

**CONSTITUTION AND BY-LAWS OF  
CONGREGATION BETH SHOLOM**

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**CONSTITUTION AND BY-LAWS OF  
CONGREGATION BETH SHOLOM**

Teaneck, New Jersey  
Which was Established October 11, 1951

**PREAMBLE**

We, the members of Congregation Beth Sholom, a Conservative Synagogue, hereby join our hearts and hands to worship GOD, to live as committed Jews and help each other live a better Jewish life as loyal citizens of our community and the United States of America. This Constitution will guide us in furthering our cause and help us to reach our goal.

**ARTICLE I - NAME**

This organization shall be known as Congregation Beth Sholom of Teaneck, New Jersey.

**ARTICLE II - OBJECTIVES**

The objectives of this organization shall be to promote religious observance as well as the cultural and social welfare of its members and the Jewish community at large.

**ARTICLE III - MEMBERSHIP**

**Art.III, Section 1 - Eligibility.** Any person of the Jewish faith, 18 years of age or older, of good moral character, shall be eligible for membership.

**Art.III, Section 2 - Types of Membership.** There shall be four types of membership:

**(a) Family Membership** - shall be extended to married couples, each of the Jewish faith, and all of their unmarried dependent children of the Jewish faith. Husbands and wives shall be entitled to all membership privileges. Each spouse shall be entitled to one vote, provided that spouse is present at the place and time of voting.

**(b) Individual Parent Family Membership** - shall be extended to individual parents of the Jewish faith and all of his/her unmarried dependent children of the Jewish faith. Each individual parent shall be entitled to all membership privileges and to one vote provided he/she is present at the time and place of voting.

**(c) Individual Membership** - shall be extended to any man or woman of the Jewish faith. He or she shall be entitled to all membership privileges and one vote if present at the time and place of voting.

**(d) Associate Membership** - shall be extended, on a case by case basis, to any man or woman of the Jewish faith who wishes to support and maintain connection with Congregation Beth Sholom, but who is unable to participate as a congregant or is a bona fide full member in another synagogue. Except as otherwise provided by the Board of Trustees, an associate member shall not be entitled to any membership privileges other than receipt of the monthly congregational bulletin.

### **Art.III, Section 3 - Review of Membership Applications.**

All membership applications shall be reviewed by the membership committee. The Rabbi shall review the applicant's status as a Jew. The membership committee shall rule on the applicant's acceptability. The decision of the committee may be appealed to the Board of Trustees.

## **ARTICLE IV - ARMS AND AFFILIATES**

**Art.IV, Section 1 - Arms.** An "Arm" supports the objectives set forth in the Preamble and Article II. Congregation Beth Sholom recognizes as its integral Arms:

**(a)** Sisterhood of Congregation Beth Sholom.

**(b)** Men's Club of Congregation Beth Sholom.

**Art.IV, Section 2 - Affiliates.** An "Affiliate" is a corporation organized by and for the Congregation to carry out one or more of its objectives. Congregation Beth Sholom recognizes as its Affiliates:

**(a)** Congregation Beth Sholom Memorial Association, Inc.

**(b)** Congregation Beth Sholom Holdings, Inc.

## **ARTICLE V - DUES, FEES AND ASSESSMENTS**

**Art.V, Section 1 - Setting.** Membership dues and assessments shall be approved by the Congregation. All other fees shall be determined by the Board of Trustees.

**Art.V, Section 2 - Due Date.** The annual dues for membership shall be due and payable on the first day of January for the ensuing calendar year. New members who join the Congregation on or after July 1st shall pay one-half annual dues for the remainder of the calendar year.

**Art.V, Section 3 - Arrears.** Any member who is one year or more in arrears in payment of dues shall be notified by the Financial Secretary by certified mail that the account is delinquent, and the amount that is due and payable. If the amount due is not paid by September 1st of that year, the member will automatically cease to be a member in good standing of the Congregation and all rights and privileges of membership shall be suspended. A member suspended for non-payment of dues and/or assessments shall be reinstated to good standing membership if full payment is made by December 1st of that year. If full payment is not made by that date, membership will be revoked.

