



CONSTITUTION

TEMPLE BETH AHM OF MATAWAN, INC.

ABERDEEN, NEW JERSEY 07747

(Final for Congregational Approval on 6/20/18)

ARTICLE I

Name, Purpose and Definitions

Section A. NAME: This Congregation shall be known as Temple Beth Ahm of Aberdeen. The legal name is Temple Beth Ahm of Matawan, Inc.

Section B. PURPOSE: The purpose of this Congregation shall be to:

1. Maintain a synagogue for worship and religious observances according to the tenets, principles, values, precepts, and laws of Conservative Judaism as identified by United Synagogue of Conservative Judaism (USCJ) and the Committee of Jewish Law and Standards of the Rabbinical Assembly;
2. Encourage the increased observance and teaching of mitzvot and encourage the moral and ethical behavior of our Members;
3. Maintain a Religious School and such other schools and educational facilities;
4. Establish social, cultural, educational, and recreational programs and activities;
5. Own, operate, and maintain cemetery property, or to otherwise provide for the burial of its members in the manner provided by Jewish law and tradition;
6. Render acts of charity and benevolence for needy individuals and worthwhile organizations;
7. Welcome and encourage non Jewish spouses and partners to participate in halachically permitted congregational activities, and to learn about Jewish life, observances and history;
8. Engage in any activities required to accomplish any of the above purposes.

Section C. DEFINITIONS:

The words and phrases listed in this Section C shall, when used in this Constitution, have the meanings indicated herein, unless the context requires otherwise.



1. **Member:** Any Jewish person who wishes to enjoy the benefits of the Congregation and has assumed an obligation to financially support the activities of the Congregation shall be referred to herein as "Member" or "Congregant".
2. **Member Unit:** Shall consist of no more than 2 adults living in the same household.
3. **Congregation:** Temple Beth Ahm of Aberdeen and the Members thereof. The Members of the Congregation are sometimes referred to as the Membership and the Members other than those sitting on the Board as the General Membership.
4. **Board:** The Board of Trustees, referred to herein as the "Board," as defined in Article VII.
5. **Executive Committee:** Executive Committee as defined in Article IX.
6. **Committee:** Working groups established to perform specified tasks for the Congregation.
 - A. **Standing Committee:** The work performed by a Standing Committee is ongoing from year to year, and the Committee has a continuing life.
 - B. **Special Committee:** The work performed by a Special Committee is generally a specific task, at the conclusion of which the Special Committee ceases to operate.
7. **Fiscal Year:** The twelve-month period beginning July 1 and ending June 30 of any two consecutive years. The financial books and records of the Congregation shall be maintained on this basis.
8. **Meeting:** A gathering of the Members of the Board, a Committee or other group within the Congregation, to perform required tasks for the efficient operations of the Congregation and its activities.
 - A. **Regular Meeting:** Any meeting which takes place according to a predetermined schedule.
 - B. **Special Meeting:** Any Meeting which is held outside of the normal schedule and which is usually held to consider some specific and unusual business of the Congregation.
 - C. **General Meeting:** The regularly scheduled meeting of the entire Congregation in June of each year. The annual budget for the upcoming fiscal year is presented for approval at this Meeting.
9. **Organization:** Any group working for the benefit of the Congregation and under the auspices of the Congregation, but independently of the Congregation. Sometimes called an Auxiliary Organization.
10. **Restricted Funds and Endowed Funds:**



- A. **Restricted Funds:** Shall be those funds created as a result of the sale of Congregational assets or acquired as a result of other Congregational actions such as mergers. At the time of creation, the stated purpose/use of the restricted funds shall be designated.
 - B. **Endowed Funds:** Shall be those funds, which are donated by individual(s), Congregants or institution(s) for a specific purpose.
11. **Schools:** Organized educational programs operated by the Congregation to provide traditional Jewish education to the children of its Members and the community.
- A. The **Religious School:** Provides the central focus of the educational process for children prior to their Bar or Bat Mitzvah. It provides the basic educational background for Jewish life to children from ages 8-13, and is open only to the children of Members, subject to the rules and regulations recommended by the Board of Education, subject to the approval of the Board of Trustees.
 - B. **Hebrew High School:** Provides continuing Jewish education opportunities to children who have completed the Religious School program or equivalent training and is open to the children of Members and the community, subject to the rules and regulations recommended by the Board of Education and subject to the approval of the Board of Trustees.
 - C. The **Primary School:** Provides elementary Jewish educational opportunities to children who are below the age requirements of the Religious School, and is open to the children of Members and the community.
 - D. The **Preschool:** Provides an enjoyable Jewish learning experience to children who are below the age requirements of the Primary School, and is open to all children of any background in the community. The Preschool Board shall determine policy and formulate rules and regulations for the administration of the Preschool, such approval being subject to the approval of the Board of Trustees. This Board, through its designated trustee-liaison (the Second Vice President) shall report monthly to the Board of Trustees.
12. **Synagogue:** The physical facilities used by the Congregation for its activities, are currently located at 550 Lloyd Road, Aberdeen, New Jersey. Parsonage(s) owned or leased by the Congregation is (are) not considered part of the synagogue, although the Congregation may be responsible for maintenance and upkeep.



ARTICLE II

Membership

Section A. ELIGIBILITY:

Any person of the Jewish faith (either by birth or by conversion) who has not accepted another faith shall be eligible for Membership. Acceptance of such person to Membership may be on such terms and conditions as the Board may impose.

