

# CONSTITUTION AND BY-LAWS OF TEMPLE SHOLOM

Monticello, New York

Revised March 2016

## **ARTICLE I: NAME AND PURPOSE**

1. This Congregation shall be known as TEMPLE SHOLOM of Monticello, New York.
2. The purpose of this Congregation shall be to promote the faith of Judaism,; to cultivate a love and understanding of Jewish Heritage through emphasis on principles of righteousness.
3. This Congregation shall be dedicated to a liberal interpretation of Judaism and shall affiliate with the Union for Reform Judaism (URJ).

## **ARTICLE II: MEMBERSHIP AND DUES**

1. Any Jewish person, their spouse or significant other, or any person seeking to be permanently identified with Judaism and not actively participating in another religion, may apply to become a member of the congregation. Members must be 18 years of age or older.
2. A single member of a family already affiliated with the congregation who is 21 years of age or over shall be required to apply for individual membership.
3. All members in good standing shall be entitled to vote. In the case of couples, each person shall have one vote.
4. The Board of Trustees shall determine the membership and religious school fee structures annually prior to submission of the fiscal year budget in the congregation.
5. A. The dues structure shall consist of the following categories:
  1. Single membership consisting of one person.
  2. Family members constituting all couples and heads of households.
  3. Senior single and family members, the same as above except at least one person in the family is 62 and older.
  4. Young single members and Young Family Members. Those under the age of 32 at application, if desired, shall have their dues reduced by 100% for the first year, 50% for the second year, and 25% for the third year. In case of a Young Family Member, only one of the heads of household need be under the age of 32 in order to qualify for a reduction. The requirement that 'all new member applications shall include agreement to pay a Building Fund obligation' (Article II, 5, C) may be delayed for the first year for a Young Membership.
- B. The congregation does not wish to deny membership to any person because of financial

problems. Therefore the Board of Trustees, or its designee, may allow dues remission or reduced dues and fees, at its sole discretion where there is reasonable evidence of financial hardship. Financial need is considered situational and must be established annually. Once any dues remission is agreed to such remission status shall remain as confidential as possible and the member shall have the same obligations and privileges as any other member.

- C. All new member applications shall include agreement to pay a Building Fund obligation.
  - D. Member status shall be considered unchanged until and unless written notification is provided to the secretary of the Temple. In the event of resignation from membership, any monies owed the Temple or its affiliates are due with the resignation.
6. The affirmative vote of at least two-thirds of the Congregation present and voting shall be required at a regular or special meeting for the purpose of levying special assessments.
7. Annual membership dues are due on the first of July and may be paid in installments as agreed to by the Temple. However, in order to be eligible for High Holy Day Tickets, a member must have paid the entire first quarter dues five days prior to the commencement of the High Holy Days. Full payment of any dues in arrears must be made in order for a member to attend and vote in the congregational meeting in May or in any specially called congregational meeting.
- A. Persons elected to membership during the year shall be required to pay full dues for that quarter and shall make payments thereafter as agreed to by the Temple.
  - B. Full payment of dues and religious fees for the entire fiscal year must be made prior to a Bar/Bat Mitzvah taking place. If such payments are not made, the Temple has the right to prohibit the ceremony from taking place.
8. Members who have not made their payments in a timely manner may be deprived of the privileges of membership by the Board of Trustees.
9. A member in good standing shall be entitled to the following privileges:
- A. The right to vote at all congregational meetings.
  - B. The right of his/her children to receive religious education provided the child is not receiving formal religious instruction in another religion.
  - C. The right of his/her children to be prepared for Bar/Bat Mitzvah and Confirmation. If the child is not Jewish, the child must convert to Judaism before becoming a Bar/Bat Mitzvah or being Confirmed.
  - D. The right of his/her Jewish children to become a Bar/Bat Mitzvah and be Confirmed at the Temple.

- E. The right to participate in activities of the Temple.
  - F. The right to a seat at religious services and High Holy Days for himself/herself and in the case of family membership, his/her children.
  - G. The right to burial in the Temple cemetery subject to the rules and regulations of the Cemetery Committee.
10. Any member 12 months in arrears shall receive a letter from the secretary of the Temple apprising the member that arrangements must be made to correct the arrears. If not corrected within 30 days from the date of the letter, that member will be dropped from the membership rolls. Reinstatement will require submission for membership for Board approval and payment of any past arrears.

