

Discipline to members and / or officers. Removal from Office

Any member of CBI, including Board Members, may be censured, suspended or expelled under the following circumstances after due notice and hearing set forth below:

- For violation of the Bylaws of CBI
- For acts of misconduct which bring (or may bring) discredit of CBI
- If a member has been convicted, adjudged or otherwise recorded as guilty by any court of a competent jurisdiction of a felony or a crime involving moral turpitude

Notification and Hearing

A Special Meeting of the Board of Trustees shall be promptly called to initiate the process herein. The Special Meeting shall be called as soon as possible after receiving the notification or discovery of a any of the discipline issues described above. If deemed necessary, by a simple majority of Board Members in attendance at the Special Meeting, the questioned member may be temporarily suspended from all duties and rights of Membership, until the situation is finally and fully resolved. If the accused member is a member of the Board of Trustees, his / her duties and any kind of representation of the Board of Trustees will be temporarily suspended until the issue is resolved.

- a. The accused member shall be notified in writing, by mail or e-mail (proof of delivery of notification shall be kept on file) of the charges made against him/her. In case it is made by phone, the accused member, or direct family member responding on behalf of the accused member, should be informed that notes are taken or the conversation is being recorded. In case of notes, they should be read to the person in question at the end of the conversation and he/she shall confirm the notification has been provided. Said notification shall be made within a maximum of three (3) working days after the decision is made by the Board of Trustees during the Special Meeting. An extra day may be added in case one of the three days to notify the accused member falls in a Shabbat or High Holidays. The Board shall offer the opportunity to the accused member to respond in person or in writing (mail, e-mail) within two (2) days of receipt of notice. One more day to receive a response can be granted to the accused member in case of extraordinary circumstances such as traveling or family or personal issues or Shabbat or High Holidays as detailed above. The extension shall be duly requested by the accused member or a direct family member, and approved by the Board of Trustees. If no response is received, or if the hearing does not take place as per the decision of the accused member not to accept such hearing, the Board will be entitled to make the decision that it deems necessary to resolve the situation.

- b. The notice shall include a summary of the reasons for the proposed suspension or expulsion.
- c. The Board of Trustees may have administrative and legal council at their own expense present at any hearing to advise it. At the discretion of the Board of Trustees, the complainant and/or the accused may have legal council present with them, but any such legal council may be excluded from attending or participating in the proceedings at any time at the discretion of the Board of Trustees.
- d. A comprehensive record of the hearing must be kept. The decision of the Board of Trustees shall follow the voting rules stated in the present By Laws. A report shall be made in writing containing the findings and the recommended disciplinary action, if any.
- e. The President, or in his / her absence or incapacitation the Vice President or other member of the Executive Committee, shall promptly transmit copies of the decision to the accused by mail or e-mail (keeping proof of delivery) and to other parties involved at the Board of Trustees' discretion. For decisions to be notified to the members of the Congregation, said notification shall take place within three (3) working days maximum of the decision made by the Board of Trustees and always after the accused member is notified. In case any further discussion in person with the accused member takes place, the President should be accompanied to such meeting with another member of the Board of Trustees. In no case shall the proposed meeting be attended by only one member of the Board.
- f. In any event, disciplinary procedures will be in accordance with federal and state laws in effect at the time a complaint or action is received or deemed necessary.