**Art.V, Section 4 - Waivers.** Payment of dues, fees or assessments, in whole or in part, may be waived or deferred by a special committee consisting of the President of the Congregation, the Financial Secretary and one additional member of the Board of Trustees of the Congregation in good standing to be appointed by the President. Each waiver or deferral shall be reviewed annually.

**Art.V, Section 5 - Reinstatement of Membership.** A member who resigns or whose membership in the Congregation is revoked for non-payment of dues and/or assessments, can be reinstated to membership only upon complete payment of all dues, assessments and pledges in arrears at the time of the resignation or revocation of his/her membership.

**Art.V, Section 6 - Building Fund.** Each membership, except for associate membership, shall pay an assessment to the Building Maintenance Fund in the amount and manner as prescribed by the Congregation.

**Art.V, Section 7 - Postponement of Building Fund.** New members may elect to postpone their building maintenance fund obligation for the first year of their membership.

**Art.V, Section 8 - Gifts to Congregation.** Members shall be encouraged to provide gifts to the Congregation throughout the year and in planning their estates. The President, with the approval of the Board of Trustees, shall make provision for suitable recognition of all gifts received.

**Art.V, Section 9 - Reduced Dues.**

(a) The dues for a family in which the older spouse is under 30 years of age as of January 1st, shall be one-half (1/2) regular annual dues for that calendar year.

(b) An individual member who is under 30 shall have the option of paying one-half (1/2) regular annual dues for an individual membership.

(c) One year of free membership will be extended to newly married couples of the Jewish faith where either spouse is the child of a member in good standing.

## ARTICLE VI - CONGREGATIONAL MEETINGS

**Art.VI, Section 1 - Congregational Meetings.** The Congregation shall have (2) regular business meetings each year, which shall be held on the third Wednesdays of November and May. Election of officers of the Congregation shall be held at the May meeting which shall be known as the Annual Meeting. The budget shall be submitted for adoption by the Congregation at the November congregation meeting. A quorum shall consist of twenty (20) individuals who are members in good standing. In the event the budget is not approved at the aforesaid Congregational meeting by reason of lack of a quorum, the budget shall be considered automatically adopted. In the event that it shall be found necessary, the President, in consultation with the officers, shall have the authority to change the date of the meeting to a date within thirty (30) days of the original date.

**Art.VI, Section 2 - Meeting Notices.** Meeting notices containing an agenda shall be mailed by the Corresponding Secretary to the membership at least seven (7) days prior to the scheduled meeting. The notice shall also contain the text of any motion to be submitted by the Board of Trustees.

**Art.VI, Section 3 - Special Meetings; Notice.** The President or, in his/her absence, a Vice-President may call a special meeting. It shall also be his/her duty to call a special meeting of the Congregation whenever requested to do so in writing by ten (10) members of the Congregation who are in good standing. At least four (4) days written notice of the special meeting shall be given to members of the Congregation by the Corresponding Secretary. The purpose of the special meeting must be stated in the notice, as well as the text of any motions to be voted on. Only the business stated in the notice, shall be transacted at said special meeting.

## ARTICLE VII - OFFICERS, TRUSTEES AND ELECTION

**Art.VII, Section 1 - Officers; Assumption of Duties.**

**(a) Officers.** At its Annual Meeting, the Congregation shall elect the following officers for a term of one year.

President

1st Vice President

2nd Vice President

3rd Vice President

Treasurer

Financial Secretary

Recording Secretary

Corresponding Secretary

and ten (10) trustees for a term of two (2) years.

**Art.VII, Section 1 (b) Assumption of Duties.** Elected officers and trustees shall assume their duties and responsibilities on June 1<sup>st</sup> regardless of the timing of any congregational recognition of outgoing and incoming officers which, for reasons of scheduling, may occur before or after June 1st.

**Art.VII, Section 2 - Restrictions re Holding Office; Death, Resignation, Incapacity; Successorship.**

**(a) Restrictions on Holding Office.** No officer or trustee shall hold more than one office at the same time or be re-elected to the same office for a third consecutive term. Two members of the same family may not be officers of the Congregation at the same time. Trustees, however, may serve simultaneously with family members who are officers or other trustees.

