

CONSTITUTION OF TEMPLE B'NAI SHOLOM

Approved by Congregational vote June 2017

ARTICLE I

NAME

This Congregation shall be known as Temple B'nai Sholom of Huntsville Alabama, Inc.

ARTICLE II

The purpose of this Congregation shall be to worship God in accordance with the faith of Judaism; to cultivate a love and understanding of the Jewish heritage; to stimulate fellowship in the Jewish community and to strengthen the bonds of loyalty with the Jewish people everywhere; to bring near the Kingdom of God on Earth through an emphasis of the principles of righteousness and brotherhood in society at large. In order to advance the cause of Reform Judaism in America and throughout the world, this Congregation shall affiliate itself with the Union for Reform Judaism.

ARTICLE III

PRACTICES

The Congregation shall follow, as a guide, the practices of Reform Judaism as interpreted by the Central Conference of American Rabbis and the Union for Reform Judaism.

ARTICLE IV

MEMBERSHIP

Section 1. Any person of the Jewish faith or any person seeking to be associated with those upholding the Jewish faith over the age of eighteen years may be admitted to general membership in the Congregation. The Board of Trustees may establish such review and approval procedures as it deems necessary. Non-resident memberships are available to families that live more than 100 miles away from the Temple, with reduced dues set by the Board of Trustees. Non-resident members do not have voting rights. They will receive all communications; however, non-resident membership is a non-voting membership. When in the area, non-resident members have access to the Rabbi and all Temple programs and activities. Upon establishing a local residence, this membership may be converted to a general membership. Prorated dues already paid will apply to the new dues pledge. Membership is established upon receipt of the first quarter's dues.

Section 2. The unit of membership shall be the family, or, an individual in the case of unmarried persons. Self-supporting members of the family 21 years of age or older, and who are local residents, are not included in the family membership unit.

Section 3. For the purpose of raising revenue necessary for the maintenance of the Congregation, the Board of Trustees shall establish minimum dues as a requirement of membership and a sliding scale to encourage dues commensurate with income, subject to the approval of the Congregation. However, the Fair Share Dues Committee shall have the power to adjust individual dues so as to make it possible for everyone to become a member according to his/her ability to pay.

Section 4. The Board of Trustees shall ensure that the membership shall have access to a religious education by an entity approved by the Board of Trustees.

Section 5. Each membership shall have one vote.

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Section 6. Dues and assessments are due and payable as of the first day of the period to which they apply. A member in arrears for nine (9) months may be subject to suspension from membership. The Board of Trustees, after notification of dues delinquency, shall vote whether to revoke his/her membership. If they vote to revoke membership, a notice shall be sent by certified mail to the member within five (5) days after the action of the Board to the last address on record in the books of the Congregation. Upon suspension, all rights and privileges of the suspended member in the Congregation shall cease. The nine (9) months delinquency period shall commence from the beginning of the first dues requirement period for which payment was not made.

Section 7. A member thus suspended may be reinstated by the Board of Trustees on payment of all arrears or compliance with any other terms the Board of Trustees may stipulate.

Section 8. The resignation of any member shall not relieve him/her from the payment of any obligation due the Congregation at the time of resignation.

Section 9. A member in good standing has the following privileges:

- a. The right to vote at all meetings.
- b. The right to have his/her children receive religious education, prepare for Bat/Bar Mitzvah and Confirmation, and receive Bat/Bar Mitzvah and Confirmation, and have performed all other customary religious ceremonies in the Temple, or other appropriate location, subject to procedures and regulations established by the Rabbi and the Board of Trustees.
- c. The right to participate in all activities of the Temple.
- d. The right to have his or her name placed in nomination for election as an officer or trustee.
- e. The right to have seats at all religious services, including the High Holy Days.

Section 10. All enlisted personnel of the United States Armed Forces are entitled to all privileges of general membership, except voting or holding office, without payment of Temple dues and assessments. This shall not relieve enlisted personnel from the payment of special fees.

Section 11a. "Establishment of Endowed Memberships." A \$10,000 donation to the Temple by a non-member allows that person or family unit to become an honorary non-voting endowed member, without special assessment dues liability. A \$25,000 donation to the Temple by a member entitles that member to be a Silver Endowed Member with a 50% reduction in the normal dues structure and all assessment liability. A \$40,000 donation to the Temple by a member entitles that member to be a Golden Endowed Member with no dues or special assessment liability. The income from these funds is to be used by the Temple for operational needs. The stated amounts may be modified from time to time as deemed necessary and as approved by the Congregation.

