

# C O N S T I T U T I O N

## PARKWAY JEWISH CENTER - SHAAR HA-SHAMAYIM

### ARTICLE I - NAME AND MANNER

Section 1. The Congregation shall be known as the Parkway Jewish Center, Shaar Ha-Shamayim.

Section 2. The Congregation shall be affiliated with the United Synagogue of America and religious services shall be conducted in accordance with the traditions of Conservative Judaism.

### ARTICLE II - MEETINGS

Section 1. Regular membership meetings shall take place in the Synagogue three times yearly, January, May and October. The Executive Board shall meet once a month on the third Tuesday, unless additional meetings are called by the President.

a. A special meeting can be called by a resolution signed by ten members in good standing or by the President. The purpose of the meeting shall be stated by the Corresponding Secretary in a notice sent to the general membership at least one week in advance of such a meeting.

b. No other business can be conducted at a special general meeting other than that specified in the notice sent each member by the Secretary.

c. Twenty members in good standing shall constitute a quorum at regular and special general meetings. Eleven members of the Executive Board shall constitute a quorum at a regular or special Executive Board meeting. All meetings shall be conducted in accordance with Robert's Rules of Order.

### ARTICLE III - OFFICERS

Section 1. The following shall be the officers of the Congregation and shall be elected to serve for a period of one year:

President  
Executive Vice-President  
First Vice-President  
Second Vice-President  
Recording Secretary  
Corresponding Secretary  
Financial Secretary  
Treasurer

Section 2. No member may hold the same elective office for more than two successive terms without at least one year intervening between terms. However, this does not bar such a member from holding another office in the Congregation.

Section 3. The election of officers and Executive Board members shall be held during the October meeting and they shall take office on January 1, of the following year.

Section 4. A nominating committee shall be appointed by the President one month prior to the annual election. The Committee shall consist of five members from the Executive Board and four members from the general membership.

Section 5. Any member in good standing, if he so desires, can nominate another member in good standing from the floor.

Section 6. In the event of the vacancy in the office of President, the order of succession shall be Executive Vice-President, First Vice-President, and then Second Vice-President. In the event of the vacancy at the same time of all four offices, a special general election shall be held within one month for the purpose of filling the vacancies.

Section 7. In the event of the vacancy of any office other than that of President, the Executive Board at the next regular meeting following the vacancy shall fill such vacancy by appointment.

Section 8. No person shall be qualified for election to any of the above enumerated offices unless he shall have been a member in good standing for two consecutive years next preceding his election; nor shall any person be eligible for election as a non-officer member of the Executive Board unless he shall have been a member in good standing for three years next preceding his election, present officers and Directors excluded.

#### ARTICLE IV - DUTIES OF OFFICERS

##### Section 1. President.

a. It shall be the duty of the President to preside at all regular and special meetings. He shall conduct all business in conformity with the Constitution and its By-Laws. He shall see to it that at all times, all records, seals, bonds and all valuable documents of the Synagogue are securely kept. He shall turn over to his successor all such valuables upon his retirement from office.

b. He shall create committees for the conduct and operations of the Synagogue.

c. The President shall have the combination of the safe and access to all records pertaining to the Synagogue.

d. The President shall be empowered to expend up to \$25.00 for any emergency or charitable fund as he sees fit.

#### Section 2. Executive Vice-President.

a. It shall be the duty of the Executive Vice-President to maintain order at all regular and special meetings and he shall assume the duties of the President in his absence.

b. It shall be the duty of the Executive Vice-President to act as assistant to the President and aid in the performance of his duties as provided for in the Constitution.

#### Section 3. First Vice-President.

a. It shall be the duty of the First Vice-President to maintain order at all regular and special meetings and he shall assume the duties of the President and Executive Vice-President in their absence.

b. It shall be the duty of the First Vice-President to select chairmen and act as ex-officio member of the following named committees:

1. Ways and Means
2. Building Fund
3. Finance and Budget

#### Section 4. Second Vice-President.

a. It shall be the duty of the Second Vice-President to maintain order at all regular and special meetings and he shall assume the duties of the President in the absence of the President, Executive Vice-President, and First Vice-President.

b. It shall be the duty of the Second Vice-President to select Chairmen and act as ex-officio member of the following named committees:

- |                      |                         |
|----------------------|-------------------------|
| 1. Membership        | 5. Religious            |
| 2. Education         | 6. Public Relations     |
| 3. Social            | 7. Calendar             |
| 4. House and Seating | 8. Building and Grounds |

#### Section 5. Recording Secretary.

a. He shall keep a record of all regular and special meetings and supervise the operation of the office of the Synagogue.

