board of Trustees") shall be composed of a minimum of 50 and a maximum of 57 persons (excluding Honorary Trustees) as follows: 16 members of the Executive Committee; the Presidents of the Constituent Agencies as defined in Article VIII, Section 2, below; the Presidents of the following Agencies: Anti-Defamation League, National Council of Jewish Women, Jewish Children's Regional Service, and Hadassah; the President of the Clergy Council; the two

Co-Chairs of JNOLA and 24-30 Elected Trustees. If a Trustee serves in more than one of the above positions at the same time, that person shall be considered one person as to the total number of Trustees and shall have only one vote.

SECTION 2. Qualifications. Only Members of the Corporation shall serve as Trustees. Neither spouses nor children of employees of the Corporation or full-time employees of Constituent Agencies shall be eligible to serve as Trustees. The Board of Trustees shall determine the roles, duties, and expectations of the Trustees. All Trustees shall be bound by the Code of Ethics as adopted by the Board of Trustees from time to time.

SECTION 3. Ex-Officio Trustees. The co-chairs of the Jewish Federation of Greater New Orleans' Annual Campaign and all Members of the Board of Trustees, other than the Elected Trustees, are Ex-Officio Trustees. Ex-Officio Trustees are voting Trustees.

SECTION 4. Honorary Trustees. Honorary Trustees are non-voting members and are not counted in determining the number of Trustees pursuant to Article III, Section 1 of these By-Laws.

SECTION 5. Limitations on Service. Elected Trustees are subject to the limitations on service that are set forth in the Articles of Incorporation or these By-Laws. Ex-Officio Trustees are not subject to any limitations on service as Ex-Officio Trustees (except any limitations applicable to the positions by virtue of which they serve as such).

SECTION 6. Vacancies. If the position of an Elected Trustee becomes vacant, the vacancy may be filled, for the unexpired term, by the remaining Members of the Board of Trustees (even if not constituting a quorum) after receiving the recommendations of the Nominating Committee or may be filled by the Members of the Corporation, at a Special Meeting called for that purpose, in accordance with Article II, Section 3 of these By-Laws. Any Ex-Officio Trustee representing any agency may designate one alternate who may attend meetings of the Board of Trustees in his or her absence. Such alternate shall meet all of the qualifications defined in Article III, Section 2, above.

SECTION 7. Nomination. Persons may be nominated for election as Trustees at an Annual Meeting or Special Meeting only in accordance with the procedures set forth in Article VI of these By-Laws.

SECTION 8. Resignation; Removal. Any Trustee, other than an Ex-Officio Trustee, may resign by submitting his or her resignation to the Board of Trustees. An Ex-Officio Trustee may resign only if he or she simultaneously resigns from the position by virtue of which he or she serves as an Ex-Officio Trustee. A resignation shall be effective at the time specified therein (which shall not be earlier than the time at which it is delivered) or, if no time is specified, then at the time of its delivery. Any Trustee may be removed from office by the Members, with or without cause, by the vote of at least two-thirds of the Members present at an Annual or Special Meeting of the Members, the notice of which sets forth the proposal to remove and identifies the Trustee(s) subject thereto and which notice must be given at least thirty (30) days before the meeting, unless the number of Trustees proposed to be removed exceeds twenty percent (20%) of the total number of Trustees, in which event notice must be given at least fifty (50) days before the meeting. Any Trustee may also be removed from office with (but not without) just cause by the vote of at least two-thirds of the Trustees present at a regular or special meeting of the Board of Trustees, the notice of which sets

forth the proposal to remove and identifies the Trustee(s) subject thereto and which notice must be given at least thirty (30) days before the meeting. If an Ex-Officio Trustee, other than a Trustee appointed by an agency, is removed from office as a Trustee, such removal shall simultaneously remove such person from the position by virtue of which he or she served as an Ex-Officio Trustee.

SECTION 9. Regular Meetings. Regular meetings of the Board of Trustees shall be held not less than six (6) times annually in the Greater New Orleans area. Additional meetings shall be held at the call of the Board Chair or upon written request of five (5) members of the Board of Trustees. Except where a greater notice is required by the Articles of Incorporation or these By-Laws, written notice of each regular meeting shall be given not less than five (5) days before the meeting. Notice shall be deemed to have been given at the time it is personally delivered to a Trustee's residence or regular place of business or, if notice is provided by any other means permitted by Article X, Section 6, on the third day following the date that the notice is sent to one of such addresses.

SECTION 10 Special Meetings. Special meetings of the Board of Trustees may be called by the Board Chair at any time. The Board Chair shall call a special meeting to be held within ten (10) days after a written request for a special meeting is delivered to the Corporation by at least ten (10) Trustees, which request shall specify the purpose(s) for the special meeting. Special meetings shall be held at any reasonable place in the Greater New Orleans area. Except where greater notice is required by the Articles of Incorporation or these By-Laws, not less than two (2) days' advance written notice shall be given of each special meeting, which notice shall be deemed to have been given at the time provided in Article III, Section 9, above, with respect to a notice of a regular meeting. The notice of a special meeting shall state the purpose(s) thereof, and the special meeting shall be limited to the purpose(s) so stated.

SECTION 11. Quorum; Voting. The presence of twenty (20) voting Trustees shall constitute a quorum for the transaction of business at any regular or special meeting, and the acts of a majority of the Trustees present at a meeting at which a quorum is present shall be the acts of the Board of Trustees. If a quorum is present when the meeting is convened, the Trustees present may continue to do business, taking action by a vote of a majority of the number of Trustees constituting a quorum (or such larger proportion as may be required with respect to a particular matter by law, the Articles of Incorporation, or these By-Laws), until adjournment, notwithstanding the withdrawal of enough Trustees to leave less than a quorum or the refusal of any Trustees to vote. No Trustee may vote by proxy of any kind.

SECTION 12. Written Consent to Action. Any action that may be taken at a meeting of the Board of Trustees, or any committee thereof, may be taken by a written consent signed by a majority of the voting Trustees or by a majority of the members of the committee, as the case may be, unless the Articles of Incorporation or these By-Laws require a higher percentage vote to take the proposed action. A written vote may be taken by email or other electronic means. The written vote so taken shall be filed with the records of the Board of Trustees or committee.

SECTION 13. Telephonic or Other Electronic Meetings. Under special or extraordinary circumstances, the Board Chair, with the concurrence of the Chief Executive Officer, may call a regular or special meeting of the Board of Trustees to be held by telephone or other electronic means, including, but not limited to, telephonic conferencing and video conferencing.

Telephonic and video conferencing meetings shall be called, noticed, and conducted in the same manner as in-person meetings. Telephonic and video conferencing meetings shall not be recorded, unless approved by the Chair with the concurrence of the Chief Executive Officer. Chairs of committees, with the concurrence of the Chair and Chief Executive Officer, may also call for meetings to be held by telephonic or other electronic means as provided in this section.

SECTION 14. Remuneration. No Trustee shall be paid any remuneration for, or be reimbursed any expenses in connection with, his or her services as Trustee, but may receive remuneration from the Corporation for services in any other capacity.

#### ARTICLE IV. OFFICERS

SECTION 1. Titles of Officers. The Corporation shall have a Board Chair, three (3) Vice-Chairs, a Treasurer, a Secretary, and an Assistant Secretary, each of whom shall have such duties as shall be provided in these By-Laws and as shall be delegated, from time to time, by the Board of Trustees. In addition, subject to the provisions of Article VI, Section 2 of these By-Laws and Article V, Section 2 of the Articles of Incorporation, the Corporation shall also have a Board Chair Designate during the final year of the Board Chair's term. A person may serve for one (1) year as Board Chair Designate, while also serving in another officer position and/or as a Trustee of the Corporation.

SECTION 2. Board Chair. The Board Chair shall be the chief volunteer officer of the Corporation and shall preside at all meetings of the Members, the Board of Trustees, and the Executive Committee created pursuant to Article VII, Section 4 of these By-Laws. The Board Chair shall be an Ex-Officio member of all committees and subcommittees now and hereafter existing in accordance with Article VII of these By-Laws, except that the Board Chair may designate a Vice-Board Chair to substitute for the Board Chair as an Ex-Officio member of any such committees or subcommittees for so long as the Board Chair may wish. The Board Chair shall not serve on the Nominating Committee. The Board Chair shall perform such other duties as are usually performed by the Board Chair of like organizations, as the Board of Trustees shall, from time to time, determine, and as these By-Laws may provide.

SECTION 2A. Board Chair Designate. Should there be a Board Chair Designate at the time of the death, resignation, or inability of the Board Chair to discharge the duties of that office, the Board Chair Designate shall assume the office of Board Chair for the unexpired term. The Board Chair Designate shall also act in the Board Chair's absence.

SECTION 3. Vice-Chairs. In the event of the death, resignation, or inability of the Board Chair to discharge the duties of his or her office and in the event the office of Board Chair Designate is vacant, one of the Vice-Chairs shall be elected to serve as Board Chair, for the unexpired term, by the Board of Trustees, at a meeting called by the Secretary for this purpose. In all other instances, the Board Chair shall designate one of the Vice-Chairs to act in the Board Chair's absence in the event the office of Board Chair Designate is vacant. The Vice-Chairs shall perform such other duties as are usually performed by Vice-Chairs of like organizations, as the Board of Trustees or the Board Chair may, from time to time, determine, and as these By-Laws may provide.

SECTION 4. Secretary; Assistant Secretary. The Secretary or his or her delegate (or, in the absence of the Secretary and such delegate, the Assistant Secretary or any other person designated by the Board Chair) shall record and sign accurate minutes of all meetings of the Members, the Board of Trustees, and the Executive Committee. The Secretary shall give, or cause to be given, notice of all such meetings, except in instances where another officer is required by the Articles of Incorporation or these By-Laws to give such notice, unless such other officer fails to give the required notice. The Secretary shall perform such other duties as are usually performed by the secretary of like organizations, as the Board of Trustees or the Board Chair may, from time to time, determine, and as these By-Laws may provide. The Assistant Secretary shall, in the absence or disability of the Secretary, perform the duties of the Secretary and shall perform such other duties as the Board of Trustees, the Board Chair, or the Secretary may, from time to time, determine and as these By-Laws may provide.

SECTION 5. Treasurer. The Treasurer shall be the chief fiscal officer of the Corporation and shall, except as may otherwise be provided, be the custodian of the monies and securities of the Corporation. The Treasurer shall deposit all monies in the name of the Corporation in one of several banks, trust companies or other similar institutions, or with any other institution or organization as the Board of Trustees may, from time to time, specifically designate. The Treasurer shall keep or cause to be kept, in suitable form, detailed accounts of the assets, liabilities, receipts, and disbursements of the Corporation, which accounts, with their supporting vouchers and checks, shall at all times be open for inspection, examination, or audit by any Trustee and by such representatives of the Board of Trustees as it may, from time to time, designate. The Treasurer shall report on the condition of the finances of the Corporation at such time as the Board of Trustees may direct. The Treasurer shall be a member of the Executive Committee and an ex-officio member of the Allocations Committee, Community Planning, Programming and Coordinating Committee, Finance Committee, and Investment Committee, which committees exist pursuant to Article VII of these By-Laws. The Treasurer shall perform such other duties as are usually performed by the treasurer of like organizations, as the Board of Trustees or the Board Chair shall, from time to time, determine, and as these By-Laws may provide.

SECTION 6. Election of Officers; Term; Vacancies. All Officers, except the Assistant Secretary, shall be elected by the Members of the Corporation at an Annual Meeting and shall serve for the term specified in Article V, Section 2 of the Articles of Incorporation and subject to the limitations on service that are therein provided. Vacancies in any office, other than Assistant Secretary, shall be filled for the unexpired term by the Board of Trustees after requesting the recommendation of the Nominating Committee with respect thereto, except that a vacancy in the office of Board Chair shall be filled as provided in Article IV, Sections 2A and 3, above. The Assistant Secretary shall be the person serving from time to time as the Chief Executive Officer of the Corporation in accordance with Article V of these By-Laws.

SECTION 7. Qualifications. No person may serve as an officer of the Corporation (except Assistant Secretary), unless that person is simultaneously serving as a Trustee of the Corporation.

SECTION 8. Resignation; Removal. Officers may resign from office, and may be removed from office, in the same manner as is provided with respect to elected Trustees in Article III, Section 8 of these By-Laws.

#### ARTICLE V. CHIEF EXECUTIVE OFFICER

SECTION 1. Election. The Corporation shall have a Chief Executive Officer, who shall be elected by the Board of Trustees for such term of office and upon such terms as the Board of Trustees may deem proper. The Chief Executive Officer shall serve at the pleasure of the Board of Trustees, but if the Chief Executive Officer has been elected for a specified term of office and is removed

SECTION 2. Duties and Powers. Subject to the supervision and control of the Board of Trustees, the Chief Executive Officer shall have general professional supervision of the activities of the Corporation and, from time to time, shall present plans for the improvement thereof. The Chief Executive Officer shall meet and confer with all local Constituent Agencies of the Corporation and shall, from time to time, report on such meetings to the Board of Trustees. The Chief Executive Officer shall be empowered, when deemed necessary by him or her, to request access to records of, and to confer with, local Constituent Agencies of the Corporation. The Chief Executive Officer or a designated professional shall review the annual budget of each of the Constituent Agencies of the Corporation (other than Touro Infirmary) and shall submit recommendations to the Allocations Committee and the Board of Trustees of the Corporation. The Chief Executive Officer may, upon invitation, become an Ex-Officio (voting or non-voting) member of the Board of Directors of local Constituent Agencies of the Corporation (in which event the Chief Executive Officer shall be deemed, for purposes of Article IX of these By-Laws, to be serving in such capacity at the request of the Corporation) and may, upon invitation, participate in the deliberations at meetings of such boards. The Chief Executive Officer shall engage and supervise such professional, clerical, and other personnel as may be approved by the Board of Trustees or any committee designated by it for that purpose and may delegate any of the Chief Executive Officer's duties to those personnel. The Chief Executive Officer shall annually review with the Executive Committee or a special committee designated by it such personnel problems as may require consultation. The Chief Executive Officer shall perform such other duties and functions as the Board of Trustees may determine.