Purpose - To insure permanent financial stability of the Temple by investing the funds in income producing portfolios and to retain the Endowment principal.

Section 11b. An Endowment Trust Committee shall be established composed of five (5) members to serve for six (6) years. This Trust Committee is to administer the endowment funds of the Temple. At the end of that term the members shall then be elected as follows: One member for (1) one year; one member for two (2) years, one member for three (3) years, one member for four (4) years and one member for five (5) years. After each member's term is completed the replacement shall be elected for a term of five (5) years. In the event of the resignation or death of a member, the Temple Board with the approval of the Congregation will appoint a replacement member.

Purpose - To establish adjustment to non-concurrent terms.

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ARTICLE V

FISCAL YEAR

The fiscal year shall begin on July 1.

ARTICLE VI

BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the officers of the Congregation, eight (8) members elected by the Congregation, one (1) selected by the Brotherhood, one (1) selected by the Sisterhood, and the immediate past president of the Congregation. Only one (1) individual from any family unit shall be eligible to serve on the Board of Trustees during the same term. Members selected by the Brotherhood and Sisterhood must be Temple B'nai Sholom members in good standing.

Section 2. Each year the congregation shall elect four (4) trustees to serve two years.

Section 3. The Board of Trustees shall have the general management of the affairs, funds, records, and property of the Congregation. It shall act on all matters of policy, fill all vacancies in its personnel until the next congregational election not herein otherwise provided for, and perform such other duties as the members in regular or special meetings assembled from time to time may prescribe. The Board may hire a non-congregant CPA or auditor to conduct an annual audit of the Treasurer's books.

Section 4. Unless otherwise ordered by the Congregation, the Board of Trustees shall meet once every month, and, in addition, may meet at the call of the President. The President may call special meetings at his/her own discretion. S/he must call special meetings within three days after receipt of a written request signed by three members of the Board of Trustees.

Section 5. Seven (7) members of the Board of Trustees shall constitute a quorum.

Section 6. Any member of the Board of Trustees who is absent without adequate excuse from three successive regular meetings of the Board of Trustees may be removed from office by motion and approval by two-thirds vote of the Board members present.

Section 7. The Board of Trustees shall be authorized to expend on extra-budgetary project(s)/existing line item(s) a maximum total budget increase of two thousand dollars (\$2000) in any fiscal year. Any appropriation in excess of this amount shall be approved by the Congregation. An emergency expenditure in excess of this amount may be authorized by a two-thirds majority vote of the board in order to effect immediate repairs necessary to prevent further damage or deterioration to, or to ensure the use of, the Facility. A report of this expenditure shall be made to the Congregation in the next published newsletter and again at the next Congregational meeting.

Section 8. The Board of Trustees shall have the management of all properties, real and otherwise, belonging to the Congregation.

Section 9. Except where otherwise noted, all motions of the Board of Trustees must be approved by a majority of those present and voting.

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ARTICLE VII

OFFICERS

Section 1. The officers of this Congregation shall consist of a President, a Vice-President, a Secretary, and a Treasurer to be elected for a term of one year at the annual meeting of the Congregation or until their successors are elected.

Section 2. It shall be the duty of the President to act as Chairman at all Congregational and Board meetings; to appoint committees, all of which s/he is to be an ex-officio member, except the Nominating Committee; to call special meetings; to sign all legal documents; and to perform all other duties incident to the office. The President shall vote at Congregational and Board meetings only when required to cast a deciding vote. The voting limitation imposed upon the President shall be binding upon his/her family unit. The President, with the approval of the Board of Trustees, shall fill any vacancy of the Board of Trustees or any vacant elected office. The term of the filled vacancy is to expire at the time of the next annual Temple B'nai Sholom congregational meeting.

Section 3. It shall be the duty of the Vice-President to act for the President in his/her absence or disability and to succeed to the Office of President if it should become vacant.

Section 4. It shall be the duty of the Secretary to take and read minutes at the Congregational and Board meetings. After such minutes have been approved, s/he shall insure that they are transcribed into permanent form. S/he shall insure that all minutes and records are kept securely at the Temple. S/he shall handle official correspondence for the Congregation and the Board of Trustees, shall maintain all archives, and shall perform all other duties incident to the office.

