

Policy Regarding Special Financial Arrangements

Approved: January 27, 2021

The bylaws require that the Finance and Budget Committee be responsible for making special financial arrangements with members who need financial assistance in meeting their Financial Commitments to Congregation Beth David. The bylaws also require that our Financial Policy include procedures for providing financial relief for members experiencing economic hardship.

Definitions

1. The term “Membership Accounts Representative” shall refer to the staff member responsible for maintaining membership accounts in the Congregation’s membership management system.
2. The term “Director of Operations” shall refer to the most senior staff member responsible for the operations of the Congregation.
3. The pronouns used in this policy (they, them, their) shall apply to the adult members in a membership unit, whether it be an individual membership or a family membership. An action of one adult member in a membership unit shall be considered an action on behalf of all members in the membership unit.
4. The term “in attendance” shall be governed by the rules for attendance at meetings of the Board of Directors.

Special Financial Arrangements

1. A Special Financial Arrangement involves the mitigation of the Financial Commitments of a member or membership unit, including, but not limited to, reducing or eliminating any dues, assessments or fees established by the Board of Directors, or structuring payments to meet Financial Commitments over a period of time
2. Special Financial Arrangements are made between the membership unit and the Finance and Budget Committee.
3. Special Financial Arrangements are managed by the Financial Secretary, whose duty it is under the bylaws to ensure that accurate records are kept of all Special Financial Arrangements.
4. Normally, a request for Special Financial Arrangements shall be made to the Financial Secretary, but in cases where the membership has a personal relationship with the Financial Secretary, the request can be made to one of the other members of the Finance and Budget Committee. Any request received by the Membership Accounts Representative or the Director of Operations shall be forwarded to the Financial Secretary, unless the membership unit specifically requests that someone else on the committee manage their request.

5. In the event the number of requests becomes a burden to the Financial Secretary, requests may be given to other members of the Finance and Budget Committee to manage.
6. Whenever possible, the Finance and Budget Committee shall discuss any request without knowledge of the name or names of the members making the request. The member of the committee who is managing the request may disclose the name(s) if it is deemed necessary for the committee to properly consider the request. The clergy of the congregation may be consulted if it is deemed necessary by the committee.
7. A request shall be granted if approved by a majority of the members of the Finance and Budget Committee in attendance at a committee meeting, provided at least three members of the committee are in attendance. In cases where time is of the essence, a request may be granted if approved by three members of the committee in absence of a committee meeting.
8. The member of the committee who is managing the request shall notify the membership unit of the status of their request, and shall inform the Membership Accounts Representative of any approved Special Financial Arrangements. If the manager is not the Financial Secretary, they shall notify the Financial Secretary that all records have been updated.

Implementation

The Finance and Budget Committee shall be responsible for the implementation of this policy, and may develop any forms, guidelines and procedures it deems appropriate to assist in the implementation of this policy.