**(b) Death, Resignation, Incapacity; Successorship.** In the event of the removal, death, resignation or incapacity of any officer or elected trustee, a successor shall be elected by the Board of Trustees based on the recommendations of the Nominating Committee, to fill the vacancy for the unexpired term. A successor who serves less than half a term shall be eligible to serve two immediately following, consecutive terms.

**Art.VII, Section 3 - Nominating Committee.**

**(a) Formation.** A Nominating Committee shall be designated by the President, subject to the approval of the Board of Trustees, to nominate individuals as officers and trustees for the next term of office.

The Committee shall consist of seven members.

Four committee members shall be from the congregational membership-at-large, i.e., a member who is not a trustee, officer or leader of a congregational arm. If available, two of these four members shall have served in the previous year as membership-at-large committee members.

Three members shall be from the Board of Trustees. If available, one of these three members shall have served in the previous year as a Board of Trustees committee member.

There shall be one alternate from the membership-at-large and one from the Board of Trustees.

The President shall appoint a temporary chair of the committee. At its first meeting, the committee members shall choose from among themselves a permanent chair.

**(b) Appointment, Meetings & Duties.** The appointment of the Nominating Committee shall be announced not later than September 1<sup>st</sup>.

The committee shall hold not less than two (2) meetings for the consideration of a slate of officers and trustees. The first meeting, to be held in January, shall be open to the membership-at-large which shall be given notice thereof requesting suggestions and

recommendations of candidates for the various positions. Subsequent meetings shall be closed. A slate of candidates shall be nominated with one (1) candidate for each position. The slate shall be presented to the Board of Trustees at its regular meeting in March for its recommendation to the Congregation.

**(c) Effect of Nomination.** Any member of the committee who accepts a nomination for any position as officer or trustee shall resign from the committee forthwith and shall be replaced by an alternate.

**(d) Order of Nominations.** The order of nominations of officers and trustees shall be as follows: President, three Vice Presidents, Treasurer, Financial Secretary, Recording Secretary, Corresponding Secretary and 10 Trustees.

**(e) Posting of Nominations.** The Nominating Committee shall deliver a list of the proposed officers and trustees to the Corresponding Secretary who shall arrange for a copy to be posted on the bulletin board of the Congregation, not less than twenty (20) days prior to the May meeting of the Congregation.

**(f) Notice to Congregation.** The Corresponding Secretary shall mail to each member, not less than 20 days prior to the May meeting, a notice containing the slate of candidates. The notice of meeting shall also contain a statement as follows: "Additional nominations may be made by petition signed by five members in good standing and presented to the Corresponding Secretary not less than one week prior to the election."

**(g) Election Procedure.** All officers and the trustees shall be elected collectively, except in the case of a contested position. In the event of a contest, the vote for that position shall be by secret ballot.

**(h) Nominating Petitions; Voting; Multiple Candidates.** There shall be no limit to the number of nominations by petition that can be made for each position.

The successful candidate for a contested position of an officer must have a majority of the votes of the members present and voting. If there are more than two candidates for an officer's position and no candidate has a majority, a run-off election shall be held between the two candidates receiving the highest number of the total votes cast. The person receiving the majority of votes in the run-off shall be declared elected.

In the event there are more than ten candidates for the position of trustee, members shall vote for 10 of the candidates. The 10 candidates receiving the most votes shall be declared elected.

**(i) Appointment of Tellers.** The President shall appoint tellers as the President shall deem necessary.

## **ARTICLE VIII - EXECUTIVE BOARD**

### **Art.VIII, Section 1 - Composition; Meetings; Duties.**

There shall be an Executive Board consisting of all elected officers, the chairman of the Board of Trustees, the President or Permanent Designee of each of Sisterhood and Men's Club, and past presidents of the Congregation which shall meet monthly and make recommendations for action by the Board of Trustees.

**Art.VIII, Section 2 - Emergency Spending Authority.**

In an emergency, *i.e.*, when a decision must be made before the next Board of Trustees meeting, the Executive Board shall have the right to spend up to \$10,000 between regular monthly meetings of the Board of Trustees if approved by two-thirds (2/3) vote of the Executive Board present.