## ARTICLE VI. NOMINATION OF TRUSTEES AND OFFICERS

SECTION 1. Nominating Committee. In accordance with Article VII of the Articles of Incorporation, there is hereby created a Nominating Committee of ten (10) persons, consisting of a Chair and nine (9) elected members, all of whom shall be members of the Corporation. Elected members of the Nominating Committee shall be selected as provided in Article VI, Section 3, below, and each member shall serve for a term of two (2) years. The Chair of the Nominating Committee shall be the immediate Past Board Chair of the Corporation. The Chair may not succeed himself or herself as Chair but may serve as a member of the Nominating Committee that succeeds the Committee of which he or she served as Chair. Neither the sitting Board Chair nor the Board Chair-Designate of the Corporation shall serve on the Nominating Committee.

SECTION 2. Duties of the Nominating Committee. The Nominating Committee shall nominate one (1) person for election to each office (including both Trustees and Officers, except for the office of Board Chair Designate) to be elected at each Annual Meeting and any Special Meeting at which Trustees and/or Officers are to be elected and shall otherwise elect or recommend, as the case may be, persons to fill vacancies as Trustees and Officers to the extent provided in these By-Laws. The Nominating Committee shall nominate one (1) person for election to the office of Board Chair Designate to be elected at the Annual Meeting (or any Special Meeting at which Trustees and/or Officers are to be elected) held at the beginning of the second year of the Board Chair's term. For a member of the Nominating Committee to be eligible to be nominated to serve as an officer, that member of the Committee must leave the Nominating Committee meeting during which the

member is to be nominated to serve as an officer, thereby making the member eligible to be nominated. Members of the Nominating Committee shall be eligible for nomination as Trustees.

SECTION 3. Selection of Committee; Vacancies. At the January meeting of the Board of Trustees in each year ending in an even digit, the Executive Committee shall request the members of the Board of Trustees to submit a list of names of suggested Members of the Corporation to serve on the Nominating Committee. Each Trustee shall have thirty (30) days after the receipt of such written notice within which to submit to the Executive Committee a list of suggested members to serve. The Executive Committee shall then recommend and submit a list of eighteen (18) nominees for service on the Nominating Committee to the Board of Trustees at least fourteen (14) days before the regular Board of Trustees' meeting to be held in April. The election of the Nominating Committee members shall be held at the April meeting of the Board of Trustees. At such meeting, the Board of Trustees shall elect nine (9) members from the list of eighteen (18) in a closed ballot, by which each person voting must cast exactly nine (9) votes (one vote for each of nine different nominees), and those nine (9) persons receiving the most votes shall be declared elected. In the event of a tie, there shall be a run-off between (or among) the tied nominees in which each ballot must cast exactly the number of votes as is equal to the number of persons to be elected by that ballot. The next four (4) persons receiving the most votes in the first ballot for electing the Nominating Committee shall be alternate members of the Committee and, in such capacity, shall be invited to attend all meetings of the Committee for the purpose of being available to fill any vacancy that may occur at such a meeting, but such alternate members shall not participate in the discussions of the Committee or have a vote at its meetings, unless and until they fill a vacancy. Vacancies in the Nominating Committee shall be filled by the alternates in the order of the votes received by them in the first ballot for electing the Nominating Committee (with ties broken at random), except that any such vacancies that occur at a meeting of the Committee shall be immediately filled in the foregoing order from among only those alternates who are present at such meeting. If any vacancy cannot be filled in accordance with the foregoing procedure, then such vacancy shall be filled by the Board of Trustees.

SECTION 4. Meeting Procedures. The Nominating Committee shall meet in accordance with such procedures as it determines, except that: (a) a majority vote of the members (including the Chair, who shall be a voting member) present at any meeting at which a quorum exists shall constitute action by the Committee; (b) six (6) members shall constitute a quorum for the transaction of business; if a quorum is present when the meeting is convened, the members present may continue to do business, taking action by a vote of a majority of the number of members constituting a quorum, until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum or the refusal of any members to vote; and (c) upon request by any member of the Committee before the taking of a vote, such vote shall be taken by secret written ballot.

SECTION 5. Nominating Procedures. The names of the persons nominated by the Nominating Committee, as reflected in its report to the Board of Trustees, shall be delivered to the Board of Trustees not later than July 31 immediately preceding the Annual Meeting. At least forty-five (45) days before each Annual Meeting of the Members and each Special Meeting at which Trustees are to be elected, the Secretary shall either cause notice to be published in a local Anglo-Jewish publication or send notice to each known Member, in accordance with Article X, Section 6 of these By-Laws, setting forth the list of persons nominated by the Nominating Committee to serve as Trustees and Officers (as the case may be), together with a statement that Trustees and Officers (as the case may be) may also be nominated by petition containing the signatures of at least fifty

(50) Members and that all such petitioners have made a donation to the Corporation in the preceding campaign year ending June 30. Nominations by petition shall be submitted, in writing, to the Secretary at least thirty (30) days before the Annual Meeting or Special Meeting. Thereupon, the Secretary shall have prepared an official ballot of all the nominees, and the vote by the Members shall be by secret ballot. Nomination for election as Trustees or Officers at an Annual Meeting or Special Meeting shall only be made by the Nominating Committee or by petition as aforesaid and may not be made by any other means. If the Secretary does not receive any timely submitted petition(s), the election may be conducted by a voice vote.

## ARTICLE VII. COMMITTEES

SECTION 1. Standing Committees. The Corporation shall have the following standing committees:

- a. Executive Committee
- b. Allocations Committee
- c. Audit Committee
- d. Community Planning, Programming and Coordinating Committee
- e. Finance Committee
- f. Investment Committee
- g. Israel and Overseas Committee
- h. Jewish Federation Annual Campaign Policy Committee
- i. Jewish Community Relations Council
- j. Public Relations and Communications Committee

SECTION 2. Other Committees and Task Forces. The Board Chair may, with the concurrence of the Executive Committee, appoint such other committees and task forces as may be necessary or proper. Such other committees and task forces shall possess only such powers as are specifically delegated to them by the President and Executive Committee.

SECTION 3. Provisions Applicable to All Committees. Each standing and other committee created pursuant to Article VII of these By-Laws ("Article VII Committees") may, subject to approval by the Board of Trustees, adopt its own by-laws and procedures, which shall not conflict with these By-Laws. Members of all Article VII Committees must be Members of the Corporation. Any member of an Article VII Committee may resign by submitting a written resignation to the Chair of the Committee or the Board of Trustees. Each Article VII Committee shall exercise only those powers and perform only those functions as are specifically authorized by these By-Laws or, in the case of committees other than standing committees, by resolution of the Board of Trustees. Except as otherwise provided in the Articles of Incorporation or these By-Laws, the actions of all Article VII Committees are subject to approval by the Board of Trustees. Each standing committee shall (and, if authorized by the Board of Trustees, any other committee may) have the power to establish such subcommittees as are deemed necessary or proper by such committee and to select the members of such subcommittees in such manner as the committee shall determine. Members of subcommittees need not be members of the committee creating such subcommittee but must be Members of the Corporation. A majority of the total number of voting members of any committee shall be deemed a quorum for the conduct of business by the committee. With respect to each standing committee, the Board Chair of the Corporation (or a Vice-Chair designated by the Board

Chair) shall be an ex-officio member. Unless expressly provided otherwise in these By-Laws or, with respect to any Article VII Committee other than a standing committee, in a resolution of the Board of Trustees, the Chair (or other person acting as Chair at a meeting in the absence of the Chair) shall not have a vote at any meeting of an Article VII Committee, except to break a tie in any vote taken at the meeting.

SECTION 4. Executive Committee. The Executive Committee shall consist of the Board Chair, the past Board Chair, Board Chair-Designate, three (3) Vice-Chairs, Treasurer, Secretary, two (2) Campaign Co-Chairs, President of JEF, Chair of the Allocations Committee, Chair of the JCRC, Chair of the Israel and Overseas Committee and up to four (4) at-large members. The Board Chair of the Corporation shall be the Chair of the Executive Committee. The Executive Committee shall perform such duties as may be required during any month in which the Board of Trustees is not in session with the full powers of the Board of Trustees and shall make a full report thereof at the next meeting of the Board of Trustees. The Executive Committee shall have such other duties as may be delegated to it, from time to time, by the Board of Trustees. If the President of JEF is unable to attend a meeting of the Executive Committee, the President of JEF may not appoint a designate to attend in his or her place.

SECTION 5. Allocations Committee. The Allocations Committee shall be composed of from fifteen (15) to twenty (20) voting members, one (1) of whom shall be the person serving as the Treasurer of the Corporation. The term of the appointed members shall be concurrent with the term of the Board Chair who appointed them and until their successors have been appointed. No person may serve more than three (3) consecutive terms on the Committee, except that this limitation shall not apply in filling a vacancy on the Committee and in determining service as Chair and Vice-Chair of the Committee. The Board Chair of the Corporation shall appoint the Chair of the Committee and may appoint one or more Vice-Chairs. This Committee shall (a) keep itself informed of the financial status of Constituent Agencies, Local Beneficiary Agencies, and Regional Beneficiary Agencies, (b) consider those agencies' budgetary requests and recommend appropriations for them to the Board of Trustees; (c) consider any request from a Constituent Agency or Local Beneficiary Agency for a capital funds expansion activity or any fundraising activity and recommend action thereon to the Board of Trustees; and (d) perform such other duties as the Board of Trustees shall assign or as these By-Laws may provide. The Board of Trustees shall have the ultimate authority to approve the actions recommended by the Allocations Committee.

SECTION 6. Audit Committee. The Audit Committee shall be comprised of between six (6) and ten (10) members, who shall be appointed by the Board Chair of the Corporation with the concurrence of the Executive Committee. The Board Chair of the Corporation shall also appoint a Chair of the Committee. The term of the Chair and the appointed members shall be concurrent with the term of the Board Chair who appointed them and until their successors have been appointed. Neither the Treasurer nor any member of the Finance Committee may serve on the Audit Committee. The Audit Committee shall (a) recommend to the Executive Committee an auditor to conduct an annual audit of the Corporation; (b) review the report of the auditors; and (c) make a recommendation regarding the audit to the Board of Trustees.

SECTION 7. Community Planning, Programming and Coordinating Committee. The Community Planning, Programming and Coordinating Committee shall be comprised of a representative from each of the Constituent Agencies, Local Beneficiary Agencies, Regional Beneficiary Agencies, and Synagogues in the Greater New Orleans area. The Board Chair of the Corporation shall appoint the Chair of the Committee as well as two (2) at-large members of the Committee. The Treasurer of the Corporation shall also serve on the Committee. The Committee shall discuss and review community events, endeavoring not to duplicate the efforts within the community; oversee the community calendar; and discuss planning issues and the demographics of the community. The Committee shall meet from time to time but no less than annually.

SECTION 8. Finance Committee. The Finance Committee shall be comprised of up to twelve (12) members, who shall be appointed by the Board Chair of the Corporation, and the Treasurer of the Corporation, who shall serve as the Committee's Chair. The term of each member shall be concurrent with the term of the Board Chair who appointed him or her and until his or her successor has been appointed. The Finance Committee shall have the following purposes and powers:

- a. operating, through a subcommittee, a cash collections program to insure prompt payment of all pledges;
- b. overseeing the finances of the Corporation by reviewing monthly financial statements and the annual independent financial audit; and
- c. develop the Annual Operating Budget of the Corporation.

Regular meetings of the Finance Committee shall be held at least four (4) times per year at such times and places as may be determined by the Treasurer. The Committee may remove any member from the Committee, with or without cause, by a vote of two-thirds of the Committee members present at any meeting, notice of which states that removal of a member is a purpose of the meeting and identifies the member proposed to be removed. Any member may resign by submitting a written resignation to the Treasurer of the Corporation or the Board of Trustees.

SECTION 9. Investment Committee. The Investment Committee shall be comprised of up to six (6) members with investment knowledge and experience, who shall be members of the Corporation and who shall be appointed by the Board Chair and the Chief Executive Officer of the Corporation. One (1) member shall be designated as the Chair of the Investment Committee. The Board Chair, Treasurer, Chief Executive Officer, and Controller of the Corporation shall be non-voting, ex-officio members of the Committee. The term of the appointed members of the Investment Committee shall be five (5) years, except the initial appointment of the first members of the Committee shall have staggered terms of two (2) years, three (3) years, four (4) years, and five (5) years. If a member of the Committee retires, an appointed member shall serve the balance of the term of the former member.

All meetings and actions of the Committee shall be conducted by way of an in-person meeting, a telephonic meeting, written consent (sent electronically or by facsimile), or an exchange of electronic messaging (except that the electronic messaging shall be by unanimous approval of the members.). A quorum of the Committee shall be a majority of the voting members, and all decisions shall be by a majority vote of the Committee at a valid meeting.