Section B. APPLICATION:

Applications for Membership shall be made in writing to the Membership Committee, reviewed with the Rabbi, and a report on each application shall be presented to the Board for approval at its next Regular Meeting.

Section C. ACCEPTANCE:

A majority vote of those present and voting at a Regular Meeting of the Board shall be required to elect an applicant to Membership.

Section D. EXPULSION:

A Member may be expelled by a two-thirds (2/3) vote of the Board present and voting at any of its Regular Meetings for failure to remain current in financial obligations or for conduct which is detrimental to the best interests of the Congregation. Notification of expulsion shall be by certified mail to the Member.

Section E. REINSTATEMENT:

An expelled Member may make written application to the Board of Trustees and be reinstated by a simple majority vote of the Board.

Section F. RESIGNATION:

Unless specifically waived by the Board, the following conditions shall apply to any resignation from Membership:

1. Resignations must be in writing, addressed to the President or to the Financial Secretary, and reported to the Board at its next Regular Meeting;
2. Financial obligations to the Congregation must be fully discharged before any resignation is effective.
3. Members who become more than 6 months in arrears, have not made any payment arrangements with the Financial Secretary and fail to respond to written communication from the Financial Secretary shall be considered as having resigned and shall be notified as such by the Financial Secretary. Member may apply for reinstatement under the provisions of Section F

Section G. RESPONSIBILITY FOR CONSTITUTION:

At the time of acceptance as a Member of the Congregation a Member shall:



1. Be responsible for being familiar with the Constitution. The most recent copy of the Constitution shall be posted on the Congregation's web site. A copy of the Constitution will also be available in the administrative office;
2. Agree to abide by all provisions of the Constitution and the Congregation's rules and policies.

ARTICLE III

Privileges of Membership

Section A. PRIVILEGES:

Members in good standing (see Article IV, Section H, Paragraph 2) shall enjoy the following privileges:

1. To attend all Special and General Meetings of the Congregation, to have a voice and vote at such Meetings; and to vote in a Congregation election;
2. To serve as an Officer of the Congregation, as a member of the Board or as a Member or Chair of a committee;
3. To have children celebrate a Bar or Bat Mitzvah in the synagogue, provided the child meets the educational and other requirements of the Congregation;
4. To receive High Holiday tickets.
5. To enroll their children in the schools sponsored by the Congregation;
6. To have cemetery privileges;
7. To attend all Regular Meetings of the Board, to be recognized at the discretion of the Chair to make a brief statement, and to request a copy of the Regular Board Meeting minutes;
8. To celebrate all life cycle events;
9. To have such other privileges as the Board may establish hereafter.

Section B. BENEFITS:

No benefit shall be made available to any Member unless such benefit is available to every Member. All benefits are subject to the rules and regulations established by the Board.



ARTICLE IV

Financial

Section A. MEMBERSHIP:

1. An annual Promise is required from each Member Unit seeking membership. The Board of Trustees shall set a Sustaining Level that shall be communicated as guidance to all current and prospective members each year. A Promise in any amount shall be deemed sufficient to gain membership to the shul. A Member Unit shall have the to right and ability to adjust their Promise.

Section B. SPECIAL FUNDS - CREATION

1. The Congregation, by majority vote at any duly constituted General Meeting, Regular Meeting, or Special Meeting of the Congregation, may create Restricted and Endowed Funds in such amounts and under such terms as it sees fit.
2. Restricted Funds (see Article I, Section C, Paragraph 9) shall not be co-mingled with the general operating funds of the Congregation unless otherwise provided for in the motion to create such funds or an affirmative vote of two-thirds of the Board of Trustees and ratified by a majority of the Congregants via a duly authorized vote.
3. Endowed Funds (see Article I, Section C, Paragraph 9) shall not be co-mingled with the general operating funds of the Congregation unless otherwise provided for in the motion to create such funds.

Section C: SCHOOL TUITION:

Tuition for all schools sponsored by the Congregation shall be determined at the General Meeting of the Congregation at which the budget for the next year is adopted.

Section D. FEES AND ASSESSMENTS:

Other fees and special assessments can be levied by the Board, as passed by simple majority vote at a duly constituted meeting.

Section E. MANNER OF PAYMENT:

1. Membership Promises, School Tuition, Special Assessments, and other fees shall be payable as determined by the Board.
2. Subject to a determination by the Financial Obligations Committee, a Member is not in "good standing" if the Member's Promise is outstanding at the end of any fiscal year or any other financial obligations are not paid within two (2) months of the date due.



ARTICLE V

Meetings of the General Membership

Section A. GENERAL MEETINGS:

1. There shall be a General Meeting of the Congregation in June of each year, at a time and place to be determined by the President.
2. At the General Meeting, the Board shall submit to the Congregation for its approval, the budget for the next fiscal year beginning July 1.

Section B. SPECIAL MEETINGS:

Special Meetings of the Congregation shall be called by the President:

1. At the request of the Board; or
2. Upon the President's own initiative; or
3. Upon written request of sixty (60) Members in good standing or ten (10) percent of the Members in good standing, whichever is less, stating the purpose and subject of the Meeting.
4. With regard to paragraphs 1 and 3 above, in case of the refusal or neglect of the President to call such a Meeting, within five (5) days after receiving a properly executed request, the Board shall call such a Meeting.