If a meeting of the Executive Board cannot be convened, then the decision to spend funds for the emergency may be made after polling the Executive Board members. In either event, the decision to expend funds for the emergency shall be in writing setting forth the emergency and who voted to authorize the expenditure.

**ARTICLE IX - BOARD OF TRUSTEES**

**Art.IX, Section 1 - Composition.** The Board of Trustees shall consist of:

- (a) All elected officers.
- (b) Twenty (20) trustees who are members of the Congregation as defined in Article III, Section 2(a)(b)(c).
- (c) All past Congregation Presidents who are members of the Congregation as defined in Article III, Section 2(a)(b)(c).
- (d) All Life Trustees as defined in Article IX, Section 4(k).
- (e) The President or the Permanent Designee of Sisterhood for the term of the Board.
- (f) The President or the Permanent Designee of Men's Club for the term of the Board.

**Art.IX, Section 2 - Quorum.** Seventeen (17) members shall constitute a quorum. All members of the Board of Trustees must be members in good standing of the Congregation.

**Art.IX, Section 3 - (a) General Duties & Responsibilities.** It shall be the duty and responsibility of the members of the Board of Trustees to set a good example and pattern for the general membership by regular attendance at religious services and congregational activities.

(b) **Governance.** The Board of Trustees shall determine its own rules of government and meetings, provided the rules do not conflict with the Constitution.

(c) **Committee Leadership.** All Trustees must agree to accept a chairmanship or co-chairmanship of a standing or ad hoc committee.

**Art.IX, Section 4 - Particular Duties, Authority and Powers.**

The Board of Trustees shall be charged with the following duties:

**(a) Congregational Property and Affairs.** It shall have custody of all property belonging to the Congregation and shall manage the affairs of the Congregation in accordance with its Constitution and By-Laws.

**(b) Spending Authority.** It shall have the right and authority to conclude all contracts and make all necessary expenditures not exceeding \$10,000 per item. Contracts or expenditures in excess of this amount must be authorized by the Congregation at a general or special membership meeting.

The \$10,000 limit per item shall not be exceeded by redefining the item or service to be purchased, or the project to be undertaken, by subdividing the same into component parts - actual or temporal - so that the effective total cost of the subdivisions of an item, service or project exceeds \$10,000.

**(c) Power to Suspend.** It shall have the power to suspend or expel any member of the Congregation for improper or immoral conduct or for violations of the rules of the Congregation.

**(d) Absences; Vacancy.** The office of any elected member of the Board who shall be absent for three (3) meetings without satisfactory explanation shall be declared vacant by the Board of Trustees.

**(e) Policies.** It shall formulate the policies of the Congregation and shall see to it that the policies and the terms of this Constitution are faithfully observed.

**(f) Supervision.** It shall supervise all activities and functions of the Congregation.

**(g) Reporting Requirements.** It shall receive, through the Corresponding Secretary, quarterly written reports from all committees, on or before the 1<sup>st</sup> of September, December and March and a final written report on or before the 1<sup>st</sup> of May. The reports shall set forth: (1) the names of all committee members; (2) the dates meetings were held; (3) a summary of the issues addressed, the recommendations made and the actions taken; and (4) a list of continued issues and future priorities.

The Board of Trustees may require more frequent reports from any committee if it deems it necessary.

**(h) Frequency of Meetings.** It shall meet monthly.

**(i) Presiding Chair.** At the first meeting of its term, the Board of Trustees shall elect from its membership a chair, who shall preside at each meeting, for the term of the Board.

**(j) Budget Review.** It shall review the budget for the coming fiscal year at the October meeting of the Board of Trustees and recommend a budget for adoption to the Congregation at the November meeting.

**(k) Life Trustee Status.** Any member in good standing, as defined in Article III, Section

2(a)(b)(c) who shall have served in an elective office, or as trustee of the Congregation for ten (10) years (not necessarily consecutively), shall be deemed a Life Trustee of the Board with voting privileges.