The Committee shall (a) have the full authority to manage the Corporation's portfolio in accordance with the approved investment guidelines as set out in the Investment Policy Statement; (b) provide oversight and management of the Corporation's financial assets and make reports of its activities to the Executive Committee; (d) determine or approve asset allocations and monitor performance of investments, subject to the guidelines of Investment Policy Statement as amended,

from time to time, by the Board of Trustees; and (e) be responsible for optimizing the return on assets within the guidelines that have been established.

SECTION 10. Israel and Overseas Committee. The Israel and Overseas Committee shall be comprised of ten (10) members, who shall be appointed by the Board Chair of the Corporation with the concurrence of the Executive Committee. The Board Chair of the Corporation shall also appoint a Chair of the Committee. The term of the Chair and the appointed members shall be concurrent with the term of the Board Chair who appointed them and until their successors have been appointed. The Committee shall oversee matters concerning the relationship between the New Orleans Jewish community and the State of Israel and Diaspora Jewry, including, but not limited to, missions, Partnership 2000, and the Edie and Paul Rosenblum Gift of Israel Program.

SECTION 11. Jewish Federation Annual Campaign Policy Committee. The Jewish Federation Annual Campaign Policy Committee shall be comprised of (i) all persons who served as a Co-Chair or General Campaign Chair of the Jewish Federation Annual Campaign during the ten (10) most recent fiscal years; (ii) all persons who served as Women's Division Chair of the Jewish Federation Annual Campaign during the ten (10) most recent fiscal years; (iii) the Co-Chairs of the General Campaign for the current fiscal year; and (iv) three (3) at-large past Campaign Chairs, who will be appointed by the Board Chair and the prior year's Campaign Co-Chairs. The prior year's Campaign Co-Chairs shall serve as the co-chairs of the Committee. The Jewish Federation Annual Campaign Policy Committee shall have the following purposes and powers: (a) planning and operating the Jewish Federation Annual Campaign; (b) evaluating the campaign at its conclusion and reporting the Committee's evaluation to the Board of Trustees; (c) selecting two (2) Co-Chairs of the Jewish Federation Annual Campaign for the next year's campaign; and (d) performing such other duties as the Board of Trustees shall assign or as these By-Laws may provide.

SECTION 12. Jewish Community Relations Council. The Jewish Community Relations Council (the JCRC) shall be composed of (a) one (1) representative appointed by local member organizations; one (1) representative appointed by each synagogue in the Greater New Orleans area; and (c) between five (5) and nine (9) at-large members, who shall be appointed by the JCRC Chair(s) with the concurrence of the Jewish Federation board Chair. A list of the local organizations with JCRC membership/representation, shall be maintained and made available by the JCRC Chair and/or Director. Additional organization(s) may be given the right to appoint a representative to the Jewish Community Relations Council upon a vote of seventy-five percent (75%) of JCRC members present at a regularly scheduled meeting or meeting called specifically for considering applications by new organizational members. The term of the appointed members shall be concurrent with the term of the JCRC Chair who appointed them and until their successors have been appointed. The JCRC shall concern itself with problems of community relations affecting the Greater New Orleans Jewish community, including, but not limited to, developing coordinated programs and programs of the Jewish Council for Public Affairs. The Board of Trustees shall have the ultimate authority to approve the actions recommended by the JCRC. In emergency situations, the actions of the Jewish Community Relations Council may be approved, in advance, by the Corporation Board Chair rather than the Board of Trustees. Governance and procedures of JCRC are further set forth in its Charter,

SECTION 13. Public Relations and Communications Committee. The Public Relations and Communications Committee shall be comprised of a representative from each of the Constituent Agencies, a representative of JEF, and fifteen (15) members appointed by the Board Chair of the Corporation with the concurrence of the Executive Committee. The Board Chair of the Corporation shall also appoint a Chair of the Committee. The term of the Chair and the appointed members shall be concurrent with the term of the Board Chair who appointed them and until their successors have been appointed. The Committee shall guide the Corporation in all of its activities relating to newsletters, newspapers, websites, and other media to enable the Corporation to communicate to and about the Jewish community, publicize its activities, and further its mission both locally and outside the New Orleans Jewish community.

#### ARTICLE VIII. AGENCY AFFILIATION

SECTION 1. Definition of "Beneficiary Agency"; Qualifications. A "Beneficiary Agency" is an organization or institution that receives funding from the Corporation through its annual Beneficiary Agency allocations process. To be eligible to apply for a Beneficiary Agency allocation, an agency must:

- Be a federally registered not-for-profit organization;
- Have as its primary organizational mission to serve Jews, the Jewish people, or Jewish institutions;
- Not show preference for Jews of any recognized Jewish denomination over another recognized Jewish denomination or unaffiliated Jews nor discriminate against Jews of any recognized denomination or unaffiliated Jews; and
- Not harm, defame, or embarrass the interests of the Corporation, Israel, or the Jewish people.

A Beneficiary Agency shall be deemed to have been terminated if no allocation is made to it. Neither synagogues nor other places of worship may be Beneficiary Agencies.

SECTION 2. Definition of "Constituent Agency"; Qualifications. A "Constituent Agency" is any organization or institution that (a) has previously been approved or is hereafter approved in the manner provided in Article VIII, Section 3, below, to receive financial assistance from the Corporation as a Constituent Agency and whose status as such has not been terminated in accordance with Article VIII, Section 4, below, and (b) has agreed to comply with, and conform to, those provisions of the Articles of Incorporation and By-Laws of the Corporation that apply to Constituent Agencies and any other rules of the Corporation that apply to Constituent Agencies.

An organization or institution is qualified to become and remain a Constituent Agency only if it is a Jewish organization or institution that is organized for charitable, cultural, or educational purposes and that performs its services primarily in the Greater New Orleans area. As of January 1, 2000, the following organizations and institutions have been approved as Constituent Agencies of the Corporation:

- i. Tulane Hillel
- ii. Jewish Community Center
- iii. Jewish Family Service
- iv. Jewish Community Day School

In recognition of the historical ties of Touro Infirmary to the Corporation and the Jewish community, Touro Infirmary is recognized as an Honorary Constituent Agency of the Corporation. In such capacity, Touro Infirmary has the right to appoint a Trustee of the Corporation pursuant of Article III, Section 4 of these By-Laws, but it is not subject to any other provisions herein or other rules concerning Constituent Agencies, except Article VIII, Section 4, below.

SECTION 3. Admission as a Constituent Agency. Any organization or institution that meets the qualifications of a Constituent Agency as set forth in Article VIII, Sections 1 and 2, respectively, may file a written application with the Corporation to become a Constituent Agency, as the case may be, which application shall contain such information as the Corporation may require. Any such application shall be reviewed by the Corporation's Allocations Committee, which shall recommend to the Board of Trustees whether such application should be approved or disapproved and shall report to the Board of Trustees the vote of the Committee with respect to such recommendation. Thereafter, the application shall be presented to the Board of Trustees at a regular or special meeting, the notice of which identifies consideration of the application as an item of business to be conducted at the meeting. The affirmative vote of not less than two-thirds of the Trustees present at such meeting shall be necessary to approve the application. The Corporation, acting through its Board of Trustees in accordance with the preceding sentence, shall be entitled to approve or disapprove any such application in its sole discretion, and no applicant shall have any appeal to the Members or otherwise concerning any disapproval of its application by the Board of Trustees. Status as a Constituent Agency does not, in itself, constitute a guarantee or assurance of financial assistance from the Corporation.

SECTION 4. Termination of Constituent Agency Status. A Constituent Agency of the Corporation shall continue in that status, unless (i) the agency notifies the Corporation, in writing, that it does not desire to continue in that status, in which event it shall cease being such on the September 1 next following the date on which such notice was given or on such earlier date as may be requested by the agency and approved by the Board of Trustees or Executive Committee of the Corporation or (ii) the Corporation notifies the agency, in writing, that the agency's status as such shall terminate on a specified date, in which event such status shall terminate on such date. The Corporation shall only give such a notice of termination upon the approval of not less than two-thirds of the Trustees present at a regular or special meeting of the Board of Trustees, the notice of which is given at least ten (10) days before the meeting and sets forth the proposed termination. Before approving the giving of any such notice of termination, the Board of Trustees shall (a) submit the question to the Allocations Committee and request its report thereon and (b) give the agency an opportunity to be heard by the Board of Trustees at the same meeting at which the giving of such notice of termination is to be considered or at a prior meeting, of which opportunity the agency shall

be given not less than ten (10) days' advance notice. Status as a Constituent Agency may be terminated either, with or without cause, as long as the foregoing procedure is followed. No agency shall have any appeal to the Members or otherwise concerning any termination of its status as an agency.

SECTION 5. Rules Applicable to Beneficiary and Constituent Agencies. The Board of Trustees shall adopt rules and policies applicable to Beneficiary and Constituent Agencies, which it shall make available to the agencies.

SECTION 6. Emergency and Other Assistance. Nothing contained herein is intended to imply that the Corporation may provide assistance only to its Beneficiary Agencies and Constituent Agencies. The Corporation may provide financial assistance to other organizations and institutions upon a vote of two-thirds of the Trustees present at a meeting of the Board of Trustees if, in connection with such approval, the Board of Trustees determines that there is an emergency or other exceptional need.

SECTION 7. Safety Net. The Board of Trustees may provide, by resolution, that the Corporation shall or that it may, subject to such conditions and restrictions as such resolution may set forth, give special financial or other assistance to any Constituent Agency that, through no material fault of its own and despite its adherence to a budget that has been validated by the Allocations Committee of the Corporation, experiences emergency financial needs.

#### ARTICLE IX. INDEMNIFICATION

A. The Corporation shall indemnify any person against whom any action, suit, or proceeding, whether civil, criminal, administrative or investigative (including any action by, or in the right of, the Corporation) is brought or threatened to be brought, by reason of the fact that such person is or was a Trustee or officer of the Corporation or is or was serving at the request of the Corporation as a Trustee, director, or officer of any non-profit, business, or foreign corporation, partnership, joint venture, or enterprise against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement, actually and reasonably incurred by such person, in connection with such action, suit, or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.

B. The Corporation may indemnify any person who was or is a party or is threatened to be made a party to any action, suit, or proceeding, whether civil, criminal, administrative or investigative (including any action by or in the right of the Corporation), by reason of the fact that such person is or was an employee or agent of the Corporation or is or was serving at the request of the Corporation as an employee or agent of another non-profit, business, or foreign corporation, partnership, joint venture, or other enterprise against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement, actually and reasonably incurred by such person, in connection with such action, suit, or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Corporation and,

with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.

C. In the case of actions by, or in the right of, the Corporation, any indemnity provided pursuant to subsections A and B of this section shall be limited to expenses (including attorneys' fees and amounts paid in settlement not exceeding, in the judgment of the Board of Trustees, the estimated expense of litigating or settling such action), and no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of such person's duty to the Corporation, unless and only to the extent that the court shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses that the court shall deem proper.

D. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or plea of *nolo contendere* or its equivalent shall not, in itself, create a presumption that the person did not act in good faith and in a manner that he or she reasonably believed to be in, or not opposed to, the best interests of the Corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

E. To the extent that a Trustee, officer, employee, or agent of the Corporation has been successful on the merits or otherwise in the defense of any such action, suit, or proceeding or in defense of any claim, issue, or matter therein, he or she shall be indemnified against expenses (including, but not limited to, attorneys' fees), actually and reasonably incurred by him or her, in connection therewith.

F. Unless a court orders to the contrary, an indemnification under subsection A or B of this section shall be made by the Corporation only as authorized in a specific case upon a determination that the applicable standard of conduct has been met. Such determination shall be made (1) by the Board of Trustees by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit, or proceeding, (2) if such a quorum is not obtainable or a quorum of disinterested Trustees so directs, by independent legal counsel, or (3) by the Members.

G. Expenses incurred by a Trustee or officer in defending such an action, suit, or proceeding shall, and expenses incurred by an employee or agent in defending such an action, suit, or proceeding may, be paid by the Corporation in advance of the final disposition thereof if authorized by the Board of Trustees in the manner provided in subsection F of this section (which authorization shall be granted with respect to a Trustee or officer made a party thereto in his or her capacity as such if the Board of Trustees finds, based on information then available to it, that the applicable standard of conduct has been met and shall thereafter continue, unless and until such finding is reversed by the Board of Trustees), upon receipt of an undertaking by, or on behalf of, the Trustee, officer, employee or agent, as the case may be, to repay such amount, unless it shall ultimately be determined that he or she is entitled to indemnification by the Corporation as authorized in this section or otherwise.

## ARTICLE X. MISCELLANEOUS

SECTION 1. Fiscal Year. The fiscal year of the Corporation commences January 1 and ends December 31.

**JEWISH FEDERATION OF GREATER NEW ORLEANS**  
**ANNUAL CAMPAIGN CO-CHAIR POLICY**  
**Recommended by the 2020 Annual Campaign Policy Committee**  
**Approved by the Executive Committee**  
**June 24, 2020**

Currently there is not a written policy addressing the minimum giving level for the Annual Campaign Co-Chairs. Based on history, which began when there were separate men's and women's campaigns. The practice has been to select a man whose gift was of \$10,000 and a woman whose gift was a minimum of \$5,000. In 2013, this practice was modified to consider household gifts, based on the fact that most couples were making joint gifts. This change allowed for more people to qualify to chair the Annual Campaign.