Section C. MEETING NOTICE:

Written notice must be given for a General or Special Meeting of the Congregation. It shall be sent by first class mail to all Members, in good standing, at their addresses of record at least fourteen (14) days before the date for which the Meeting is called, and it shall state the purpose, time and place of the Meeting. No other business shall be transacted at a Meeting other than that stated in the notice.

Section D. QUORUM:

At all Congregational Meetings, general and special, a quorum for the transaction of business shall consist of ten (10) percent of the Members eligible to vote.

Section E. Election of Officers and Trustees

1. Any election of Officers and Trustees shall be conducted by mail.
2. The Congregation shall receive written notice of the slate of Officers and Trustees. It shall be sent by first class mail to all Members in good standing at least fourteen (14) days prior to the date of closing the election.



ARTICLE VI

Officers

Section A. OFFICERS:

The Officers of the Congregation shall consist of:

1. President;
2. First Vice President;
3. Second Vice President;
4. Third Vice President;
5. Financial Secretary;
6. Treasurer;
7. Executive Secretary.

Section B. TERM:

1. Each Officer shall be elected for a two (2) year term and, except as set forth below, may run for that particular office for only one more consecutive two (2) year term.
2. This shall not preclude any Member from running for that same elected office if the Member has not held that office for at least one year. Notwithstanding the foregoing, a Member may fill any office with the approval of the Board by a seventy-five percent (75%) majority vote.

Section C. POWERS AND DUTIES OF OFFICERS:

1. **President:** The President shall preside at all Meetings of the Congregation; set the time and place of all Meetings of the Congregation and the Executive Committee; serve as official representative of the Congregation at all functions; sign all agreements, contracts, deeds, and other documents at the direction of the Board on behalf of the Congregation; shall, together with the Treasurer, sign all checks, notes, and vouchers on behalf of the Congregation, the only exception being that the First Vice President will sign checks, together with the Treasurer, in the absence of the President or when the President is the spouse, sibling, parent or child of the Treasurer; may appoint another Executive Committee Member to sign checks in the event that the First Vice President is unavailable; appoint all Standing Committee Chairs (except those designated otherwise under this Constitution) and see that they perform properly; shall, together with the Committee Chairs, appoint Members of Standing Committees; shall be a Member, ex officio, of all Standing Committees, except the Financial Obligations Committee; shall be Chair of the Clergy Liaison Committee; and, within three (3) months of the start of the fiscal year, must announce to the Board of Trustees all committee and officer appointments.
2. **First Vice President:** (Also known as the **Financial Vice President**) shall assist the President in the discharge of the President's duties and shall be an ex officio Member of the Finance Committee and Membership Committee. The First Vice President shall also be a Member of the Clergy Liaison Committee; shall be responsible for liaison with the Men's Club and the Sisterhood; any other standing committee as designated by the President; and shall sign checks, notes and vouchers on behalf of the Congregation only in the absence of either the



- President or Treasurer or when the President is the spouse, sibling, parent or child of the Treasurer. If the First Vice President is the spouse, sibling, parent or child of the President or Treasurer and needs to sign checks, this will then fall upon the Second Vice President. The First Vice President shall assume the duties of the President in the latter's absence or disability and upon vacancy of the office of President, shall succeed to that office until the end of the term.
3. **Second Vice President:** (also known as the **Education Vice President**) shall assist the President in the discharge of the President's duties and shall be an ex officio Member of the Board of Education; Preschool Board; Adult Education Committee; Youth Commission; and any other Standing Committee as designated by the President. The Second Vice President shall assume the duties of the First Vice President (including succession to the Presidency) in the latter's absence or disability and, upon vacancy of the office of the First Vice President, shall succeed to that office until the end of the term.
 4. **Third Vice President:** (also known as the **Fundraising Vice President**) shall assist the President in the discharge of the President's duties and shall be Chair of the Fundraising Committee; an ex officio Member of the Ritual Committee; and any other standing committee as designated by the President. The Third Vice President shall assume the duties of Second Vice President (including succession to the First Vice Presidency and the Presidency) in the latter's absence or disability and upon vacancy of the office of the Second Vice President shall succeed to that office until the end of the term.
 5. **Financial Secretary:** shall be responsible for keeping a proper and accurate record of the receipts of the Congregation and of the amounts due from its Members. The Financial Secretary shall serve on the Finance Committee and chair the Financial Obligations Committee. The Financial Secretary or the Financial Secretary's designee shall receive all monies and receipts of the Congregation and deposit such monies to the proper account. The Financial Secretary shall submit a monthly report of the collection of monies and the status of the financial obligations to the Board at its Regular Monthly Meeting. The Financial Secretary shall see that each Member receives a regular statement of the Member's financial obligations to the Congregation. The Financial Secretary shall advise each Member of any financial delinquency and the consequences of continued delinquencies. If such delinquency is not corrected, the Financial Secretary, with the concurrence of the Financial Obligations Committee, may recommend expulsion of a Member in accordance with this Constitution.
 6. **Treasurer:** shall be responsible for keeping a correct account of all disbursements (as described in Article IX Section C) and shall have the custody of all of the Congregation's financial books and records. The Congregation's books and records, as maintained by the Treasurer and/or the Treasurer's designee, shall be open for inspection and examination by any Member. The Treasurer shall serve as Chair of the Finance Committee. The Treasurer shall pay only such bills as have been approved by the appropriate Committee Chair and the appropriate Vice President indicating the legitimacy of the expense and its impact on the budget; and shall, together with the President, (or with the First Vice President, should the President be absent as stated in Article VI, Section C.1 above) sign all checks for payments. The Treasurer shall submit a monthly report of the finances of the Congregation to the