## **ARTICLE X - DUTIES OF OFFICERS**

### **Art.X, Section 1 - President: Duties, Authority and Power.**

(a) The President shall preside at all meetings of the Congregation. The President shall see to it that the Constitution and By-Laws of the Congregation are observed and that the officers faithfully discharge their duties. The President shall appoint all committee chairs. At any meetings at which the President serves as Chair, the President shall not vote except in case of a tie or when a secret ballot is taken.

(b) The President shall designate the duties for each of the Vice Presidents as defined in section 2(b) of this article. Every attempt shall be made to provide each of the Vice Presidents, in the event of multiple terms of service in office as a Vice President, with experience in the three areas defined in Section 2 below including the respective committees associated with those areas.

(c) The President shall have power to authorize non-budgeted single expenditures between regular meetings of the Congregation or Board, provided the expenditures shall not exceed \$1,000.

(d) The President shall prepare an annual report in writing which shall be a consolidation of committee reports and shall be disseminated at the annual meeting of the Congregation in May.

(e) The President shall be a voting member of all committees except the nominating committee.

### **Art.X, Section 2 - Vice Presidents: Duties, Authority and Power.**

(a) The Vice Presidents shall assist the President in the discharge of his/her duties and, in the absence of the President, the First Vice President shall perform the duties of that office, and in the absence of both the President and First Vice President, the Second Vice President shall perform the duties of the President. In the absence of the President, the First Vice President and the Second Vice President, the Third Vice President shall perform the duties of the President.

(b) One Vice President shall be responsible for membership. One Vice President shall be responsible for finances. One Vice President shall be responsible for programming.

The Vice Presidents shall also be responsible for and have a vote in the committees to which they are appointed by the President.

**Art.X, Section 3 - Treasurer.** The Treasurer shall have custody of all congregational funds. The Treasurer shall be responsible for payment of all bills rendered to the Congregation after approval by a committee chairman provided same are within the limits of the committee's budget. All

excess expenditures must be approved by the Board of Trustees. The Treasurer shall present financial reports, quarterly to the Board of Trustees and at each meeting of the Congregation. The Treasurer shall present an annual report showing the financial condition of the Congregation.

**Art.X, Section 4 - Authority to Sign Checks.** All checks must have two (2) signatures of the following five (5) officers: President, First Vice President, Second Vice President, Treasurer and/or Financial Secretary. Although it is not mandatory, it is recommended that if the Treasurer or Financial Secretary is available, checks shall be countersigned by either of these officers.

**Art.X, Section 5 - Financial Secretary.** The Financial Secretary shall collect all monies due to the Congregation; shall keep an account of the dues of each member and notify all members who are in arrears and perform other duties as the Congregation may require in connection with the finances thereof. The Financial Secretary shall submit to the Treasurer, within three (3) days after deposit, proof of deposit in such banks as designated by the Board of Trustees and an itemized list of receipts. The Financial Secretary shall render reports, quarterly to the Board of Trustees and at each meeting of the Congregation in connection with the finances. The Financial Secretary shall present an annual report showing the fiscal condition of the Congregation.

**Art.X, Section 6 - Recording Secretary.** The Recording Secretary shall keep a true and correct record of the minutes of the Congregation and of the Board of Trustees. The Recording Secretary shall be present at all meetings and shall keep a separate book for constitutional amendments and motions passed according to the subject matter, and shall also perform, in general, other duties ordinarily related to the Recording Secretary's office. The written records shall be maintained permanently. If for some reason the Recording Secretary cannot be present, the President shall select an ad hoc replacement.

**Art.X, Section 7 - Corresponding Secretary.** The Corresponding Secretary shall conduct the correspondence from the Board of Trustees to the Congregation members. The Corresponding Secretary shall keep a record of attendance at meetings of the Board of Trustees and a list of reasons for members' absence and report same to the Chair of the Board. The Corresponding Secretary shall also keep a record of attendance at congregational meetings. The attendance records shall be maintained permanently with the official minutes of the meeting.