**ARTICLE III: BOARD OF TRUSTEES**

1. The Board of Trustees shall consist of the officers, the most recent past President(s) and fifteen (15) Trustees. At the first annual meeting, Trustees shall be elected as follows:

Four Trustees shall be elected for a period of three years.

Four Trustees shall be elected for a period of two years.

Four Trustees shall be elected for a period of one year.

At all Annual Meetings thereafter, five Trustees shall be elected for a period of three years. Trustees may also be elected to fill any vacant positions. Trustees, Jewish and non-Jewish, must be members in good standing. Officers must be qualified to be Trustees and be Jewish.

2. Newly elected Officers and Trustees shall take office immediately after election.
3. The Board of Trustees shall be empowered to govern the affairs of the Congregations as follows:
- A. Control its revenue and property.
  - B. Determine annual membership dues.
  - C. Employ all necessary personnel.
  - D. Elect new members to the Congregation.
  - E. Audit and approve all bills for payment.
  - F. Fill any vacancy occurring on the Board of Trustees until the next annual election. At such time

the vacancy shall be filled for the unexpired term of the original member through regular election provisions as set forth.

- G. Order Special Meetings of the Congregation.
  - H. Prepare and approve the annual budget by a two-thirds vote of the board members present before presentation to the Congregation for its approval.
  - I. Take such other action as in its best judgment promotes the welfare of the congregation.
4. Meeting of the Board of Trustees shall be held at least once a month at the call of the President(s) upon reasonable notice.
  5. Any member of the Board of Trustees absent from three consecutive meetings for reasons other than illness, professional duties or with due cause, shall be subject to removal by the Board.
  6. Eight Board members shall constitute a quorum at a meeting of the Board of Trustees.

**ARTICLE IV: Congregation Annual Meeting**

1. The regular meeting of the Congregation shall be held in May on a date to be determined by the Board of Trustees, such meeting to be designated as the Annual Meeting.
2. Twenty five members of the Congregation shall constitute a quorum at any meeting of the Congregation.
3. The Annual Meeting of the Congregation shall be called for the following purposes:
  - A. Election of Officers and Trustees.
  - B. Approval of a budget by a majority of the Congregation present and voting.
  - C. Disposition of all other business that may be brought before the Congregation at this Annual Meeting.
4. The election of Officers and Trustees shall be held by use of printed ballots only in the event of nominations as provided for in Article IX, paragraph 3.
5. Each member of the Congregation shall be notified at least 14 days prior to the holding of the Annual Meeting and such notice shall be accompanied by a proposed budget for the ensuing year and the proposed nominees to office and such other notices as provided for in Article IX.
6. The five candidates receiving the largest number of votes for the office of Trustee shall be declared elected.

## **ARTICLE V: OFFICERS**

1. The officers of the Congregation shall consist of:
  - A. A President or Co-Presidents
  - B. A First Vice-President
  - C. A Second Vice-President
  - D. A Treasurer or Co-Treasurers
  - E. A Secretary
2. All officers shall be elected for a term of one year. There is no limit to the number of terms an officer may hold office.
3. The President(s):
  - A. Shall preside at all meetings of the Congregation and the Board of Trustees.
  - B. Shall, together with the Treasurer(s) or other designated officers sign checks. If the President is not available, an officer may take his/her place.
  - C. Shall appoint and remove committees to all of which he/she is to act as ex-officio member.
  - D. Shall call Special Meetings.
  - E. Shall sign legal documents.
  - F. Shall cast the deciding vote in case of a tie.
  - G. Shall make an Annual Report of the status of the Congregation at its Annual Meeting.
  - H. Shall perform all other duties incident to the office.
  - I. Shall also appoint such temporary committees as he/she deems necessary for the operation of the Temple.
4. The Vice-President:
  - A. Shall, in the absence of the President, assume all of his/her duties and responsibilities.