The unwritten policy remains in existence today, because serving as an Annual Campaign Co-Chair is a step up tool for increasing gifts and in terms of solicitations, it is appropriate that the Chairs are Major Donors and/or Lions of Judah. A leadership gift is important because the chairs serve as donor role models for the community.

Today's climate necessitates equalizing the minimum gift required to chair the Annual Campaign so that men and women are expected to have the same minimum giving level. Therefore, the 2020 Annual Campaign Policy Committee recommends that when choosing the Chairs for the 2022 and 2023 Campaigns, the minimum giving level be changed to a minimum household gift of \$7,500 for the woman. The man's gift will remain at \$10,000. The subcommittee also recommends that before the 2024 Chairs are chosen, the Campaign Policy Committee reevaluate this giving level and consider increasing the minimum giving level to a household gift for both genders, as this treats both genders equally. The Campaign Policy Committee should consider this increase as the Campaign Co-Chair position is a prerequisite to serving as a Board Chair and the giving policy for a board Chair is \$10,000.

## **JEWISH FEDERATION OF GREATER NEW ORLEANS AUDIT COMMITTEE CHARTER**

**(APPROVED BY THE AUDIT COMMITTEE ON SEPTEMBER 4, 2012, revised by Federation Board  
April 27, 2020, revised by the Executive Committee on October 20, 2021)**

1. As set forth in Article VII, § 6 of the By-Laws of the Jewish Federation of Greater New Orleans (“Federation”), the Audit Committee shall (a) recommend to the Executive Committee an auditor to conduct an annual audit of the Corporation; (b) review the report of the auditors; and (c) make a recommendation regarding the audit to the Board of Trustees.
2. Except as provided in Paragraph 3, the chair of the Audit Committee and at least half of its members shall be members of the Federation’s Board of Trustees, in good standing, and all members shall be independent to serve on this committee.
3. The Audit Committee should have access to financial expertise, whether in the form of a single individual serving on the committee or collectively among the committee members. At least one of the members of the Audit Committee shall be a currently licensed certified public accountant (CPA). If no member of the Federation’s Board of Trustees is a licensed CPA willing to serve on the Audit Committee, this position on the Audit Committee may be filled by a CPA who is not a member of the Federation’s Board of Trustees.
4. The Audit Committee will review the committee’s charter annually, reassess the adequacy of this charter, and recommend any proposed changes to the Board of Trustees. Part of this process should include considering changes that are necessary as a result of new laws or regulations.
5. The Audit Committee will meet, as needed, to address matters on its agenda but not less frequently than twice each year. The Audit Committee may ask members of management or others to attend the meeting and provide pertinent information as necessary.
6. At each meeting, the Audit Committee will conduct an executive session with the Federation’s independent auditors, executive director, controller, outside agency general legal counsel, and/or other individuals deemed necessary by the committee.
7. The Audit Committee shall be authorized to recommend the hiring and termination of the Federation’s independent auditors to the Executive Committee. The Audit Committee will lead the process to hire the independent auditors, and the independent auditors shall report, in all of its duties, directly to the Audit Committee, while also striving to maintain a professional relationship with Federation management. The Audit Committee can recommend to the Executive Committee to hire other consultants as it deems necessary to carry out its mission.
8. The Audit Committee will review, with management, the policies and procedures with respect to Officers, key employees, disqualified persons as defined by the IRS, expense accounts, and benefits, including excess benefit transactions, and will consider the results of any review of these areas by the independent auditors.
9. The Audit Committee will inquire of management, the executive director, and the independent auditors about significant risks or exposures facing the organization; assess the steps management has taken to minimize such risks to the organization; and periodically review compliance with such steps.

10. Before the substantial commencement of the annual audit, the Audit Committee will review with the independent auditor its audit scope and plan. This review should give the committee an understanding of what risks will be the focus of the audit and other key judgments the independent auditors has determined to be the focus of its audit plan.
11. After the completion of the annual independent audit, the Audit Committee will review the audit reports and Form 990 with the independent auditor and the controller to understand and evaluate findings, determine appropriate plans to address findings, and to report the results to the Board of Trustees. Other key audit outcomes shall be reviewed as part of this process, including, but not limited to, any control deficiencies, management letters and related comments issued, all auditor proposed accounting journal entries, and any items on the schedule of unadjusted accounting entries.
12. The Audit Committee will review with the executive director, controller, and independent auditors the adequacy of the organization's internal controls, including computerized information systems controls and security. Any and all deficiencies, significant deficiencies, and material weaknesses that result from the annual audit shall be reviewed annually with the Audit Committee.
13. The Audit Committee will periodically review the Federation's policy documents, including, but not limited to, Code of Ethics, Conflict of Interest Policy and Questionnaire, Whistle Blower Policy, Employee Handbook, Record Retention Policy, Business Meeting & Entertainment Policy, Capitalization Policy, and Investment Policy Statement, to ensure that they are adequate and up to date.
14. The Audit Committee will review the completed Conflict of Interest Questionnaires and address any disclosed conflicts.
15. The Audit Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, audits and/or any fraudulent activity or irregularities. The appointed Compliance Officer, as that position is defined in the Federation's Whistle Blower Policy, shall immediately notify the Audit Committee of any such complaints and shall work with the Audit Committee until the matter is resolved.
16. The Audit Committee will review procedures for the confidential, anonymous submission by employees or other parties of the Federation of concerns regarding questionable accounting or auditing matters and will review any submissions received, the current status, and the resolution, if one has been reached.
17. The Audit Committee will perform such other functions as assigned by the Federation's By-Laws, Articles of Incorporation, or the Board of Trustees.
18. The Audit Committee will annually review its own effectiveness.
19. The Audit Committee will oversee the preparation of, or prepare, an annual report of the committee's work.

## **CONSTITUENT AGENCIES POLICIES**

1. The Corporation, acting through its Officers or any representatives designated by them or by the Board of Trustees, shall have access, at any reasonable time, to all of the books and records of each Constituent Agency. Each such agency shall deliver to the Corporation a copy of an annual, audited financial statement, prepared by independent, qualified persons, as soon as it becomes available each year.
2. The Articles or By-Laws of each Constituent Agency shall provide that only individuals who support the Mission and Purposes of the Corporation and who contribute to the Corporation's Annual Campaign on an annual basis shall be eligible to serve as Members of the governing Board of such agency.
3. Violation of any of these policies shall constitute cause for terminating an agency's status as a Constituent Agency, withdrawing future support, and/or withholding any unpaid balance of support allocated to the agency.

## BENEFICIARY AGENCIES POLICIES

### Definition of a Beneficiary Agency

A Beneficiary Agency is an agency that meets the criteria set forth in Article VIII, Section 1 of the By-Laws of the Jewish Federation of Greater New Orleans (the "Federation") and receives funding from the Federation through its annual Beneficiary Agency allocations process.

### Criteria for Funding

To receive financial support as a Beneficiary Agency, an agency must agree:

- (a) to maintain a responsible management with a board of directors or administrative committee;
- (b) to cooperate with other agencies in preventing duplication of effort and service to the community;
- (c) to use the allocation received to provide the programs stated in its request;
- (d) to make public to their members and constituencies the agencies' acceptance and use of the Corporation's funding and grants;
- (e) Beneficiary Agencies are encouraged to coordinate any significant campaign or solicitation of financial assistance for current operating needs or any campaign for capital, endowment, or other special purposes with the Corporation.
- (f) to furnish detailed statements showing all income and expenditures, assets, and liabilities, as well as such statements of activities as may be called for; and
- (g) to keep regular books of account open to inspection by a representative of the Corporation.

The Allocations Committee shall make allocations based on the following criteria:

- (a) How important the agency is to the New Orleans Jewish community;
- (b) How important is the Federation's allocation to the applying agency;
- (c) What is the agency's anticipated impact on the local community; and
- (d) What are the opportunity costs of not funding the agency.

*A preference will be made for local organizations.*

### Allocations Process

The Director of Planning shall open the annual allocations process for Beneficiary Agencies by releasing a **public announcement** at least seven (7) days before the distribution of applications in the parallel Constituent Agency annual allocations process. This announcement shall be made through the Federation's electronic and standard mail newsletters and posted prominently on the Federation's main web page. The announcement shall serve as an invitation call for applications for funding as a Beneficiary Agency of the Federation. The public announcement will lay out the eligibility for Beneficiary Agency status, the criteria for funding, and be accompanied by access to an electronic version of the Beneficiary Agency Application Questionnaire.

### Applications

The Allocations Committee will accept electronic and/or paper applications up until the predetermined deadline. **Supplemental documents may be attached to the applications as addenda to support the applicant's case for funding. No applying agency representative will address the committee.**

The Subcommittee on Beneficiary Agencies will review applications and make recommendations to the full Allocations Committee. **The recommendations will consist of both a monetary amount (if applicable) and a recommended designation of Local, Regional, or National/Overseas status.**

On approval of the full Planning and Allocations Committee the recommendations will be presented to the Federation's Board of Trustees. The Board of Trustees will make the final determinations.

**All returning applicants must complete and submit a standardized qualitative and budget evaluation** detailing their achievements (or lack of achievements) and expenditures associated with their prior year's allocation. This standardized evaluation must be submitted before the Federation considers another application for allocation.

### Grant Awards

After approval by the Federation's Board of Trustees, the Director of Planning and Allocations will process the allocation awards. The funding awards will be mailed to awardees no earlier than January 1<sup>st</sup>.

Allocation awards up to the amount of \$2,000 will be paid in one installment. Allocation awards in excess of \$2,000 will be paid in two installments. The first installment will be paid on the same time schedule as first the installment payments in the parallel Constituent Agency allocations process. The second installment payment will be made no earlier than six (6) months after the first installment and on receipt of a completed **Standardized Mid-Year Review Report**, detailing the agency's achievements (or lack of achievements) and expenditures associated with the allocation. Agencies that do not complete the Standardized Mid-Year Review Report to the satisfaction of the Beneficiary Agency Subcommittee are subject to forfeiture of the balance of funds allocated and reevaluation of their Beneficiary Agency status for upcoming years.

<u>Application Requirements</u>		
<b>Applicant Designation</b>	<b>Application Questionnaire</b>	<b>Past and Proposed upcoming FY Organizational Budget</b>
Local requesting under \$1,000	Yes	NO
Local requesting over \$1,000	Yes	Yes
Regional requesting under \$2,000	Yes	NO
Regional requesting over \$2,000	Yes	Yes
National/Overseas requesting under \$5,000	Yes	NO
National/Overseas requesting over \$5,000	Yes	Yes

Created June 11, 2012



*Roles, Duties, Expectation of Board Members*

**As a voting member of the Board of Directors of the Jewish Federation of Greater New Orleans, we ask that you:**

- Commit to inspire members of our community to explore and share their unique Jewish identities by connecting to a vast array of opportunities to engage with our local Jewish community, with the Greater New Orleans community, and with Jewish communities in Israel and around the world.
- Make a meaningful commitment to the Annual Campaign that reflects your leadership position.
- Commit to becoming knowledgeable about Federation programs locally, nationally, and overseas; and with the work of the constituent agencies
- Support all efforts to strengthen Jewish life in the Greater New Orleans area.
- Serve as an ambassador to the community, helping to spread the message about the importance of the Federation and identifying and encouraging other community leaders and potential volunteers to join us.
- Attend Board meetings regularly.
- Serve on a Federation committee (applies to elected board members).
- Solicit for the Annual Campaign and/or volunteer.
- Participate in Federation and campaign events
- Make every effort to attend at least one Jewish Federations of North America's General Assembly, Young Leadership Conference or mission.
- Respect the confidentiality of information you receive as a member of the Board.

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I have read the above and agree to serve on the Board of Trustees of the Jewish Federation of Greater New Orleans accordingly.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

# JEWISH FEDERATION OF GREATER NEW ORLEANS

## CODE OF ETHICS

The Board of Trustees of the Jewish Federation of Greater New Orleans (the "Federation") has adopted the following Code of Ethics, which applies to all Officers, members of the Board of Trustees, committee members, and staff of the Federation (collectively, the "Subject Persons").

It is noted that the Jewish Federation of Greater New Orleans has approved a Personnel Handbook which encompasses codes of behavior for employees.

### I. PURPOSE

There is a unique trust placed in the Federation to serve the public good. We are committed to the highest ethical standards, and we have adopted this Code of Ethics to deter wrongdoing, to promote ethical conduct, and to ensure the continued integrity of our financial reporting and course of dealing.

This Code of Ethics is grounded in our mission and guided by our fundamental Jewish values and ethics.

While no document can anticipate all of the challenges that may arise, this Code of Ethics establishes principles to assist Board members, staff, and volunteers in making decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns that they have with a supervisor, the Executive Director, and/or President of the Federation.

### II. PERSONAL AND PROFESSIONAL INTEGRITY

All Subject Persons will:

- Strive to achieve the highest standards of quality, service, and commitment to the education, support, and preservation of the Jewish people in fulfilling the mission of the Federation;
- Act in good faith, responsibly, with due care, competence, prudence, and diligence;
- Communicate openly and honestly and avoid misrepresentation; and
- Promote a fair and respectful working environment in which all opinions are valued.