## **ARTICLE XI - RABBI**

**Art.XI, Section 1 - Selection Of.** The Congregation shall choose the Rabbi and vote on the Rabbi's contract, and any changes thereof, by majority vote in a closed ballot. Written notice of the vote shall be sent to all members at least one (1) week prior to the date set for the selection or contract approval.

**Art.XI, Section 2 - General Duties.** The duties of the Rabbi shall include all functions normally performed by the office of the Rabbi. The Rabbi shall conduct religious services and shall be the Congregation's authority for all matters of Jewish law and practice. The Rabbi shall oversee educational activities conducted under the sponsorship of the Congregation.

**Art.XI, Section 3 - Additional Duties.** Additional specific duties of the Rabbi, not in conflict with the terms of this Constitution, may be incorporated in the contractual agreement arranged by the Congregation with the Rabbi.

## ARTICLE XII - COMMITTEES

**Art.XII, Section 1 - Standing Committees.** Standing Committees shall be in place for administrative, financial, programming and community/social action purposes:

### **A. Administrative:**

1. Building Utilization (rental).
2. Constitution.
3. House and Grounds.
4. Human Resources.
5. Membership.
6. Nominating.
7. Public Relations.
8. Rabbi Liaison.
9. Ritual.

### **B. Financial:**

10. Audit.
11. Endowment Fund.
12. Finance and Budget.
13. Fundraising.

### **C. Programming:**

14. Adult Programming.
15. Children's Programming.
16. Library.
17. Youth Activities.

### **D. Community/Social Action:**

18. Ayin L'Tzion.
19. Chesed.
20. Teaneck Jewish Community Council Liaison.
21. Tikkun Olam (Social Action).
22. UJA Federation of Northern New Jersey Liaison.
23. United Synagogue Liaison.

**Art.XII, Section 2 - Selection of Committee Members.** Chairs of all committees except the nominating committee shall have the privilege of selecting additional members to serve on their committee, with the prior knowledge of the President or the Vice President to whom the chair reports.

## ARTICLE XIII - DUTIES OF COMMITTEES

The committees shall have duties as follows:

**Art.XIII A. Administrative:**

**Section 1. - Building Utilization (rental).**

- The Building Utilization Committee shall arrange and keep a record of dates for meetings and religious and social functions of the Congregation. It shall also arrange and keep a record of dates for those wishing to conduct functions in the congregational buildings, such as Bar/Bat Mitzvahs and Weddings, all in accordance with fees set by the Board of Trustees. Notice of all dates and types of functions shall be furnished to the House and Grounds Committee and the Synagogue Administrator.

**Section 2. - Constitution.**

- The Constitution Committee shall interpret the intent and meaning of the Constitution and recommend revisions. It shall maintain a current and accurate edition of the constitution.

**Section 3. - House and Grounds.**

- It shall be the duty of the House and Grounds Committee to see that necessary care is given to the buildings and grounds owned by the Congregation. It shall also be its duty to maintain a perpetual inventory of all property of the Congregation, other than religious articles, and render an annual report thereof.

**Section 4. - Human Resources.**

- The Human Resources Committee shall be responsible for all matters concerning the personnel of the Congregation. It shall make recommendations for hiring, retention and compensation of employees and shall evaluate their performance annually.

**Section 5. - Membership.**

- The Membership Committee shall perform outreach to obtain new members, enroll and assist in integrating new members, make recommendations for retention of existing members, keep track of membership trends and attempt to determine the reason for any member's resignation.

**Section 6. - Nominating.**

- The duties of the Nominating Committee are described and defined in Article VII, "Officers, Trustees and Election".

**Section 7. - Public Relations.**

- The Public Relations Committee shall promote and enhance the image of the Congregation and shall publicize congregational activities in appropriate venues.

**Section 8. - Rabbi Liaison.**

- The Rabbi Liaison Committee shall provide an ongoing, structured forum for dialogue between the Board of Trustees and the Rabbi about concerns within the Congregation and how to work cooperatively to address them.

The Liaison Committee meetings shall identify areas where change is desirable; work on solutions to problems and difficult or sensitive issues; share constructive advice; and improve communication, dynamics and the working relationship between the Rabbi and members of the Board and the Congregation.