Section 5. It shall be the duty of the Treasurer to act for the President in the absence of the President and Vice-President. S/he shall act as custodian of all funds of the Congregation which are to be deposited in a bank or banks designated by the Board of Trustees. S/he shall report the financial condition of the Congregation monthly to the Board of Trustees and to the Congregation at all regular meetings. S/he shall act as an ex-officio member of the Budget and Finance Committee and s/he shall perform all other duties incident to the office. Further, it shall be the duty of the Treasurer to prepare and mail-out all bills for dues and other charges and supervise the collection thereof. S/he shall, maintain a correct account between the Congregation and its members. The Treasurer shall be a member of the Fair Share Dues Committee and shall report to this committee any requests for dues relief by any member. S/he shall, in concurrence with the Fair Share dues Committee, work for the resolution of the payment of delinquent dues and determine recommendations to the Board for suspension.

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ARTICLE VIII

RABBI

Section 1. This Congregation shall abide by the rules and regulations of the Rabbinical Placement Commission, a joint agency of the Central Conference of American Rabbis, the Union for Reform Judaism and the Hebrew Union College-Jewish Institute of Religion.

Section 2. A Rabbi search shall be performed by a Special Pulpit Committee appointed by the President of the Congregation. The Special Pulpit committee shall select a candidate and after negotiation, recommend the salary, terms, and length of contract. The Committee's recommendations shall be presented to the Board of Trustees for approval, rejection, or revision. Upon approval the Board of Trustees' recommendations shall be referred to a meeting of the Congregation where a two-thirds (2/3) vote of those present shall be required for the election of the Rabbi. It shall also be the duty of the Pulpit committee to outline the wishes of the Congregation during contract negotiation.

Section 3. Renewal of the Rabbi's contract shall be negotiated by a Special Pulpit committee appointed by the President of the Congregation. The Special Pulpit Committee shall present the Rabbi's requirements, (and recommend reelection) giving salary, terms, and length of contract or report the breakdown of negotiations. (The Committee's recommendations shall be presented). The Board of Trustees will approve, reject, or revise the terms for renewal. The Board of Trustees' recommendations and the Rabbi's requirements must be submitted to a meeting of the Congregation where the vote of a majority of those present shall be required for concurrence. At the completion of fifteen years of service, the Rabbi may be elected to life tenure with the concurrence of two thirds (2/3) vote of the members present at a Congregational meeting. If life tenure is not granted at the fifteen-year point, the renewal period at this time shall be five years. Subsequent renewal shall constitute election of the Rabbi for life, with the consent of the Rabbi.

Purpose - To clarify the process of reelecting a Rabbi.

Section 4. The Rabbi or Congregation may terminate the relationship at the close of a contract period with five (5) months prior written notice. Failure on either part to renew a contract constitutes termination. However, should the Rabbi have already achieved life tenure, termination can be made only by mutual consent of the Rabbi and the Congregation.

Section 5. The Congregation may be a participant in the Rabbinical Pension Plan established by the Union for Reform Judaism and the Central Conference of American Rabbis, and, may, together with the Rabbi, defray the cost of purchasing such pensions.

Section 6. At the age of sixty-five or at such subsequent age as the Congregation and Rabbi shall mutually designate, the Rabbi shall become Rabbi Emeritus for life, his privileges to be defined by the Board of Trustees. S/he shall exercise further Rabbinical functions within the Congregation at the invitation of the Rabbi.

Section 7. The Rabbi shall have the privilege of attending all meetings of the Board of Trustees and the Congregation, except when requested, for some special reason, to be absent. S/he shall be an ex-officio member of all committees listed in Article IX, Section 1.

Section 8. In the event that the salary of a full-time Rabbi is not in conformity with the standing and ability of the Congregation, a Student Rabbi from the Hebrew Union College--Jewish Institute of Religion shall be selected to conduct services on the High Holy Days and also weekly, bi-weekly, or monthly as determined by the Congregation. In the event the Congregation elects to obtain a Student Rabbi, selection will be made by the President of the Congregation with the approval of the Board of Trustees. The Student Rabbi or Congregation may terminate their relationship according to procedures established by the Hebrew Union College--Jewish Institute of Religion.

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ARTICLE IX

SEATS

Location of seats in the Temple shall be unassigned. It shall, however, be the duty of the Board of Trustees, whenever it may deem necessary on special occasion to reserve a sufficient number of seats to accommodate the membership, it being understood that no specific assignment to individuals shall be made within said reservation.