### III. ACCOUNTABILITY

- Comply with all laws, rules, and regulations applicable to the Federation;
- Exercise responsible stewardship of resources, including donations, grants, and other contributions that are used to pay operating expenses, salaries, and employee benefits; and
- Use the Federation's resources, equipment, and materials solely for Federation purposes.

#### IV. OPENNESS AND DISCLOSURE

The Federation will:

- Be responsive in a timely manner to reasonable requests for information;
- Make basic informational data about the Federation—such as the Form 990, Annual Report and audited financial statements—available to the public; and
- Ensure that all information about the Federation distributed by the Federation fully, accurately, clearly, and honestly reflects its policies and practices.

#### V. CONFIDENTIALITY AND PRIVACY

All Subject Persons will:

- Take all reasonable measures to ensure that all information which is confidential, privileged, or non-public is not disclosed inappropriately;
- Respect the protected privacy rights of all individuals in the performance of their duties on behalf of the Federation; and
- Refrain from the use or disclosure of confidential information gained in the course of employment or volunteer efforts for personal gain, either during the relationship with the Federation or after it ends.

#### VI. SOLICITATIONS AND VOLUNTARY GIVING

The Federation will:

- Promote voluntary giving in dealing with donors and vendors;
- Disclose its fundraising costs as a matter of public record;
- Ensure that all solicitation materials accurately represent the Federation's policies and practices and reflect the dignity of program beneficiaries and fund recipients;
- Ensure that donors feel free to ask questions when making a donation and receive prompt, truthful, and forthright answers;
- Expend and allocate funds consistent with donors' expressed intentions; and
- Respect the wishes of donors who prefer to remain anonymous by not releasing their names, addresses, or contribution amounts, unless required to do so by law.

#### VII. POLITICAL CONTRIBUTIONS

The Federation may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. All Subject Persons will:

- Clearly communicate that they are acting in an individual capacity and not on behalf of the Federation, if identified as an official or agent of the Federation, while engaging in political activities, including making political contributions; and
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of the Federation.

## VIII. EQUAL OPPORTUNITY

The Federation is an equal opportunity employer. Every Subject Person should:

- Respect all other Subject Persons and all other individuals without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, status as a disabled or veteran, sexual orientation, or status as a qualified disabled or handicapped individual.
- Provide equal opportunity employment to all employees and applicants.  
Refuse to engage in or tolerate in others any form of sexual harassment, as provided in the organization's policy against sexual harassment.
- Fight discrimination in any form and at all levels.

## IX. CONFLICTS OF INTEREST

All Officers, trustees, and committee members will abide by the Conflict of Interest Policy of the Federation.

## X. GUIDANCE AND DISCLOSURE

All Subject Persons are encouraged to seek guidance from the Executive Director or President of the Federation concerning the interpretation or application of this Code of Ethics. Any known or suspected violations of the Code of Ethics involving staff should be reported to a supervisor, the Executive Director, or the President of the Federation. Non-employee Subject Persons should contact the Executive Director or the President of the Federation. Any known or suspected violations of the Code of Ethics involving Subject Persons may be made confidentially and anonymously in accordance with the procedures established by the Federation's Whistleblower Policy.

## XI. SUSPECTED VIOLATIONS OF THE CODE OF ETHICS

Suspected violations of the Federation's Code of Ethics shall be reported and handled according to this Policy. If the reporting person does not feel comfortable submitting a report to the Executive Director, that person may submit it to the President of the Federation, or to another member of the Executive Committee.

## CODE OF ETHICS GLOSSARY

**Candidate for Public Office.** An individual who offers himself or herself or is proposed by others as a contestant for an elected public office, whether such office is federal, state, or local.

**Confidential and Privileged Information.** Information that is protected from voluntary or involuntary disclosure by legally recognized privileges such as attorney-client, doctor-patient, and others.

**Contribution, political.** Anything of value, including monetary and in-kind gifts,

provided for the purpose of influencing the outcome of an election.

**Donors.** All individuals and entities that make charitable or in-kind contributions to the Federation.

**Gifts.** The following are not considered gifts:

- Loans from banks and other financial institutions on terms generally available to the public;
- Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer; and
- Anything for which market value is paid by the employee.

**Integrity.** Adhering to moral, ethical, and honest principles.

**Non-public Information.** Any business, financial, or personal information which is not publicly known or available.

**Political Committee.** Any party, committee, association, fund, or other organization organized and operated primarily for accepting contributions to influence the selection, nomination, or election of any individual to any federal, state, or local office.

**Staff.** All individuals who provide services to the Federation as employees or leased employees.

**Volunteers.** All members of the Federation's Board of Trustees and committees appointed by the Board of Trustees who perform their Federation duties without compensation.

**: Federation Communications Policy**

As of June 1, 2016, the monthly *Around the Community* e-blast will cease. Instead, Federation will offer the following opportunities to the Jewish Endowment Foundation and the constituent agencies:

**11 separate e-blasts per year, maximum**

- **3 for JEF**
- **2 each for the Jewish Community Center, Jewish Community Day School, Jewish Family Service and Tulane Hillel**

**300 words, maximum – and all content must be camera ready and submitted at the same time.**

Content is due to Federation 48 hours before publication – if there is a delay in content, Federation requires 24 hours' notice. A proof will be sent to the appropriate agency for approval prior to publication.

The agencies will work with Federation to create a content calendar, and should an agency wish to swap a calendar listing with another agency, they must independently work with the other agency to do so (but must notify Federation of the change). Should the scheduled blast not be submitted to Federation within a timely fashion, Federation will reschedule the e-mail publication for a timeframe convenient for Federation staff, if possible.

Each agency still has access to the *Jewish News Online* to advertise events, job postings, etc., with a weekly due date of Wednesdays at 5:00 p.m.

The policy will be evaluated for effectiveness in June, 2017.

## COMMUNITY CALENDAR POSTING PROCEDURES POLICY

Below is the policy for our calendar. The calendar is mainly in place to disallow conflicts and is used by our community as such. It is not used, necessarily, to publicize events. That venue is our *Jewish News Online*, which is our weekly email blast to the entire community. Please contact our Marketing Director, Cait Gladow, at [jewishnews@jewishnola.com](mailto:jewishnews@jewishnola.com).

The Federation is pleased to coordinate the Community Calendar for our New Orleans Jewish community, located on our website at [www.jewishnola.com](http://www.jewishnola.com). This calendar only contains events that are submitted and sponsored by a synagogue, Jewish agency or Jewish organization located in the Greater New Orleans area. Our community organizations access the calendar when choosing dates, so please submit items in a timely manner. The calendar is only useful and relevant when all participate and we have had numerous requests from laypeople and other organizations that all of the synagogues, agencies and organizations contribute.

Please post your Executive Committee Meetings, Board Meetings and events/fundraisers (we do not post small committee meetings; we also do not post life cycle events). Synagogues, please do not post High Holiday services on the calendar. As in the past Cait Gladow, our Marketing & Communications Director, will create a webpage on the Federation website listing all of the area observances and services for Selichot, Rosh Hashanah, Yom Kippur, Sukkot, Shemini Atzeret and Simchat Torah.

The Federation does not resolve or disallow conflicting events. If an agency and/or synagogue posts an event on the same date and general time as an event that is already on the calendar, it is up to the agencies and/or synagogues to resolve the conflict. Please call the contact listed for the event to discuss the conflict.

Just a few points to clarify when submitting information to the Community Calendar:

- 1) Always identify your organization's name in the title. If you just write "Annual Meeting," someone looking at the calendar won't know who is offering this. This is very important. Please put the name of your organization first and then the event so it should read: Federation-Annual Meeting.
- 2) Please do not use acronyms and always write out your organization's full name. We have many newcomers in our city who are unfamiliar with our agencies.
- 3) Always put a beginning and an ending time. Even if you don't know what time your program will begin and/or end, please put an estimated time. I can't approve events on the calendar without them.
- 4) Because of the nature of the website and as a formality, I must approve the events before they are posted. I usually approve dates that week or the next week. If it is not done in a timely manner, this means that I am out of town or involved with other projects and will take care of it as soon as I can.
- 5) If an event needs to be deleted or a time/date changed, please just email me the change. There is no avenue for you to make these changes yourself. If an event needs to be cancelled, please do so immediately by sending me an email, as other organizations may be considering that date.
- 6) Please do not use all caps when posting events.
- 7) A date or multiple dates cannot be "held." Please submit events only when they are confirmed. This is in fairness to the multiple Jewish organizations that our community has.
- 8) Unless you are the Metairie JCC, please do not refer the building located at 3747 West Esplanade as the Metairie JCC. Officially, this building is the Goldring-Woldenberg Jewish Community Campus, and must be publicized as such.
- 9) Please do not use TBA or TBD in any of the information fields.
- 10) The location refers to the venue for the event or meeting. Unless the function is being held at your offices, please do not include that address. If the event is virtual, please leave all of the locations fields blank.

11) We do not accept events by email, fax, mail or phone call. Anyone who does so will be directed to our website to submit the information themselves online.

Please disseminate this information to anyone in your organization who posts items to the calendar.

Sherri Tarr

[sherritarr@jewishnola.com](mailto:sherritarr@jewishnola.com)

**Jewish Federation of Greater New Orleans**  
**Conflict of Interest Policy**

November 18, 2009

Employees and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Jewish Federation of Greater New Orleans (Federation) wishes its business to operate. The purpose of these guidelines is to provide general direction so that board members and employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when a board member or an employee is in a position to influence a decision that may result in personal gain or gain for a relative as a result of Federation's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the board member or employee is similar to that of persons who are related by blood or marriage.

No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if a board member or an employee has any influence on any material business transactions, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a board member, an employee, or a relative has a significant ownership in a firm with which Federation does business, but also when a board member, an employee, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Federation.

# **JEWISH ENDOWMENT FOUNDATION OF LOUISIANA (JEF) LION OF JUDAH ENDOWMENT FUNDS and PERPETUAL ANNUAL CHARITABLE ENDOWMENT FUNDS POLICY**

## ***Article I: Purpose and Applicability***

The purpose of this policy is to provide guidance for the establishment of and disbursements of the Lion of Judah Endowment Funds (LOJE) and Perpetual Annual Charitable Endowment Funds (PACE) that are held by the Jewish Endowment Foundation of Louisiana (JEF) for the benefit of the Jewish Federation of Greater New Orleans (JFGNO). LOJE's are created as a vehicle for women's philanthropy and ongoing support of Jewish Federation. PACE is the men's equivalent.

## ***Article II: Background***

This policy is needed to provide a comprehensive set of policies and procedures for the administration of LOJE's and PACE's.

## ***Article III: Policy Approval***

This policy and any amendments to it require approval of both the JEF Board of Directors (JEF Board) and the JFGNO Board of Trustees (JFGNO Board).

## ***Article IV: Information and Procedures***

### **1. Policy Implementation**

The JEF Executive Committee and JEF Executive Director are responsible for the implementation of this policy. As needed, The JEF Executive Director will consult with senior leadership of the Jewish Federation of Greater New Orleans (JFGNO).

### **2. Definitions**

- a. Lion of Judah Endowment. This is an endowed fund established at JEF by a woman to provide financial support to the work of the Jewish Federation of Greater New Orleans.
- b. Perpetual Annual Charitable Endowment. This is an endowed fund established at JEF by a man for the same purpose as the LOJE.
- c. Distribution. This is the disbursement of funds from LOJE or PACE to JFGNO during its Annual Campaign.

### **3. Procedures**

- a. Fund Establishment. A LOJE or PACE can be established with a minimum donation of \$100,000. In order to assure perpetuity of the fund, an initial donation of \$125,000 or more is encouraged. Funds can be established by a donor during his or her lifetime ("Living LOJE" or Living PACE") or can be established through an estate bequest.
- b. Investment. All LOJE and PACE funds are invested in JEF's Mixed Investment Pool.
- c. Annual Administrative Fee. JEF applies an annual fee for account maintenance services.
- d. Distribution Timing. JFGNO will annually request distributions from JEF after March 1 to be credited to that year's Annual Campaign.

- e. Distributions from a Living LOJE and Living PACE.
  - i. The donor will have the option of using his or her fund to make a regular annual distribution to JFGNO of \$5,000 or more (if the fund balance does not fall below \$105,000). A living donor is encouraged to make a gift to JFGNO directly to allow the funds to grow and only become distributable after his or her lifetime.
  - ii. Alternately, should the donor choose from time to time to make an annual donation and/or a supplemental gift to the JFGNO Annual Campaign from his or her living LOJE or Living PACE, the following conditions must be met:
    - 1. No distribution will be made in any year that the fund balance is less than \$105,000.
    - 2. Should the fund fall below that minimum threshold, the JEF Executive Director will contact the donor who will have the option to add funds necessary to achieve the threshold level.
- f. Distributions following donor's death.
  - i. Following the death of an existing fund owner, the next annual distribution may be delayed one year if the account balance is below \$105,000 at the time of the normal distribution. In the following years, a distribution will be made at 5% of the value of the fund as of December 31 of the prior year, regardless of the fund balance.
  - ii. For funds created by a bequest, annual distributions to JFGNO will begin after the first full year after the donor's death and will be made at 5% of the value of the fund as of December 31 of the prior year, regardless of the fund balance. Thereafter, it will be based on the average of the market value of the fund on December 31 of each of the preceding years for up to three (3) full years.
  - iii. Recognition. The donor's name will be displayed in all records, both private and public, regardless of the amount in the fund.