Board at its Regular Meeting. The Treasurer shall provide to the Executive Committee separate reports on the status, balances, and activity in all Restricted and Endowed Funds created by the Board or the Congregation. The Treasurer shall be responsible for obtaining and maintaining insurance on the property of the Congregation, potential liability of the Congregation, bonding the Officers of the Congregation and Directors' and Officers' coverage, and shall report the status of this insurance to the Board at least annually.

7. **Executive Secretary:** shall keep a true and accurate record of all proceedings and attendance at all Meetings of the Board and the Congregation. Minutes shall be kept in the form prescribed by Robert's Rules of Order Revised and shall contain a tally of voting. The Executive Secretary shall be an ex officio Member of the House Committee. The Executive Secretary shall maintain the synagogue calendar, see that the Notices of all Meetings are sent in accordance with this Constitution, and shall also be responsible for all proper notifications to the Congregation and the Board of Trustees. The Executive Secretary shall be responsible for the operations of the synagogue office and for scheduling all use of the synagogue facilities.

Section D. BONDING:

All Officers of the Congregation shall be bonded for a sum designated by the Board. The premium for such bond shall be paid by the Congregation.

Section E. VACANCIES:

In the event of the death, resignation or incapacity of any Officer, unless otherwise provided for in this Constitution, a successor shall be nominated by the President and confirmed by a majority vote of the Board to fill the vacancy for the balance of the unexpired term.

Section F. REMOVAL OF THE PRESIDENT:

At a duly constituted Special Meeting of the Congregation, called for that purpose, the President may be removed from office by a vote of at least two-thirds (2/3) of the Members of the Congregation in 'good standing' present and voting. The President then serving shall not preside at such meeting, but the presiding officer will be the Chair of the Board.

Section G. REMOVAL OF OTHER OFFICERS:

At a duly constituted Special Meeting of the Board, called for that purpose, with the vote of at least two-thirds (2/3) of the Members present and voting, any Officer of the Congregation, other than the President, may be removed from office.



ARTICLE VII

Board of Trustees

Section A. MANAGEMENT AND ADMINISTRATION:

1. The responsibility for setting policy and overseeing the management and administration of this Congregation shall be vested in a Board of Trustees totaling twenty nine (29) Members, consisting of:
 - A. Immediate Past President of the Synagogue;
 - B. Seven (7) elected Officers;
 - C. President of the Sisterhood;
 - D. President of the Men's Club;
 - E. Chair of the Board of Education;
 - F. Chair of the Preschool Board;
 - G. Chair of the Ritual Committee;
 - H. Chair of the Youth Commission;
 - I. Chair of the Membership Committee;
 - J. Chair of the House Committee;
 - K. Chair of the Programming Committee; and
 - L. Twelve (12) elected "at-large" Trustees.
2. The Chair, Vice Chair and Parliamentarian of the Board shall be elected by the Board at its Regular Organizational Meeting in July and serve for that fiscal year. These Members shall be current Board Members who have served at least one year on the Board, and shall not serve in the same position for longer than four consecutive years. It would be desirable to exclude members of the Executive Committee from election as Chair.
3. The Chair of the Board shall preside at all Meetings of the Board, appoint all Special Committees, and serve on the Clergy Liaison Committee. The Chair shall take part in the debate of issues only after vacating the chair during the time the Chair is participating in the debate.
4. The Vice Chair shall exercise the powers and perform the duties of the Chair in the latter's absence or incapacity. The Vice Chair shall be a member ex officio of all Special committees and, in the absence of the Parliamentarian, shall act as Parliamentarian.
5. The Parliamentarian shall advise the Chair of the Board on the contents of the Constitution and on parliamentary questions raised by members of the Board in accordance with the most recent edition of Robert's Rules of Order.
6. In the event of an extraordinary occurrence (such as a merger, absorption or integration) whereby a large block of Members join the synagogue 'en masse' from another religious institution, the board may automatically be expanded by up to 3 Trustees for no longer than three years, to facilitate said merger, absorption or integration. These additional seats will be appointed by a special committee (comprised of the President, the



Chair of the Board and the First Vice President) and be selected from among said new synagogue Members.

7. The outgoing President will automatically assume the position of Immediate Past President (IPP) upon completion of their term as President, and shall serve in this capacity until the term of the newly elected President expires. The IPP will serve as a Member of the Executive committee; serve as an ex-officio Member of the Membership committee with the responsibility for membership retention; and as liaison to external Jewish organizations.

Section B. TRUSTEES:

Each "at large" Trustee shall be elected for a term of three (3) years in such a manner so that in each year the term of office of four (4) Members shall expire.