ARTICLE X

COMMITTEES

Section 1. The following standing committees and any other committees deemed necessary by the President shall be appointed by the President at the first meeting of the Board of Trustees following the annual election:

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| a. Adult Education | i. Library |
| b. Budget and Finance | j. Membership |
| c. Building and Grounds | k. Memorial Plaques |
| d. Bulletin | l. Onegs |
| e. Cemetery | m. Ritual |
| f. Choir | n. Special Affairs |
| g. Endowment Trust | o. Youth Group |
| h. Fair Share Dues | |

Section 2. It shall be the duty of the Adult Education Committee to promote education activities and programs for the Congregation and community, in order to increase the knowledge of our Jewish heritage.

Section 3. It shall be the duty of the Budget and Finance Committee to make a detailed estimate of the income and operating expenses and to submit an annual budget for the ensuing year. This annual budget shall be submitted to the Board of Trustees for its approval and submission to the Congregation. Any proposed major expenditure not provided for in the annual budget of the Congregation shall be made first to the committee on Budget and Finance, which shall report to the Board of Trustees at its next meeting for Board approval.

Section 4. It shall be the duty of the Building and Grounds Committee to keep the buildings and property of the Congregation in-order and good repair and to make recommendations to the Board concerning long range plans for repairs, renovation, and/or expansion.

Section 5. It shall be the duty of the Bulletin Committee to be responsible for the organization, publication and distribution of the Temple Bulletin each month.

Section 6. It shall be the duty of the Cemetery Committee to represent the Congregation in matters pertaining to cemetery practices, maintenance, and ownership.

Section 7. It shall be the duty of the Choir Committee to engage the musical staff of the Congregation with the approval of the Board of Trustees and to enhance the divine worship service through music and singing in consultation and cooperation with the Rabbi.

Section 8. It shall be the duty of the Endowment Trust Committee to administer the Endowment funds of the Temple.

Section 9. It shall be the duty of the Fair Share Dues Committee to make recommendations to the Board concerning Fair Share Dues schedules. The Committee shall represent the Congregation in the event any current or prospective member is unable to meet the minimum requirements and to establish an equitable dues arrangement with said member. The Committee shall review at the beginning of the fiscal year the status of all members paying sub-minimum dues; shall assist the Treasurer in the collection of delinquent dues; shall pre-concur in delinquent dues reports that the Treasurer makes to the Board; and promote special donations and Fair Share upgrades with members. The Treasurer and President shall be members of this Committee.

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Section 10. It shall be the duty of the Library Committee to maintain a resource library which will provide materials on the history and heritage of the Jewish religion, resources for the Jewish family, and recreational material for all levels in consultation and cooperation with the Rabbi.

Section 11. It shall be the duty of the Membership Committee to interview all potential members with a view toward increasing the membership of the Temple. This committee shall report all membership activities to the Board at the next following Board meeting.

Section 12. It shall be the duty of the Memorial Plaque Committee to obtain all necessary information and to order memorial plaques.

Section 13. It shall be the duty of the Oneg Committee to appoint members of the Congregation to act as host/hostess following the Shabbat Service.

Section 14. It shall be the duty of the Ritual Committee, in consultation and cooperation with the Rabbi, to consider the rituals and observances of the Congregation, to serve as a liaison, when necessary, between the Congregation and the Rabbi, and to promote such practices in the home as will enhance the values of Jewish living. When a Student Rabbi is selected, it will also be the duty of this committee to outline the wishes of the Congregation to him/her.

Section 15. It shall be the duty of the Special Affairs Committee to serve as a hospitality committee for special social or religious activities.

Section 16. It shall be the duty of the Youth Group Committee to promote all manner of activities on the part of the young people and to contribute to their knowledge of Jewish tradition, their respect for Jewish religion, and their participation in wholesome social activities.

Section 17. All committees, as appropriate, shall submit proposed annual budgets to the Budget and Finance Committee

ARTICLE XI

CONGREGATIONAL MEETINGS

Section 1. Unless otherwise ordered by the Congregation, the annual meeting of the Congregation shall be held in the month of June. At this meeting reports shall be submitted by the President, Rabbi, all committees, and any auxiliaries that may so desire. A budget for the coming year shall be approved. All Congregational officers and four (4) trustees shall be elected.