The committee shall be convened by the President who shall select 3 to 6 members of the Board of Trustees to serve for a one (1) year renewable term. The committee shall meet quarterly with the Rabbi, as well as on an as-needed basis.

**Section 9. - Ritual.**

- It shall be the duty of the Ritual Committee together with the Rabbi to supervise all religious activities and report to the Board of Trustees as to the manner in which the activities are being supervised and conducted. It shall be responsible for the inventory, care and maintenance of religious articles.

**Art.XIII B. Financial:**

**Section 10. - Audit.**

- The Audit Committee shall independently review and audit the activities and reports of the Finance and Budget Committee and the arms and affiliates of the Congregation and all of the accounts of the Congregation, and make reports thereof to the Executive Board and the Board of Trustees. At no time may any member be simultaneously a member of the Audit Committee and the Finance and Budget Committee.

**Section 11. - Endowment Fund.**

- The Endowment Fund Committee shall be responsible as follows for the Beth Sholom Endowment Fund.

(a) The Beth Sholom Endowment Fund shall support the objectives of the Congregation through income generated by the Fund.

(b) The Endowment Fund shall be the property of the Congregation and shall be held in its corporate capacity. Accordingly, the Congregation, in its corporate capacity, shall have the ultimate authority and control of all property in the Endowment Fund, and the income derived therefrom. The income shall be spent

for educational, cultural, religious and social welfare purposes to benefit the members of the Congregation and the community at large.

(c) Investment and management of the Endowment Fund shall be under the authority of the Board of Trustees who shall delegate responsibility to the Endowment Fund committee whose members shall be selected by the President of the Congregation. The Committee must have a minimum of three members of which one must be a financial officer of the Congregation. In managing the Endowment Fund, the Committee will seek to balance the needs of current and future generations of the Congregation by prudently managing the Endowment Fund and recommending spending policies to the Board to preserve the real value of the Endowment Fund.

(d) The policies and objectives for the operation and management of the Endowment Fund shall be recommended by the Fund Committee and approved by the Board of Trustees on at least an annual basis. The Fund Committee shall select the financial instruments in which the Endowment Fund invests. The Fund Committee shall monitor the performance of the investment program with periodic reports to the Board and shall recommend distributions to the operating budget for approval by the Board.

#### **Section 12. - Finance and Budget.**

- It shall be the duty of the Finance and Budget Committee to recommend to the Board of Trustees no later than at its October meeting, the budget for the next fiscal year, including all suggested fees. It shall review rates for membership dues and assessments and make recommendations to the Board of Trustees. The fiscal year and the dues year will both follow the calendar year. At no time may any member be simultaneously a member of the Finance and Budget Committee and the Audit Committee.

#### **Section 13. - Fundraising.**

- The Fundraising Committee shall recommend ways to the Board of Trustees to raise funds for the Congregation and shall help implement fundraising activities as are approved by the Board.

### **Art.XIII C. Programming:**

#### **Section 14. - Adult Programming.**

- The Adult Programming Committee shall be in charge of the cultural and educational programs of the Congregation and shall prepare and schedule suitable activities.

**Section 15. - Children's Programming.**

- The Children's Programming Committee shall plan, implement and supervise the religious, cultural and social activities of the Congregation for children of pre-Bar/Bat Mitzvah age.

**Section 16. - Library.**

- The Library Committee shall maintain and enhance the library's collection and shall encourage its use.

**Section 17. - Youth Activities.**

- The Youth Activities Committee shall be charged with the responsibility of developing and maintaining a program of youth activity within the framework of the United Synagogue of Conservative Judaism.

**Art.XIII D. Community/Social Action:**

**Section 18. - Ayin L'Tzion.**

- The Ayin L'Tzion Committee shall heighten awareness about Israel, promote and enhance programs related to Israel and Zionism, encourage members to strengthen their ties to Israel and develop support for the Masorti movement, its institutions and programs.

**Section 19. - Chesed.**

- The Chesed Committee shall provide assistance to members of the Congregation in the event of the death of a family member, birth of a baby, illness in the family or any occasion when help may be needed.