1. Each "at-large" Trustee shall be appointed by the President to not less than one (1) Standing Committee of the Congregation.
2. In the event that the Chair or President of an Arm of the synagogue (as set forth in Article VII, Section A.1) is simultaneously elected as a Trustee, the respective arm shall select another member to represent it on the Board. Said Representative may not serve for longer than six (6) consecutive years.
3. In the event that an Arm of the synagogue should become inactive or cease to exist, the number of Trustees shall be reduced accordingly. In the event that the defunct Arm is re-established, the Board position shall be re-established as of July 1 when a new Board is seated.
4. No "at-large" trustee or "constitutional" trustee (as defined in Article VII, Sections C-K) may serve longer than two consecutive three (3) year terms. This shall not preclude these Members from serving on the Board again if they have not been on the Board for at least one year after the end of the original term.

Section C. PROPERTY OF THE CONGREGATION:

The Board shall be charged with and assume control, in the name of the Congregation, of all the property of the Congregation, including:

1. General Funds:
 - A. Designation of where the funds of the Congregation shall be deposited, based upon the recommendation(s) of the Finance Committee;
 - B. Responsibility for all expenditures and disposal of Congregational funds and property;
 - C. The right to appropriate necessary un-budgeted monies not to exceed two percent (2%) of the total budgeted expenses for the current Fiscal Year, per expenditure. Un-budgeted expenditures above this amount must be approved at a duly constituted Congregational Meeting.
2. Special Funds:



Special Funds hold a unique position. They shall only be used for the purposes specified at the time of the motion made to create them. Unbudgeted restricted and endowed funds used for their intended purpose may be disbursed with the approval of the Board.

Alternative uses or modifications as to the distribution amount of said funds may be sought by the Board of Trustees if:

- A. The needs of the Congregation are no longer being met by the funds' goals and objectives;
- B. The endower(s) of the fund (and/or their successors) have agreed to a 'change in purpose' and/or use of the funds;
- C. Three written attempts (via Certified US Mail) to contact the individual(s) who endowed the funds, and/or their successors, have been unsuccessful to obtain said agreement;
- D. A motion passed by a three-quarters (3/4) affirmative vote of the Board of Trustees to alter the uses of the funds; and
- E. Further ratified by a majority of the Congregation via a duly authorized vote.

Section D. RULES AND REGULATIONS:

1. The Board shall make such rules and regulations, consistent with this Constitution and law, as it may deem necessary for the proper conduct of the Board and for the general good of the Congregation.
2. Any decision of the Board may be changed by a two-thirds (2/3) vote of the Members, in good standing present and voting, at a Regular or Special Meeting of the Congregation according to the provisions herein.
3. To avoid even the appearance of a conflict of interest and to facilitate the appropriate management of synagogue employees, all employees of the synagogue and their direct relations (parent, spouse, sibling or child) who may be present at a meeting of the Board or the Executive Committee, must excuse themselves from such meeting during any discussion of personnel-related matters.
4. Further, employees and such direct relations of Temple Beth Ahm employees are not permitted to vote on any and all personnel-related matters.
5. Notwithstanding the foregoing, the Rabbi or other management personnel may be invited to discuss matters related to their subordinates. This invitation shall be at the discretion of the Chair of the Board of Trustees.
6. However, in no circumstance or event shall the Rabbi, management personnel of the synagogue, employees or their direct relations be present or participate in any vote or sense of the body referendum or resolution having to do with personnel-related matters.

Section E. MEETINGS OF THE BOARD:

1. The Board shall meet at least once a month.



2. A quorum of two-thirds (2/3) of the total members of the Board at that time shall be required for the lawful conduct of any business (as counted at the time of the voting).

Section F. SPECIAL MEETINGS OF THE BOARD:

1. Special meetings of the Board may be called by the President or the Chair of the Board on either's own initiative. The Chair of the Board shall call a Special Meeting of the Board if requested to do so by any five (5) Members of the Board. Board Members shall be given a minimum of forty-eight (48) hours notice, by mail, by personal phone call or e-mail.
2. Notice of a Special Meeting of the Board shall provide for the time, place and purpose of that Meeting. Only such business as is called for in the meeting notice may be conducted.

Section G. ABSENTEE MEMBERS OF THE BOARD:

1. Any member of the Board who is absent from three (3) consecutive Regular Meetings of the Board and/or of the Congregation, without good cause, and or who fails to notify the Chair prior to said absences, shall, at the request of the Board, resign from the Board. A simple majority of the Members of the Board present is necessary to affirm this action.
2. Any Member of the Board who is absent from five (5) meetings of the Board and/or the Congregation during a one year period, shall at the request of the Board, resign from the Board. A simple majority of the Members of the Board present is necessary to affirm this action.

Section H. VACANCIES:

In the event of the death, resignation or disability of an at-large Trustee, a successor shall be appointed by the Chair of the Board and confirmed by the Board to fill the position until the next election, at which time the vacancy shall be filled for the balance of the unexpired term.

Section I. COMPENSATION:

No member of the Board shall receive any compensation for the services performed in their role as a member of the Board.



ARTICLE VIII

Nominations and Elections

Section A. QUALIFICATIONS:

1. An Officer or Trustee must be a Member of the Congregation in 'good standing' and have been a Member of the Congregation for a period of at least six (6) months immediately preceding the time of election.
2. A nominee for President or First Vice President must have served previously on the Board.
3. No Member shall be eligible to hold more than one seat on the Board at one time.
4. Members in good standing who are also employees of Temple Beth Ahm in any managerial position including, but not limited to Principal and/or Director of the synagogue's religious/Hebrew school and/or early education/pre-school, or their functional equivalents notwithstanding title, may not serve on the Board of Trustees or Executive Committee of the synagogue.
5. All other Members in good standing who are also employees of Temple Beth Ahm may not serve on the Executive Committee, but may serve on the Board of Trustees.