#### 4. Other Relevant Policies / Cross References

- a. JEF Investment Policy Statement

**GUIDELINES FOR  
CONSTITUENT AGENCY FUNDRAISING**

Approved by the Federation Executive Committee Meeting on June 13, 2019

1. The Jewish Federation of Greater New Orleans' primacy period will be from December 15, 2019 to January 31, 2020.
2. No agency fundraising or related activity may occur during the entire primacy period. After January 31, mailings, public relations announcements and invitations are permitted to be sent to members of the Jewish community, the community at large, corporations and foundations.
3. Each agency may hold two major fundraising events and one membership drive per year. Membership drives include direct mail appeals, telephone solicitations and individual face-to-face solicitations.
4. Corporations and foundations may be solicited for any amount for event sponsorship and must be listed as such. Foundations include all private, public and corporate foundations that are not family foundations or donor advised funds established or directed by individuals and families within the greater New Orleans Jewish community.
5. These changes will be for one year only, during the 2020 Campaign. Following the conclusion of the Annual Campaign an evaluation will take place to determine the effect of these revised guidelines, if any, on the Campaign.

A Constituent Agency fundraising event may not conflict with any Federation event, especially Super Sunday and the Goldring-Woldenberg Major Donor Dinner. All fundraising events must be approved on the Community Calendar by the Federation before they are planned and/or publicized.

## **Jewish Federation of Greater New Orleans Investment Policy Statement**

May 20, 2010

The Jewish Federation of Greater New Orleans (the “Federation”) shall establish an Investment Committee (the “Committee”) which shall provide oversight and management of Federation financial assets (the “Fund”). The Committee shall determine or approve asset allocations, and monitor performance of investments subject to the guidelines of this Investment Policy Statement. The Committee is responsible for optimizing the return on assets within the guidelines that have been established.

The purpose of the Investment Policy Statement is to establish a clear understanding of the investment objectives of the Jewish Federation of Greater New Orleans Fund. It should be used as a guideline for the Committee of the Jewish Federation of Greater New Orleans

It is anticipated that this statement will be effective until modified as conditions warrant by the Executive Committee of Federation.

### **INVESTMENT OBJECTIVES**

The primary objective of the investment portfolio for the Fund is to support the annual fiscal needs of the Federation and to provide a source of capital to fund its future growth. Consistent with this objective, the Fund will be managed for total return and preservation of capital (the fluctuation in market value of an investment plus the income or dividends generated). The Jewish Federation of Greater New Orleans will base its annual cash flow needs on budgetary projections.

Overall, the objectives for the Federation investments are preservation of capital for the medium-long-term growth of principal without undue exposure to risk. The Committee is expected to use the prudent man rule for the investment of funds under their management. The objectives may be accomplished by utilizing a strategy of equities, fixed income, and cash equivalents; in a mix which is conducive to participation in a rising market while allowing for adequate protection in a falling market. Due to the inevitability of short-term market fluctuations, which may cause variations in the investment performance, it is intended that the following objectives will be achieved over a 3-5-year moving period. Federation has a medium to long-term time horizon unless otherwise specified.

The Committee shall consist of four members with investment knowledge and experience (who shall be members of Federation) appointed collectively by the President and the Executive Director of Federation. One member shall be designated as the Chairman of the Committee. The President, Treasurer, Executive Director and Controller of Federation shall be non-voting members of the Committee. A quorum of the Committee shall be a majority of the voting members and all decisions shall be by a majority of the Committee at a valid meeting.

The term of the appointed members of the Committee shall be five years except the initial appointment of the first members of the Committee shall have staggered terms of two years, three years, four years and five years. If a member retires the appointed member shall serve the balance of the term of the former member. All meetings and actions of the Committee shall be made via a meeting, a telephonic meeting, by written consent (sent electronically or by facsimile) or by exchange of electronic messaging (except that the electronic messaging shall be unanimous approval of the members.)

The Committee shall have the full authority to manage the portfolio in accordance with the approved investment guidelines as set out below.

**The investment objectives of the plan shall be as follows:**

1. The total return of the assets, net of investment fees or other expenses, shall strive to meet an annual benchmark set by the Committee over a five year moving period. As the nature of inflation is dynamic, a secondary benchmark of 5% may be used as a performance proxy.
2. The total Fund shall be diversified both by asset class (e.g., equities, bonds, and cash equivalents, and within equities by economic sector, industry, quality, size, investment style, etc.). However, this should not imply that assets must be diversified to the extent required to become an index of either the economy or any stock/bond exchange. The purpose of diversification is to provide reasonable assurance that no single security or class of securities will have a disproportionate impact on the total Fund.
3. The purpose of the Fixed Income Fund (bonds and cash equivalents) is to provide a deflation hedge, to reduce the overall volatility of the Fund, and to produce current income in support of the needs of the Jewish Federation of Greater New Orleans.
4. The Fixed Income Fund should normally represent approximately 30%-80% of total Fund assets at market value. The actual percentage will fluctuate with market conditions.
5. The purpose of the Equity Portion is to provide a total return that will simultaneously provide for growth in principal and current income sufficient to support the Jewish Federation of Greater New Orleans's needs, while at the same time preserve the purchasing power of the Federation's assets. It is recognized that the Equity Fund entails the assumption of greater market variability and risk.
6. The Equity Fund should normally represent approximately 25%-60% of total fund assets at market value. The actual percentage of equities and equity reserves will vary with market conditions.
7. Additions to principal shall be allocated by the Jewish Federation of Greater New Orleans's Committee. As a general rule, new funds will be used to rebalance the total Fund in the direction of the preferred asset allocation model.

**ASSET ALLOCATION**

1. The Committee will engage in strategic asset allocation of the Federation's Fund based on projected operating needs of the Jewish Federation of Greater New Orleans, overall risk tolerance and time horizon.
2. The Committee members will review the asset allocation quarterly (or more often if prudent or necessary) within a reasonable period of time, re-allocate within the guidelines below when significant differences occur.

3. Changes in the asset allocation parameters are to be approved by the Federation's Committee members.
4. The Federation's Committee members are given full discretion relating to asset allocation subject to this Investment Policy.

<b>Portfolio Segment</b>	<b>Range of portfolio</b>	<b>Central</b>
Equity Securities	0% to 80%	25% to 60%
Fixed Income Securities	20% to 80%	30% to 80%
Cash Equivalents	0% to 100%	0% to 40%

### **GUIDELINES FOR EQUITIES**

1. The objective for the Equity Fund is to match or outperform the S&P 500 Stock Index over a full market cycle. Performance will be monitored on a quarterly basis and evaluated over rolling three-to-five year periods. In addition, the Equity Portion of the total Fund shall strive to exceed the Consumer Price Index plus 6% over five year moving periods.
2. The Equity Fund will be broadly diversified according to economic sector, industry, number of holdings and other investment characteristics. However, it is recognized that in order to achieve its investment objective, the Equity Fund must be actively managed. Several complementary investment styles will be used to reduce portfolio risk.
3. Investment in any single industry shall not exceed 15% of the portfolio at the time of purchase.
4. The Executive Director of Federation shall vote proxies for those securities under management absent any specific directive to the contrary by the Federation's Investment Committee.
5. If the Federation is to receive a gift of a non-security asset, the Committee shall review the merits of accepting the non-security and shall make a recommendation as to whether Federation should accept or reject the gift to the Executive Committee of Federation. If the Federation receives a gift in the form of partnership interests or other non-securities gifts, Federation continues to be a partner in this investment and shall take reasonable actions to eliminate any potential liability for Federation. When a gift of a partnership interest is made or other non-security gift, that gift will, to the extent possible, be liquidated and reinvested in other permitted investments.

### **GUIDELINES FOR FIXED INCOME FUND**

1. In general, the fixed income portion of the portfolio may consist of corporate bonds, convertible fixed income securities, Israel Bonds, taxable municipal bonds, asset backed securities, United States Government obligations, as well as cash and cash equivalents.

2. For the fixed income segment of the portfolio, the bonds purchased must be rated one category above the minimum investment grade or better by Moody's or Standard & Poor's rating services. If the rating of any bond is lowered below investment grade or is placed on credit watch, the Chairman shall notify the Executive Director with an explanation of the credit downgrade and the recommended Investment Committee action. The prospect of credit risk or risk of permanent loss shall be avoided.
3. In general, the portfolio shall be well diversified with respect to type, industry and issuer in order to minimize risk exposure. However, obligations carrying the full faith and credit of the U.S. Government or Government Agency may be held without limitation. Generally, other than investments in the U.S. Government or Government Agency, no single debt issue will be allowed to exceed 5% market value of the debt portfolio.
4. It is understood that the Federation has under its control at any given time, a variety of assets including but not limited to \$500,000 in cash or equivalent to be used as operating funds.
5. Investment in Israel Bonds is permissible and desirable.
6. Uninvested cash reserves should be kept to minimum levels. Within the limitations mentioned above, there is complete discretion as to how to allocate and select short-term cash and equivalent securities.

#### **RISK GUIDELINES**

1. It is recognized by the Federation's Committee that a certain amount of volatility will be incurred in order to meet the objective of long term growth of capital. However, the annualized standard deviation of the total portfolio shall not exceed the comparable balanced index by more than 6.0%.
2. Because the growth of the portfolio is largely dependent on the equity portion, a level of volatility (beta) for the average equity portion of 1.40 to that of the Standard & Poor's 500 Index of 1.00 is tolerable if necessary. However, the level of volatility (beta) of the total portfolio shall not exceed .75 to that of the Standard & Poor's 500 Index of 1.00.
3. The intent of the fixed income and cash portions is to reduce the overall volatility of the portfolio.

#### **PROHIBITED TRANSACTIONS**

1. There shall be no short selling, securities lending, financial futures, margins, options or other specialized investments.
2. There shall be no investments in non-marketable securities, commodities or speculative real estate or securities that have not been registered under the Securities Act of 1933 with no restrictions on resale.
3. There shall be no investments in private placements or letter stock.

4. There shall be no purchases of stock on margin.
5. There shall be no purchase of commodities or minerals (with the exception of gold or silver bullion) or securities of companies with a record of operations of less than two years.
6. An individual common stock will not represent more than 5% of the portfolio. In addition, the market value of any one issue shall not exceed 15% of the total portfolio, with the exception of securities issued by the U.S. Government and its agencies or mutual funds.

#### **GUIDELINES FOR TRANSACTIONS**

1. All objectives and policies will be reviewed, at least annually, for their continued pertinence by the Committee. They shall remain in effect until modified.
2. The Custodian will provide a monthly transaction journal and investment position.
3. The Committee will report total return, net of all commissions and fees, on a quarterly basis to the Board. Regular communication concerning specific investments, investment strategy and outlook is expected.
4. All fees will be paid directly by the Custodian after being reviewed by the Committee. Transaction costs will be invoiced as part of the purchase/confirmation advice to the Custodian who will handle all payments/receipts of investment funds.
5. The Committee shall maintain communication and supervision with the Fiduciary/Custodian holding the assets of Federation. The safekeeping of those assets and their transferal are to be conducted along sound accountability principles and with clear lines of responsibility.
6. A member of the Committee shall not be individually liable for any act or omission resulting in damage or injury, arising out of the exercise of his/her judgment in the formation and implementation of the policy or arising out of the management of the affairs of the Federation funds while acting as a member of the committee, provided that he/she was acting in good faith and within the scope of his/her official functions and duties, unless such damage or injury was caused by willful or wanton misconduct of such person.

#### **PERFORMANCE MEASUREMENT**

1. The Federation's portfolios will be monitored on a continual basis for consistency in investment philosophy, return relative to objectives and investment risk as measured by asset concentrations, exposure to extreme economic conditions and market volatility. Portfolios will be reviewed by the Federation's Investment Committee on a quarterly basis, but results will be evaluated over rolling annual bench mark set by the Committee. The Committee will regularly review each portfolio to confirm that factors underlying performance expectations remain in place.

2. The Jewish Federation of Greater New Orleans asset allocation should be measured against a like universe to determine overall performance compared to similar allocations.

#### **SPENDING POLICY**

1. At the beginning of each fiscal year, the funding requirements of the Jewish Federation of Greater New Orleans will be submitted to the Committee.
2. It is anticipated that Committee has determined a target-spending amount equal to 4.5% of the average market value of the Fund on a three-year trailing basis.

### **Physical Security/Custody of Assets**

1. It shall be the practice of the Committee to have full documentation on all investment.
2. Assets, both under the control of the money managers or of the Federation, shall be in custody of a bank or brokerage house with appropriate and adequate safeguards including SIPC, FDIC or other appropriate insurance.
3. In the case of assets which cannot be deposited to a custody account, those assets shall be located in the Federation's bank safe deposit box.
4. Assets which cannot be protected as indicated above, such as real property, will be inspected at least on an annual basis.
5. Assets of the general operating fund may be commingled with other assets held for investment.