**Section 20. - Teaneck Jewish Community Council Liaison.**

- The Teaneck Jewish Community Council Liaison Committee shall represent the Congregation on, and serve as liaison with, the Teaneck Jewish Community Council and shall keep the Congregation informed of the activities of that organization.

**Section 21. - Tikkun Olam (Social Action).**

- The Tikkun Olam (Social Action) Committee shall have the responsibility of developing and maintaining liaison with other organizations in the community. It shall have the responsibility of studying community problems which may arise from time to time and make recommendations for appropriate action to the Board of Trustees.

**Section 22. - UJA Federation of Northern New Jersey Liaison.**

- The UJA Federation of Northern New Jersey Liaison Committee shall serve as liaison with the Federation and shall be charged with the responsibility of coordinating the fund raising activities of that organization within the Congregation.

### **Section 23. United Synagogue Liaison.**

- The United Synagogue Liaison Committee shall serve as liaison with the United Synagogue of America and shall be charged with the responsibility of keeping the Congregation informed on national and regional activities of the Conservative Movement.

## **ARTICLE XIV - ORDER OF BUSINESS**

**Art. XIV, Section 1 - Order of Business.** The normal order of business for all meetings of the Board of Trustees and the Congregation shall be:

1. Reading of minutes and correspondence.
2. D'var Torah.
3. President's report.
4. Treasurer's & Financial Secretary's reports.
5. Vice Presidents' reports.
6. Rabbi's report.
7. Reports of Arms & Affiliates.
8. Unfinished business.
9. New business.
10. Good and welfare.

The order of any Board of Trustees meeting may be modified by a majority vote of the members present.

**Art. XIV, Section 2 - Parliamentarian.** A parliamentarian for all meetings of the Board of Trustees shall be chosen by the Chair from among the members of the Board, with the consent of the trustees. The parliamentarian, or an alternate selected in his/her absence, shall advise the Board on parliamentary procedure as needed.

**Art. XIV, Section 3 - Robert's Rules of Order.** ROBERT'S RULES OF ORDER REVISED shall apply in determining all questions of Parliamentary procedure.

## **ARTICLE XV - AMENDMENTS**

**Art. XV, Section 1 - Procedures to Amend, Suspend, Introduce.** This Constitution, or any portion

thereof, may be amended in the following manner:

(a) The proposal to amend or suspend one or more articles of this Constitution, or to introduce new articles to it, shall be submitted in writing to the Board of Trustees by a majority of the Constitution Committee or signed by not less than ten (10) members in good standing of the Congregation.

(b) The Board of Trustees shall consider the proposal at its next meeting.

(c) Within sixty (60) days after consideration of the proposal by the Board of Trustees, a special meeting of the Congregation shall be called by the President to consider and vote on the proposal, or it may be considered and voted on at the next regular business meeting of the Congregation if the meeting will take place within sixty (60) days after consideration of the proposal by the Board of Trustees. The notice of the meeting shall include a copy of the proposal.

(d) At the meeting, a report shall be submitted on the recommendation of the Board of Trustees as to action to be taken.

(e) If two-thirds (2/3) of the vote of the members in good standing of the Congregation present and voting favors the proposal, it shall be declared adopted.

**Art. XV, Section 2 - Effect of Congregational Rejection.** A proposal for amendment or suspension which has been rejected by the Congregation may not be re-submitted for consideration by the Congregation until twelve (12) months have elapsed from the time of the rejection.

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**REVISION HISTORY & COMMITTEE MEMBERSHIP**

Amended and Adopted: November 1983. Further Amended and Adopted: November 1989

Constitution Committee 1988-1989, 1989-1990

Shirley Auerbach

Herbert Bilick

Wallace Cowan, Chairperson: 1988-1989

Leonard David, Chairperson: 1989-1990

Curtis Hereld

Sharon Liebhaber

Updated, Amended, and Adopted: May 18, 2005

Constitution Committee 2003-2005

Peter Glick, Chair; Curtis Hereld (z"l, June 5, 2005); Marian Kugelmass; Irit Kunina; Susan Handler-Menahem; and with assistance from: Harman Grossman, Stuart Kaplan and Chuck Levine.

1-28-06

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