Section B. NOMINATING COMMITTEE:

This Special Committee of the Board shall nominate a proposed slate of Officers and Trustees for the Congregation for the following year. This Committee shall be composed of four (4) Members from the Board, one of whom shall be a Member of the Executive Committee, and three (3) Members from the General Membership. The Executive Committee Member shall not be eligible to be the Chair of the Nominating Committee.

Section C. NOMINATIONS:

1. At the April Board Meeting, the report of the Nominating Committee shall be presented;
2. The slate of nominees shall then be mailed to all Members in good standing;
3. Any Member of the Congregation, in good standing, may nominate any other Member by forwarding the nominee's letter of consent, and the signatures of five (5) other Members of the Congregation who are in good standing to the Chair of the Nominating Committee not later than fifteen (15) days prior to the election;
4. The names of all nominees, including their biographical data, shall be mailed to the Congregation at least ten (10) days before the election.



Section D. ELECTION:

1. The election of Officers and Trustees shall be conducted by secret ballot in a manner specified by the Executive Committee, but not earlier than May 1, and not later than May 31 of each year.
2. The candidates for Trustee shall be elected to their positions in the following manner. The four (4) candidates receiving the most votes will be deemed elected to the full-terms available. The candidate(s) receiving the next largest number of votes will be deemed elected to the longest unexpired term available until all of the positions are filled.

Section E. ABSENTEE BALLOTS:

The use of absentee ballots may be authorized for the election of Officers and Trustees subject to the rules and regulations that the Board may impose.

Section F. INSTALLATION:

The Officers and Trustees elected shall take office July 1 and shall be formally installed at or before the July Organizational Board Meeting.

ARTICLE IX

Committees

Section A. APPOINTMENT:

Unless otherwise provided for in this Constitution, the President shall appoint all Chairs of Standing Committees and the Chair of the Board shall appoint all Special Committees and their Chairs. Appointments must be reported to the Board at the next Regular Meeting of the Board. The Chairs of Standing Committees shall appoint Members of their committees jointly with the President. Committees shall exercise only such powers and authority as may be delegated to them by the Board.

Section B. APPROPRIATIONS AND FUNDING:

1. No monies may be expended by any Committee in excess of its budget without the consent of the Board.
2. All rules and regulations, activities, budgets, or programs recommended or adopted by any committee are subject to approval by the Board.
3. No monies may be expended by any Committee for activities that are not in the current year's budget without the consent of the President and Treasurer.

Section C. STANDING COMMITTEES:

The Standing Committees of this Congregation and their general duties shall be as follows:



1. Executive Committee:

- A. The Executive Committee shall be comprised of the following: President, Chair and Vice Chair of the Board, Immediate Past President, Financial Secretary, Executive Secretary, Treasurer, and the Vice Presidents of the synagogue. The President will serve as Chair of the Executive Committee. The Rabbi's attendance shall be expected at all meetings of the Executive Committee.
- B. The Executive Committee shall serve as the operating entity of the synagogue and shall have the authority, by a simple majority, to make all decisions regarding the day-to-day operation of the synagogue. This Committee shall formulate the agenda for the next Regular Meeting of the Board, and meet at least once a month at a time and place to be designated by the President.

2. Board of Education: This Committee shall supervise the schools of the Congregation.

- A. The Board of Education shall have oversight of the primary and elementary schools and shall determine policy and formulate rules and regulations for the administration of said schools.
- B. The Board of Education shall work in close coordination with the Secondary School.
- C. The Chair of the Board of Education shall have a seat on the Board and shall report monthly to the Board of Trustees.
- D. Appointments to the Board of Education shall be made by the Chair of the Board of Education with the approval of the President of the synagogue.
- E. The Chair of the Board of Education shall have had prior service on the Board of Education of at least one (1) year and shall be appointed by the President for a period of one (1) year.
- F. The number of members of the Board of Education shall be no fewer than five (5).
- G. The members of the Board of Education shall include representatives from the Sisterhood, Preschool, the Men's Club, the Youth Commission and 2nd Vice President.

3. Preschool:

- A. The Board of the Preschool shall have oversight of the preschool and shall determine policy and formulate rules and regulations for the administration of said school.
- B. Appointments to the Preschool Board shall be made by the Chair of the Preschool Board with the approval of the President of the synagogue.