### **RESOLUTION REGARDING INVESTMENTS IN IRAN OR SUDAN**

WHEREAS the government of Iran is, by its own admission, seeking the entire nuclear fuel cycle, which would give it a nuclear weapons capability, and is identified by the United States Department of State as a state-sponsor of terrorism; and,

WHEREAS companies conducting non-humanitarian business in Iran serve to prop up and allow the government of Iran to continue its nuclear weapons program as well as its policy of sponsoring terrorism; and,

WHEREAS investments in Sudan and Iran serve to tacitly endorse the actions of those governments by investors profiting from economic activities in those rogue states; and,

WHEREAS the Holocaust provides the world in general, and the Jewish community in particular, with special recognition of the impact that the corporate sector has on empowering state-sponsored crimes against humanity, in that many European and American companies were engaged in building up the war machine and the killing machines that directly led to the systematic murder of six million Jews;

WHEREAS, United Jewish Communities (UJC), as a leader of both the world Jewish community and as one of the largest philanthropic networks in North America, declared by resolution that it is morally unacceptable for it to profit from or support in the two countries the regimes in Sudan and Iran through investment in companies conducting non-humanitarian business, and, accordingly took immediate action to sever direct economic ties to the economies;

THEREFORE, Jewish Federation of Greater New Orleans Executive Committee, in adopting this UJC resolution hereby declares that it is morally unacceptable for it to profit from or support in the two countries the regimes in Sudan and Iran through investment in companies

conducting non-humanitarian business, and, accordingly, that it will take immediate action to sever direct economic ties to the economies of those countries by:

1. Directing the Federation's Investment Committee to divest the Federation's endowment and pension funds of all direct investments in companies that conduct non-humanitarian business in Sudan or Iran. Such companies shall be identified from publicly available sources, including the US Department of Energy and other governmental sources, the Congressional Research Service, and other research agencies;
2. Directing the Investment Committee to continue to monitor the Federation's portfolio where practicable, including potential indirect investments, for action and appropriate consideration, on an on-going basis; and,
3. Authorizing the Investment Committee to take such other action as appropriate in furtherance of the objectives of this resolution. Such action may include, but is not limited to, consulting with investment advisors, contacting fund managers, inquiring with companies that may be conducting business in Sudan and Iran and otherwise actively pursuing policies in furtherance of economically isolating companies engaged in non-humanitarian business activities in Sudan and Iran.

This policy may be suspended as it regards companies doing business in Sudan at such time as the United Nations Secretary General declares that the systematic acts of genocide by the government of Sudan and its proxies have ceased.

**PROPOSED AMENDMENT TO JFGNO INVESTMENT COMMITTEE GUIDELINES**  
**Approved by the JFGNO Executive Committee March 7, 2018**

Over the past decade, a new form of investing has emerged, Exchange Traded Funds (ETF). The guidelines do not define any clear policy whereby the Investment Committee can fully utilize this new market capability. The following amendment I recommended as an additional guideline to provide policy for all ETF purchases and sales.

**AMENDMENT FOR EXCHANGE TRADED FUNDS (ETF)**

1. The committee is authorized to purchase and sell Exchange Traded Funds subject to the same limiting guidelines as all other investments.
2. ETF purchases are permitted on all forms of trading including indexes, shorter positions, leverage, and volatility in order to diversify and hedge risks,
3. ETF Indexes may exceed the present limits on the purchase of a single holding but should be prudent and diversified in respect to the entire portfolio.

May 9, 2011  
Julie Wise Oreck, President

#### Kashrut Policy

The following on kashrut has been developed by the Jewish Federation in conjunction with the Rabbinic Council.

The Federation requests that, in accordance with its own policies and procedures, all of our agencies (Constituent and Beneficiary) review and make use of them when planning functions that involve twenty (20) or more persons:

1. A function is defined as any official gathering where food is served.
2. For functions in public places, whenever possible, facilities chosen should be kosher. All food in such locations should be under Orthodox Rabbinic supervision.
3. For functions in private homes or public places without kosher facilities, food served will be dairy and/or parve (no pork products, shellfish or catfish will be served under any circumstances).
  - a. Kosher meals and paper or plastic plates and utensils will be available for those desiring them.
  - b. It will be clearly made known to those attending that the food is non-kosher.

## **PROPOSED MAILING LIST POLICY FOR NON-CONSTITUENT AGENCIES**

The Jewish Federation of Greater New Orleans makes available the use of its mailing list to Jewish non-profit, non-constituent organizations requesting such use under the following guidelines:

- That the mailing list is for the purpose of promoting a particular event, which is of broad interest to the total Jewish community, sponsored by an approved Jewish organization for welfare, educational or cultural purposes.
- This *includes* programs of Jewish content that may be sponsored by area non-profit institutions that are of direct interest to the Jewish community.
- This *excludes* mailings which include direct solicitation of funds, membership solicitations, promoting of investments, sale of retail items or political activity.

To use the Federation mailing list, the following requirements must be met:

- The request must be made in writing at least 3-5 working days prior to the anticipated need. The purpose of the mailing along with a printed sample of the mailer should be included with the request to use the list.
- Federation must determine that the mailing is in compliance with the stated guidelines.
- Federation will email the mailing list data to an approved mail house which will prepare the mailing. The mail house must be willing to sign Federation's standard letter of confidentiality indicating that the mail house will not share the list with anyone and will destroy the list shortly after using it. Alternatively, the organization must have its volunteers label the mailer on the premises of the Jewish Federation and pay for any expenses incurred by having Federation create a set of labels for them.
- The Federation's email list is not available to the community.

## **Jewish Federation of Greater New Orleans Business Meeting & Entertainment Policy**

In the course of conducting Federation business it will be necessary to hold meetings & entertainment events which are authorized under the following guidelines.

To qualify as a Federation meeting / entertainment expenditure there has to be a Business purpose for the meeting or event.

If the cost of a meeting or event is expected to exceed \$200 prior approval from the CEO is required.

Federation's accounting records will require reporting of the expenditure to include the date, purpose of the meeting or event, attendees or group, amount of expenditure and which budget item should be charged. Accounting has a payment request form that asks for the information listed.

## Jewish Federation of Greater New Orleans Record Retention Policy

Jewish Federation of Greater New Orleans (hereinafter the "Organization") acknowledges its obligations to preserve information relating to litigation, audits, and investigations and in that vein has established the following policy.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director and Controller.

From time to time, the Executive Director may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director.

<b>Corporate Documents</b>	<i>Bylaws and Articles of Incorporation</i>	Permanent
	<i>Corporate resolutions</i>	Permanent
	<i>Board &amp; committee agendas &amp; minutes</i>	Permanent
	<i>Conflict-of-interest disclosure forms</i>	4 years
<b>Finance and Administration</b>	<i>Financial statements (audited)</i>	7 years
	<i>Auditor management letters</i>	7 years
	<i>Payroll records</i>	7 years
	<i>Check register and checks</i>	7 years
	<i>Bank deposits and statements</i>	7 years
	<i>Chart of accounts</i>	7 years
	<i>General ledgers and journals</i>	7 years
	<i>Bank reconciliations</i>	7 years
	<i>Investment performance reports</i>	7 years
	<i>Equipment files and maintenance records</i>	3 years after disposition
	<i>Contracts and agreements</i>	5 years after all obligations end
<i>Correspondence — general</i>	3 years	
<b>Insurance Records</b>	<i>Policies</i>	Current & Previous Year (On Permanent Basis)
	<i>Accident reports</i>	7 years
	<i>Safety (OSHA) reports</i>	7 years
	<i>Claims (after settlement)</i>	7 years
	<i>Group disability records</i>	7 years after end of benefits
<b>Real Estate</b>	<i>Deeds</i>	Permanent
	<i>Leases (expired)</i>	7 years after all obligations end
	<i>Mortgages, security agreements</i>	7 years after all obligations end
<b>Tax Documents</b>	<i>Form 1023 submitted to IRS</i>	Permanent
	<i>IRS exemption determination letter</i>	Permanent
	<i>Other IRS correspondence</i>	Permanent
	<i>IRS Form 990s and 990-T</i>	7 years
	<i>Annual Registration Statements</i>	7 years
<b>Human Resources</b>	<i>Employee personnel files</i>	Permanent
	<i>Retirement plan documents</i>	Permanent
	<i>Employee handbooks</i>	Permanent
	<i>Workers comp claims (after settlement)</i>	7 years
	<i>Employee training materials</i>	2 years after use ends
	<i>Employment applications</i>	3 years
	<i>IRS Form I-9</i>	1 yr after end of service or 3 yrs from date of hire (whichever is later)
	<i>Withholding tax statements</i>	7 years
	<i>Timecards</i>	3 years
	<b>Technology</b>	<i>Software licenses and support agreements</i>

### **Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

### **Emergency Planning**

The Organization's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

### **Document Destruction**

The Executive Director or his designee is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

### **Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals. The Executive Director will periodically review these procedures with the Organization's legal counsel or certified public accountant to ensure that they are in compliance with new or revised regulations.

## **JEWISH FEDERATION OF GREATER NEW ORLEANS**

### **SECURITY COMMITTEE CHARTER**

1. The Security Committee has been appointed by the Chair of the Jewish Federation of Greater New Orleans ("Federation"), with the concurrence of the Federation Executive Committee, pursuant to Article VII, § 2 of the Federation By-Laws.
2. The purpose of the Security Committee shall be to (a) advise on, and coordinate security initiatives within, the Federation; (b) identify, maintain, and make available security resources for Jewish community institutions, organizations, and congregations; (c) provide training opportunities on security-related issues and skills; and (4) assist the Federation's security staff designee with a community alert messaging system.
3. The Security Committee will be comprised of two parts: (a) a Security Executive Committee (SEC), consisting of eleven (11) members, including two (2) Co-Chairs, and (b) a Community Security Committee (CSC), consisting of representatives from all Jewish community institutions, organizations, and congregations.
4. The 11-member SEC will consist of two (2) Co-Chairs and up to seven (7) other members with at least one representative serving as co-chair or as a member of the committee, from each of the following: Federation, ADL (Anti-Defamation League), JCC, one congregation, JEF (Jewish Endowment Foundation of Louisiana), one representative of the Jewish Institutions located on or adjacent to Tulane University campus, and one constituent agency other than the JCC. The remaining positions will be filled from lay leadership of the larger Jewish community of the Greater New Orleans metropolitan area. There is no requirement that the SEC Co-Chairs be members of the Federation Board of Trustees, but they must be members of Federation.
5. SEC membership will be determined by the Federation Chair upon recommendation by the SEC Co-Chairs.
6. SEC members will serve terms of two (2) years, which may be renewed once, but no committee members will serve more than four (4) consecutive years.
7. The SEC Co-Chairs will serve at the pleasure of the Federation Board Chair and will be exempt from the two-year term limits applicable to SEC members, but their terms will last a minimum of one (1) year.
8. The SEC will conduct its business during quarterly meetings, plus others to be called if and when circumstances require.
9. The SEC will convene at least two (2) meetings per year of the CSC to communicate and disseminate security updates and/or provide training on specific security skills or issues. These meetings may be expanded to include the interested members of the broader community at the discretion of the SEC. The SEC may invite law enforcement and other emergency-response personnel to attend any meetings of the CSC.
10. The CSC meetings are intended for representatives of Jewish institutions, clergy, lay leadership, professional staff, and members of those organizations and may include invitations to law enforcement and other emergency-response professionals and civic leaders.

11. The SEC will provide periodic updates to the broader community via electronic communication from the Federation security staff designee, from time to time, as necessary.
12. The Federation shall designate an employee to serve as the security staff with responsibility for security considerations, including: (a) Federation operations and facilities; (b) supporting the SEC; and (c) acting as coordinator and initiator of the community alert messaging system.
13. The Co-Chairs or their designee shall be available, upon request, to present updates to the Federation's Board of Trustees and Executive Committee and will report, at least twice annually, to the Federation's Board of Trustees or Executive Committee.
14. SEC meetings will require a quorum of at least four (4) members, including at least one (1) of the Co-Chairs, to conduct any formal business.
15. Issues needing debate or collective determination within the SEC require a majority vote.

## Jewish Federation of Greater New Orleans Whistle-Blower Policy

November 18, 2009 (rev'd August 14, 2018)

- 1. Purpose:** The Jewish Federation of Greater New Orleans (hereinafter the “Federation”) requires board members, committee members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and comply with all applicable laws and regulatory requirements.
- 2. Reporting Responsibility:** The Federation intends to adhere to all laws and regulations that apply to the Federation. The underlying purpose of this policy is to support the Federation’s goal of legal compliance. Any concerns about possible fraudulent or dishonest conduct or other violations of any applicable laws and regulatory requirements should be reported. A board member or committee member should present his or her concerns to the Chair of the Board or Vice-Chair of the Board. If a board or committee member is not comfortable speaking with the Chair or Vice-Chair of the Board or is not comfortable with their response, however, the board member or committee member should speak with the Chief Executive Officer (hereinafter the “CEO”). An employee of the Federation should present his or her concerns to the CEO. If an employee is not comfortable speaking with the CEO or is not comfortable with the CEO’s response, however, the employee should speak with the Chair, the Vice-Chair of the Board, or another member the Federation’s management team.
- 3. No Retaliation:** The Federation will use its best efforts to protect a whistle-blower from retaliation. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistle-Blower Policy is intended to encourage and enable persons to raise serious concerns within the Federation before seeking resolution outside the Federation. Whistle-blowers who believe that they have been retaliated against may file a written complaint with the CEO or Chair. Any complaint of retaliation will be promptly, thoroughly, and objectively investigated, and appropriate corrective measures will be taken if the allegation of retaliation is substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, within the usual scope of their duties and based on valid performance-related factors.
- 4. Compliance Officer:** The Compliance Officer is responsible for investigating and resolving all employee complaints and allegations concerning violations of any ethical or legal principles or code applicable to the Federation and its employees. The CEO will act as the Compliance Officer for employee complaints regarding other employees. The Chair or his or her designee will take on the Compliance Officer role if the complaint involves the CEO. Should the complaint involve both the CEO and Chair, outside legal counsel or another appointee will carry out the function of the Compliance Officer.
- 5. Accounting and Auditing Matters:** The Audit Committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the Audit Committee until the matter is resolved.