Section 2. Unless otherwise ordered by the Congregation, there shall be semi-annual meetings of the Congregation at specific times determined by the Board of Trustees.

Section 3. The President may call special meetings at his/her own discretion. S/he must call special meetings to be held within twenty (20) days after motion by the Board of Trustees or receipt of written petition signed by twenty (20) per cent of the membership. The call for a special meeting shall set forth the purpose of the meeting.

Section 4. Every member of the Congregation shall be notified by mail at least ten (10) days prior to the holding of all congregational meetings.

Section 5. Ten (10) per cent of the Congregation shall constitute a quorum.

Section 6. The Treasurer shall certify all attendees as to their eligibility to vote and shall record attendance at the time of the vote.

Section 7. Except where otherwise noted, all Congregational motions must be approved by a majority of those present and voting.

Section 8. All Congregational elections, all contractual matters, and all matters involving expenditures of \$2000.00 or more which require approval of the Congregation at regular or special meetings shall be by secret ballot.

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ARTICLE XII

NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall consist of the four trustees whose terms do not expire at the next ensuing election and three members of the Congregation at-large. A Quorum of 4 Committee members shall be required for the Committee to conduct business.

Section 2. The slate of nominees selected by the Committee consists of one or more nominations for each position being vacated.

Section 3. Nominations of the Nominating Committee shall be reported to the Board of Trustees, and notice of said nominations shall be mailed to the Congregation at least one month prior to the election.

Section 4. Nominations for officers and trustees may be received from the floor at the semi-annual Congregational Meeting.

Section 5. A nominee is elected upon receiving a majority vote of all members present and voting. If no nominee receives such majority vote, the two top nominees will enter into an immediate run-off election.

Section 6. All elected officers and trustees shall assume office upon their installation or no later than the beginning of the fiscal year.

ARTICLE XIII

REMOVAL OF ELECTED OFFICERS AND TRUSTEES

Section 1. An elected officer or trustee is considered impeached upon submission of a petition to the Secretary specifying the reasons therefore and signed by forty (40) per cent of the members of the Congregation.

Section 2. In the event of impeachment proceedings, the President shall appoint a committee, often (10) members of the Congregation, other than members of the Board, to review and report to the Congregation. This committee shall be appointed within five (5) days after receipt of the petition.

Section 3. The President must call a special meeting to be held within twenty-five (25) days after the receipt of the impeaching petition. The meeting shall be held on such day that the impeached officer or trustee can attend.

Section 4. The impeached officer or trustee may be removed from office by two-thirds (2/3) vote of the members of the Congregation present at the special meeting.

ARTICLE XIV

AUXILIARY ASSOCIATIONS

Section 1. Auxiliary associations of the Congregation may be formed with the approval of the Board of Trustees.

Section 2. The Sisterhood, Brotherhood, and Youth Group are the recognized auxiliary associations of this Congregation.

Section 3. The constitutions of auxiliary associations and amendments thereto shall be subject to the approval of the Board of Trustees. In the event the Board of Trustees disapproves all or any portion of a proposed constitution, the affected auxiliary association may elect to refer the disapproved portions to the Congregation for approval or disapproval at a regular or special Congregational meeting.

Section 4. All members of auxiliary associations shall be members of the congregation.

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ARTICLE XV

PURCHASE OF REAL ESTATE

Before any contract shall be entered into for the purchase or rental of new real estate or buildings, sale or leasing of existing real estate or buildings, major overhaul of existing facilities, or the mortgaging or borrowing of money by or for the Congregation, the Board of Trustees shall ascertain all of the relevant material facts and submit them to the Congregation at a regular or special meeting. It shall require an affirmative vote of two-thirds (2/3) of members present to approve the above-mentioned actions.

ARTICLE XVI

RULES OF ORDER

The rules of procedure at meetings shall be determined by Robert's Rules of Order latest revised edition.

ARTICLE XVII

AMENDMENTS

Amendments to this Constitution shall be presented in writing and shall be proposed by the Board of Trustees or by at least ten (10) per cent of the members of The Congregation and shall be filed with the Secretary. Such amendments may be acted on at any regular or special meeting of the congregation. Copies of the proposed amendments shall be mailed to each member along with the notice of the meeting at least (10) days prior thereto. An affirmative vote of two-thirds (2/3) of the members present and voting shall be necessary to adopt any amendment.