- C. The Chair of the Preschool Board shall have had prior service on the preschool Board for at least one (1) year and shall be appointed by the President for a period of one (1) year.
 - D. The Chair of the Board of the Preschool shall have a seat on the Board and shall report monthly to the Board of Trustees.
 - E. The number of members of the Preschool Board shall be no fewer than five (5). They shall include the Chair, the Second Vice-President, and at least three (3) other synagogue Members.
4. **Youth Commission:** This Committee shall be charged with the responsibility of developing a program of youth activities for the Congregation. It shall determine policy and formulate rules and regulations for the administration of such activities. The Chair of the Youth Commission shall have a seat on the Board. This committee shall report monthly to the Board of Trustees.
- A. The number of members on the Youth Commission shall be a minimum of five (5).
 - B. Appointments to the Youth Commission shall be made by the Chair of the Youth Commission with the approval of the President of the synagogue.
 - C. There shall be duly authorized representatives of: Sisterhood, the Men's Club, and the Board of Education on the Youth Commission.
5. **Ritual Committee:**
- A. This Committee shall be in charge of all religious services of the Congregation including weddings, B'nai Mitzvah and funerals, and shall recommend rules and regulations for all such services in conjunction with the Clergy. It shall offer to the Clergy such advice and guidance regarding the character of services as is appropriate. It shall assist in the coordination of High Holiday and other services during the year. This committee shall also be responsible for the care and maintenance of all ritual items.
 - B. The Chair of this Committee shall have a seat on the Board. The Chair of this committee shall have had prior service on the Ritual Committee of at least one (1) year and shall be appointed by the President for a period of one (1) year. This committee shall report monthly to the Board of Trustees.
6. **Membership Committee:**
- A. This Committee shall be charged with the responsibility of attracting and recruiting members to the synagogue. The Committee should also be responsible for keeping in touch with potential members in the community who are not affiliated with any other Congregation; the purpose being to invite them to be Members of Temple Beth Ahm.



- B. It shall recommend all applications for membership to the Board and maintain a program of membership retention to encourage membership participation in the Congregation's programs and involvement therein. The Chair of this committee shall have a seat on the Board. This committee shall report monthly to the Board of Trustees.
7. **Finance Committee:** This Committee shall make its monthly report of the financial operations of the Congregation to the Board of Trustees. At the June meeting of the Congregation, the Committee shall present the Board approved proposed budget for the following fiscal year for the approval of the Congregation. The Committee shall establish and maintain a system of internal controls appropriate for a small non-profit organization and consistent with the best practices found in the literature of the American Institute of Certified Public Accountants. Investment recommendations shall be presented to the Board by this Committee prior to their implementation; this Committee may be responsible for managing those investments. The Treasurer shall be Chair of this Committee. The First Vice President, Financial Secretary and Fund Raising Chair shall be members of this Committee.
8. **Financial Obligations Committee:** This Committee shall investigate and make final decisions as to any Member's financial hardship or inability to meet their financial obligation to the Congregation, including but not limited to Membership dues, Building Fund, Beautification Fund, School tuition, assessments and other charges. The confidential decisions of the Financial Obligations Committee shall not be subject to review. The Chair of this Committee shall be the Financial Secretary, with a past Financial Secretary and/or a Past President as Members.
9. **Adult and Continuing Education Committee:** This Committee shall be charged with the responsibility of developing a program of continuing education for the Congregation. It shall recommend policy and formulate rules for such a program. This committee shall report monthly to the Board of Trustees.
10. **Bulletin:** The Editor shall be responsible for the monthly publication of The Shofar. Together with the Editorial Board, the Editor shall recommend to the Board of Trustees, for the Board's approval, an annual budget, advertising fees and other rules as appropriate for the publication of The Shofar. This Committee shall report monthly to the Board of Trustees.
11. **Fundraising Committee:** This Committee shall formulate and implement plans for fund-raising for the Congregation and present specific proposals for increasing income from old and new sources. This Committee shall report monthly to the Board of Trustees.
12. **House Committee:** This Committee shall have the responsibility for the care and maintenance of property owned and/or leased by the Congregation. It shall establish house rules and provide for the enforcement thereof, and shall be responsible through the Executive Secretary for resolving any conflicts, which may occur in the use of premises. The Chair of the House Committee, with the approval of the President or the Treasurer, shall have the authority to make necessary emergency repairs, if it is impractical to submit the matter to the Board. The Executive Secretary shall be an ex officio Member of this



- Committee. The Chair of this Committee shall have a seat on the Board and shall report monthly to the Board of Trustees.
13. **Publicity:** This Committee shall be in charge of all internal and external publicity for Temple Beth Ahm as well as its public relations with the press and the community at large. It shall maintain a close working relationship with the editors of the Shofar and the weekly announcements. This Committee shall report monthly to the Board of Trustees.
 14. **Cemetery:** This Committee shall supervise and maintain the Congregation's burial ground and formulate and recommend policies for the purchase and sale of burial plots. This Committee shall maintain a current map of the plots sold and plots available at all burial grounds owned by the Congregation in the Synagogue office at all times. This Committee shall report monthly to the Board of Trustees.
 15. **Israeli Affairs:** This Committee, in conjunction with the Rabbi, the Social Action, Ritual, Youth Committees, the Board of Education, and other committees or Arms as appropriate, shall establish and implement programs to teach the importance of Israel to American Jews and stress the bond between the American Jewish Congregant and the Holy Land. The Committee shall maintain a liaison with the National Office of United Synagogue about Israel pilgrimages, educational programs, etc. This Committee shall report monthly to the Board of Trustees.
 16. **Social Action:** This Committee will formulate and implement programs that stress the importance of Congregational activity on social action issues and encourage individual concern about and response to the social problems of our time. The Committee shall maintain a liaison with the Joint Commission on Social Action of the United Synagogue. This Committee shall report monthly to the Board of Trustees.
 17. **Clergy Liaison Committee:** This Committee shall consist of the President, First Vice President, and the Chair of the Board. This Committee shall meet at a minimum of twice a month with the clergy to discuss issues and matters of mutual concern.
 18. **Programming Committee:** This Committee shall have the responsibility for developing and implementing a year round program of social, cultural and educational activities. It shall work closely with the Rabbi and the Standing Committee Chairs and Presidents of the auxiliary organizations in order to coordinate, publicize and carry out the overall programming offered by the synagogue. The Chair of this committee shall have a seat on the Board and shall be appointed by the President for a period of one (1) year. This committee shall report monthly to the Board of Trustees.
 19. **High Holidays Committee:** This Committee shall have the responsibility for coordination of all aspects of the High Holiday services as described in the High Holiday Manual. The required actions of the Committee include specific actions items, as well as, coordination and confirmation activities, close interaction with the Rabbi, Board of Education, Preschool Board, Youth Commission, Finance Committee, Ritual Committee, House Committee and the Office and Custodial staff, as well as, Aberdeen Township and security services are