- B. Shall, in the event of a vacancy of the Office of the President, automatically succeed to the office of President.
5. The Treasurer(s):
- A. Shall be the custodian of all funds of the Congregation.
  - B. Shall deposit all monies in the Congregation's bank as designated by the Board of Trustees.
  - C. Shall be the disbursing agent of the Congregation as authorized by the Board of Trustees.
  - D. Shall report the financial condition of the Congregation monthly to the Board of Trustees.
  - E. Shall sign checks with the President or another designated officer. If the Treasurer is not available, an officer may take his/her place.
  - F. Shall prepare an Annual Report to the Congregation on the status of the treasury at the Annual Meeting.
  - G. Shall perform all other duties incident to the office.
6. The Secretary:
- A. Shall serve as Secretary of the Congregation and the Board of Trustees.
  - B. Shall take and prepare minutes of meetings.
  - C. Shall keep a register of the Congregation's membership.
  - D. Shall perform such other duties incident to the office.

#### **ARTICLE VI: THE RABBI**

1. The selection of a Rabbi shall be proposed by the Board of Trustees for approval by a majority of the Congregation present and voting at an Annual or Special Meeting.
2. The candidates for the position of Rabbi shall be recommended through the Rabbinical Placement Commission of the Central Conference of American Rabbis, the URJ, and the Hebrew Union College.

#### **ARTICLE VII: SEATING**

Seating in the Synagogue shall be unassigned at all times including the High Holy Days.

## **ARTICLE VIII: SPECIAL MEETINGS**

1. Special meetings of the Congregation may be called by the President, or at the request of a majority of the Board of Trustees, or by written petition of twenty five members of the Congregation.
2. Twenty five members of the enrolled Congregation shall constitute a quorum at a Special Meeting.
3. No business shall be transacted other than that specified in the call.
4. All resolutions or motions at Special Meetings shall require the affirmative vote of at least a majority of the membership present and voting.

## **ARTICLE IX: NOMINATIONS**

1. Nominations of all Officers and Trustees shall be made by a Nominating Committee appointed by the President. The Nominating Committee shall consist of five members of which at least three shall not be officers or members of the Board.
2. The slate of nominees selected by the Nominating Committee shall be reported to the Board of Trustees at least one month prior to the date of the Annual Meeting, and shall be sent to the Congregation at least 14 days prior to the date of the general election, together with a notice containing a copy of Article IX, paragraph 3.
3. Nominations for any elective office may be made by petition of at least ten members of the enrolled Congregation, said nominations to be filed with the President at least seven days before the general election.
4. Notice of nominations by petitions must be sent to all members of the Congregation at least four days before the general election.
5. All nominees on the printed ballot shall be listed in alphabetical order of surname, as provided for in Article IV, paragraph 4.

## **ARTICLE X: FISCAL YEAR**

The Fiscal Year shall begin annually on the first of July.

## **ARTICLE XI: REAL ESTATE**

Before any contract for the purchase, sale or alienation of real estate by or for the Congregation shall be entered into, the Board of Trustees shall ascertain all of the relevant material facts and submit them to the Congregation at either a Regular or Special Meeting. It shall require the approval of at least two-thirds of the Board of Trustees to authorize any purchase, sale or alienation of real estate.

**ARTICLE XII: AMENDMENTS**

1. Amendments to the Constitution and By-Laws shall be presented in writing and shall be proposed by the Board of Trustees or by at least ten percent of the members of the Congregation, and shall be filed with the Secretary.
2. Such amendments may be acted on at the Annual Meeting of the Congregation or at any Special Meeting called for that purpose.
3. Copies of the proposed amendments shall be sent to each member, along with the notice of the meeting at least seven days prior thereto.
4. Approval of at least two thirds of the membership present and voting shall be necessary to adopt any amendment.

**ARTICLE XIII: IMPEACHMENT**

Officers and Trustees of the Congregation are subject to impeachment proceedings upon written petition of at least twenty five members of the Congregation.

**ARTICLE XIV: RULES OF ORDER**

Rules of procedure at meetings shall be determined by the person presiding over the meeting using Robert's Rules of Order.