**6. Requirement of Good Faith:** Anyone filing a complaint concerning a violation or suspected violation of the law or regulatory requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. The Federation will view as a serious disciplinary offense any allegations that prove to be unsubstantiated and to have been made maliciously or with knowledge of their falsity.

**7. Confidentiality:** Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**8. Handling of Reported Violations:** The Compliance Officer or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation will acknowledge receipt of the reported or suspected violation, by letter or e-mail, to the complainant within five (5) business days of receiving the complaint. All reports will be promptly, thoroughly, and objectively investigated, and appropriate corrective action will be taken if warranted by the investigation.

**Policy Regarding Special Supplementary Distributions to Constituent  
Agencies from Federation Investments**  
September 6, 2001

JFGNO invests its available funds in financial investments as directed by the Investment Committee and in accordance with the approved Investment Policy.

Federation may make a special annual distribution from the Federation's Investment Operating Account (hereafter the Account). Yields from investments from the Rosensen Custodial Fund, the Special Purposes Custodial Fund at JEF and other funds managed by the Investment Committee are not included in this policy.

1. Once a year from 2012 and thereafter, special supplementary distributions may be made from the Account based on the fair market value of the investments as of June 30 of that year.
2. Beginning in 2013, the calculation will be based on a three year rolling average of the fair market value as of June 30.
3. The distributions will be equivalent to 2% (two per cent) of the value of the investments at that time reduced by the amount of the budgeted investment income in the Federation operating budget. The latter is to be determined by the Finance Committee each year as part of the budget process in lieu of interest income previously received in years prior to 2011, where there were no direct investments.
4. The Executive Committee may consider a higher allocation of up to a maximum of 4% at its discretion, based on its assessment of the market value of the Account and in accordance with recommendations of the Finance Committee.
5. The distribution will be made among the Constituent Agencies based on the relative distributions made in the annual regular core allocations in the course of the same year.
6. In the case of Tulane Hillel, the special distribution will not be added to the contribution to the Texas Louisiana Hillel Consortium but made directly to Tulane Hillel.
7. The actual distributions will be carried out between July and September of the same year.
8. This policy will be reviewed on an annual basis by the Finance Committee as part of its mid-year review, and its recommendations will be brought to the Executive Committee for final approval.

**The Jewish Federation of Greater New Orleans**  
**JFGNO Special Purposes Custodial Fund**

1. A custodial fund will be established at Jewish Endowment Foundation to which the balance will be transferred
2. The fund will be administered by JEF in the manner of all custodial funds at JEF. The fund will be owned by JFGNO and all decisions regarding the fund will be made by the JFGNO Executive Committee and approved by the full board.
3. The fund will be named the JFGNO Special Purposes Fund.
4. The purpose of the fund be two-fold:
  - a. to be saved and only used for emergency and/or extra-ordinary purposes as designated by JFGNO
  - b. the annual proceeds of the fund will go to Federation's annual campaign
5. It is the intention of JFGNO that the principal of the fund remain intact unless there are emergency or extra-ordinary needs as defined at the time by JFGNO. These could include: major structural repairs, damage or replacement to Jewish community buildings; capital campaigns; future hurricane needs or other disaster; financial crisis at one of the constituent agencies or Federation.
6. The annual proceeds/contribution to the JFGNO campaign from the fund will be 5% based on their value as of the 30th of June each year.
7. The Executive Committee of JFGNO reserves the right to increase or reduce the annual payout should the financial yield from the earnings of the principal be considerably higher (up to 7% only) or considerably lower in a given year.

**Jewish Federation of Greater New Orleans**  
**Cash and Expenditures Memo**  
**12/31/2018**

**Expenses**

Most of the Jewish Federation expenses (including allocations to agencies) are routine such as expense reimbursements, office supplies, building expenses, etc. When bills are received in the mail they are forwarded to the Controller, or in some cases the Chief Executive Officer (CEO) or Chief Operating Officer (COO). Approval and account coding are designated to the Controller, Joel Meariman, CEO, Arnie Fielkow, COO, Sherri Tarr, or the appropriate section director. Once approved, they are placed in the Controller's inbox for payment. The Controller reviews all coding for appropriateness and accuracy.

Expense checks are run by the Controller as required. The operations account is used for Federation expenses and the special account is used for Metairie Building expenses. The account codes used are based on the annual budgets for the current fiscal year, which are coded into the G/L. Checks are entered in batch with the Batch ID typically structured as follows:

Y18 – Operating cks – Date i.e. Y18 – Operating cks – 11.20.18 or  
Y18 – Building cks – Date i.e. Y18 – Building cks – 11.20.18

Once the checks are printed, they are then forwarded to the COO or CEO for review and signing. In cases where a second signature is required, operational checks over \$500, the Controller will contact an authorized individual (certain members of the Executive Committee) and get the appropriate second signature.

The signed originals will then be stuffed and mailed, also by the Controller or Office Assistant, Brenda Montamat. Invoices are attached to the check copy and the original invoice is stamped as posted or cancelled. The Controller prepares the monthly bank reconciliations, which are available for review as requested.

Brenda Montamat, Office Assistant, receives the mail. The Office Assistant receives checks and forwards them to the COO for review. She forwards invoices directly to the Controller. The Office Assistant prepares bank deposits for campaign related checks. She forwards the deposits to the Controller for delivery to the bank. The Controller gets the unopened bank statements from the Office Assistant. The Controller prepares deposits slips for all items that are not campaign related.

Blank checks are kept secured in the Controller's office, and only the Controller has access to the blank checks. The Federation does not have a signature stamp and all voided checks are accounted for and defaced.

The Federation has a somewhat informal credit card policy. Three employees have a credit card; Arnie Fielkow, Sherri Tarr and Melody Kirkwood. Fielkow's card is used for business expenses incurred by him. Kirkwood's card is used primarily for office expenses, such as supplies and other small purchases. Tarr's card is used primarily for certain campaign expenses and other office expenses. The cards do not have a limit, but the Federation tries to keep card use at a minimum, encouraging advanced planning of spending and payment by check. They also have a crime policy covering theft and forgery, and also have a D & O policy.

Office supplies are maintained by the Executive Assistant/Office Manager, Melody Kirkwood, and any required replenishments are ordered by her. Supply requests are also sent to Melody for review before an order is placed.

For both deposits and disbursements either Joel Meariman, Controller, Sherri tarr, COO or the appropriate section director assigns the appropriate classification either as the receipt is received or via the Payment Authorization Request form. As part of his monthly close process, Joel reviews income and expenses to ensure items are classified and coded appropriately.

### **Petty Cash**

There are two petty cash funds. The office petty cash fund is maintained by the Controller. The building petty cash fund is maintained by the Facilities Manager, Sidney Payne.

The office fund is kept in a locked cabinet in the Controller's office. Only he has a key to the cabinet and his office is locked overnight. Petty cash is only reimbursed with valid receipts. The petty cash balance does not exceed \$300.

The building fund is kept in a locked drawer in the Facilities Manager's office. Only he has a key to the drawer. Petty cash is only reimbursed with valid receipts. The petty cash balance does not exceed \$200.

When reimbursement is necessary, the Controller/Facility Manager prepares a request for payment. A check is prepared, payable to the Controller. The check is processed through the normal process. The Controller presents the check at the bank and then replenishes the appropriate fund.

**Jewish Federation of Greater New Orleans**  
**Financial Reporting Memo**  
**12/31/2011**

Federation's accounting system allows booking various transactions under different categories. These include cash receipts, cash disbursements, accounts receivable & journal entries. The accounts receivable module is no longer used.

Our organization uses Journal Entries for an assortment of items, and authorization to book entries is limited to the Controller.

Some entries are reoccurring such as payroll, depreciation, monthly revenue entries, insurance expense and various reporting requirements. The reoccurring items are considered part of our daily activities and generally not reviewed and do not require Controller approval.

Journal entries are also used for non-reoccurring activity, corrections and reclassification between account coding. The majority of these entries are generally associated with the result of our monthly Financial Statement & General Ledger review. We also have several instances of one time or limited frequency activity. These entries are made or reviewed by the Controller.

**Jewish Federation of Greater New Orleans  
Information Technology  
12/31/2011**

**Accounting Software**

Jewish Federation uses *MIP Non-Profit Series* as a GL/Accounting Software package. The only other system that is separate is the fundraising software called *Millennium*. Note that Millennium also acts as the A/R software and is the only place that a detail of A/R exists. In addition, the JF uses Microsoft Office products such as Word and Excel.

During 2008 the *Millennium* software package was updated to a more current version (through a donation of funds).

All system users have limited access. The Controller administers the authorized level of access within the G/L and the Office Manager administers the level of access within Millennium.

**Jewish Federation of Greater New Orleans  
Payroll and Personnel Memo  
12/31/2018**

**Payroll and Personnel**

Payroll processing is outsourced to a payroll vendor, Highflyer.

Jewish Federation professional staff employees work a 34-hour standard workweek with overtime being very minimal. Building maintenance personnel are made up of full time and part time employees. The normal workweek for the building staff is 40 hours. Vacation and sick leave are accrued annually and the amount allowed varies, depending on job classification. Up to 35 hours of vacation can be carried over to the subsequent year with the hours having to be used by March 31 unless extended by the CEO. Unused sick leave is carried over at half the amount with a maximum of 30 days allowed to be carried over.

Since most employees are on fixed salary, time sheets are only required by building maintenance and receptionist staff, and to record vacation & sick leave for all other employees. The Controller maintains employee vacation & sick leave records.

All employees are on a bi-weekly pay cycle. Each pay period, the Controller, Joel Meariman, inputs any necessary adjustments to payroll the Tuesday before the pay period ends. He previews and once acceptable processes the payroll through the Highflyer website. Shortly thereafter reports are available via the website. Most employees are paid with direct deposit. No paystub is produced but employees have online access to the Highflyer software to view their information. Live checks are overnighted by Highflyer to the Controller's attention. The live checks are distributed to those in the office and mailed when required.

The Controller prepares a payroll spreadsheet and enters all the information from the Highflyer report in order to make the journal entry to MIP. Once a quarter, the information is balanced from the GL to Highflyer reports.

Note that manual checks are kept on-site in a locked cabinet in the Controller's office in case a check is needed immediately. However, they are rarely used.

The Federation maintains a payroll account with Hancock Whitney Bank. A transfer of roughly \$40,000 is made biweekly from Federation's operating account to the Payroll Account to cover payroll requirements. A reconciliation of the Payroll Account is performed monthly by the Controller.

**Jewish Federation of Greater New Orleans**  
**Pledges/Receipts Memo**  
**12/31/2011**

**Fund Raising Campaign (Revenue/Contributions)**

The "Annual Campaign" officially starts on July 1<sup>st</sup> in the year preceding the campaign year and runs through June 30 of the Campaign year. Pledges and contributions received after June 30<sup>th</sup> of the Campaign year will be included in next year's campaign.

The campaign currently includes donations from over 1,300 households. As donations are very rarely restricted, most donations go to the unrestricted category. The Federation COO organizes the campaign. It is primarily staffed with volunteers with two campaign chairs, one man and one woman. Each Chair has division chairs under them who are assigned specific duties. Their main responsibility is to recruit workers who do the campaigning.

The level of gift segregates the donors. If the usual gifts are:

- < \$1,000 – Campaigning is done by an annual telethon, by Phonathons, and some direct mail appeals.
- > \$1,000 – Donor will be solicited face to face or at a minimum receive a phone call from someone involved in the campaign.

Donor payments are made by check, money order, stock sales, credit card and cash. To pay by credit card, the donor must complete a form or call in the information. Some donors choose to have their credit card billed monthly until their pledge is satisfied. All credit card information is secured within the Office Assistant's office.

**Payments**

Payments are received at the office of the Jewish Federation via mail, phone and personal visit.

Upon receiving the mail, the COO will open and sort it by person and payment intent. Checks are then given to the office assistant. Checks are stamped as "deposit only." Next, a deposit slip is prepared noting the donor's last name and the amount. When possible, a separate deposit is done for each class of payment received such as annual campaign, in memory of/gift, reimbursements, or capital campaign. Individual records are updated in *Millennium* by the office assistant or other campaign support personnel. A copy is made of all deposit tickets & checks and both the original & copy are handed off to the Controller. The Controller makes the bank deposit and posts the activity to the G/L. The number of bank runs depends on the amount of activity. In cases where the daily deposit is a small amount it is locked in the Controller's office until additional deposits are received.

Note that during slow periods (June – October); deposits are taken to the bank only a few times a week, while during the busier times deposits are made each day. If a large check is received it is deposited immediately.

## Donations/Pledge Payments of Stock

Donations and/or pledge payments made via donations of shares of stock are handled through brokers assigned by the donor. The COO and office assistant handle stock donations for the Federation and refers them to the Federation's contact at Morgan Stanley if possible. The Sell order is on file and automatically processed. The proceeds are forwarded from the broker to the Federation and deposited as normal. The Morgan Stanley broker sometimes (particularly near year-end) accumulates proceeds from several sales and submits them all on one check. New donations received in this manner are sent a thank you letter. Pledge payments made in this manner are sent a thank you letter noting the number of shares given with no amount. In January, all donors receive a statement showing dollars paid during the year for those who gave a total of \$250 or more.