required. The Chair of this committee shall be appointed by the President for a period of one (1) year. This committee shall report monthly to the Board of Trustees.

20. **Kitchen Committee:** The purpose of this committee is to establish and maintain policies and procedures regarding the use of the synagogue kitchen. These policies and procedures, and any future changes, deletions, or additions, must be approved by the Rabbi and the Board of Trustees.

Section D. COMMITTEES ARE SUBJECT TO BOARD APPROVAL:

The Board may create and/or disband any Standing Committees and define their duties and responsibilities.

Section E. REPORTS:

The Chair of each Committee shall submit regular reports to the Board, and shall be available to attend any Meeting of the Board if requested to do so by the President or Board.

Section F. RULES AND REGULATIONS:

Except as otherwise noted in this Constitution, the Chair of any Committee shall appoint committee members jointly with the President (if it is a standing committee) or Chair of the Board (if it is a Special committee). The Committee Chair shall schedule meetings and formulate rules and regulations for that Committee.

Section G. TERMS:

Committee appointments are for terms of one year, except as herein noted, and renewable at the discretion of the Committee Chair and either the President or Chair of the Board as appropriate. There is no term limit on service as a committee member.

ARTICLE X

Auxiliary Organizations

Section A. The Congregation may have as many auxiliary Organizations as may be authorized by the Board of Trustees.

Section B. The activities of all Organizations of the Congregation shall be conducted in a manner which will advance the best interests of the Congregation. The Organizations shall, whenever and wherever possible, lend assistance to the Congregation and shall submit a summary of their financial and operating policies and procedures, no less than quarterly, to the Board of Trustees.

Section C. The constitutions and conduct of each Organization shall be consistent with the Constitution and policies of this Congregation.



ARTICLE XI

Indemnification of Officers and Trustees

Section A. The Congregation shall maintain Directors' and Officers' liability insurance on behalf of all Officers and Trustees. The amount of such insurance shall be determined by the Board. The Treasurer shall report to the Board on this insurance at least once each fiscal year.

Section B. Any person made a party to any action, suit or proceedings by reason of the fact that the person is or was an Officer or Trustee or served on a Committee of the Congregation shall be indemnified by the Congregation against reasonable expenses, including attorney fees, actually incurred by the person in connection with the defense of such action, suit or proceedings, or in connection with any appeal therein, except those actions where the person is deemed grossly negligent or is guilty of misconduct in the performance of his or her duties.

ARTICLE XII

Miscellaneous

Section A. Robert's Rules of Order Revised shall be the guide for all meetings of the Congregation, Board and committees. The Board shall elect a Parliamentarian at the Annual Organizational Meeting of the Board, who shall serve for one (1) year. The Parliamentarian shall be available to answer questions as to parliamentary procedure and the contents of the Constitution.

Section B. If any provision of this Constitution is held to be illegal, invalid or unenforceable for any reason, all other provisions shall nevertheless continue in full force and effect. This Constitution is not intended to and shall not impair any contractual right or obligation of the Congregation.

ARTICLE XIII

Amendments

Section A. This Constitution may be amended as follows:

1. Any proposed amendment to this Constitution shall be submitted in writing to the Board for its review and discussion;
2. Acceptance of the proposed amendment(s) shall not be voted upon until the next Regular or Special meeting of the Board;
3. A two-thirds (2/3) vote of the Board Members present will be required before any proposed amendment is subsequently presented to the Congregation at the next Regular or Special Meeting of the Congregation, according to the provisions herein;



4. Any proposed amendment to this Constitution shall be adopted upon two-thirds (2/3) vote of the Members present and voting at a duly constituted Regular or Special Meeting of the Congregation. The form of the voting at the Meeting shall be specified in the notice to the Congregation in which the meeting is called; and
5. Any adopted amendments shall be effective immediately upon conclusion of the vote approving the Amendment.

Section B. A proposed amendment which has been rejected by the Congregation shall not be voted upon again by the Congregation unless at least twelve (12) months have elapsed from the date of the Meeting at which the proposed amendment was rejected.

ARTICLE XIV

Effective Date

Section A. This Constitution shall become effective immediately upon adoption by a two-thirds (2/3) vote of those Members present and voting at a duly constituted meeting of the Congregation called for that purpose.

Section B. All existing Resolutions and Regulations of the Congregation, the Board, and all Committees in effect at the time of adoption of this Constitution shall remain in effect unless contrary to the provision herein.

Section C. The elected Officers, Trustees, and all Committees in office at the time of the adoption of this Constitution shall remain in office until the balance of their term is fulfilled.

Constitution Revision as of June 20, 2018