Section 6. Corresponding Secretary.

- a. He shall send out notices of all regular and special meetings, both general and Executive Board.
- b. He shall handle all correspondence.
- c. He shall turn over to his successor all records in his possession in proper order upon his retirement from his office.

Section 7. Financial Secretary.

- a. He shall keep an accurate record of all finances.
- b. He shall turn over to his successor all records and money in his possession in proper order upon his retirement from his office.
- c. He shall make his records available for audit when required.
- d. He shall make all authorized disbursements required for the operation of the Synagogue.
- e. He shall prepare in writing and submit to the Executive Board at its regular meeting a monthly Financial Statement which shall be incorporated in the minutes.
- f. He shall be a permanent member of the Finance and Budget Committee.
- g. All checks are to be signed by either the President or Financial Secretary.

Section 8. Treasurer.

- a. He shall keep accurate records of the accounts of all members.
- b. He shall prepare and transmit all statements of accounts receivable.
- c. He shall receive and deposit in their proper accounts all Synagogue funds.
- d. He shall prepare in writing and submit to the Executive Board at its regular meeting a monthly statement of Accounts Receivable which shall be incorporated in the minutes.
- e. He shall turn over to his successor all records and money in his possession in proper order upon his retirement from his office.
- f. He shall make his records available for audit when required.
- g. He shall be a permanent member of the Finance and Budget Committee.

ARTICLE V - EXECUTIVE BOARD

Section 1. Fifteen members in addition to the above enumerated officers shall constitute the Executive Board. Their terms of office, exclusive of the above enumerated offices, shall be for three years. Five of the non-officer members of the Executive Board shall be elected each year. The election of Executive Board members shall take place each October meeting.

Section 2. All applicants for membership shall be brought before the Executive Board by the Membership Committee for approval.

Section 3. Should any member of the Executive Board be absent from three successive Executive Board meetings without a reasonable excuse, the office may be declared vacant by a majority vote of the Executive Board. The Executive Board is empowered to fill the vacancy for the remainder of the term.

Section 4. It shall be the duty of the Executive Board to conduct the general business of the Congregation.

#### ARTICLE VI - MEMBERSHIP

Section 1. Any man or woman of Jewish faith, eighteen years of age or over, single or married is eligible for membership.

Section 2. Procedure for admission to membership:

a. Upon receipt of an official application for membership from the membership committee, the Executive Board shall be empowered to admit or reject the application as a member. Rejection can only arise through a unanimous vote of the Executive Board.

Section 3. Dues and Assessments:

a. Dues and Assessments shall be as fixed by the Executive Board from time to time.

Section 4. Benefits and Privileges of Members:

a. A member in good standing shall be entitled to two seats for the High Holidays, such seats to be designated by the Seating Committee.

b. A member in good standing shall be entitled to all the privileges relative to the use of the facilities of the Congregation, subject to the rules of the House and Seating and Calendar Committees.

c. Priorities for Maftir on Sabbath, and Holidays, are as follows:

1. Bar Mitzvah
2. Bridgroom
3. Yahrzeit

(In cases of identical priority a lot must be cast)

d. One vote will be allowed per membership.

Section 5. Duties and Obligations of Members.

a. It shall be the duty of each member to be in good standing by having all of his financial obligations paid in full.

b. A member shall lose all privileges of membership when he becomes delinquent in the payment of one year's dues or assessments.

#### ARTICLE VII - AFFILIATED ORGANIZATIONS

Section 1. Sisterhood

Section 2. Men's Club

Section 3. Religious School

Section 4. Day Nursery

Section 5. Others as may be approved by the Executive Board.

All activities of the Affiliated Organizations shall meet with the approval of the Executive Board.

#### ARTICLE VIII - AMENDMENTS

Section 1. Any ten members in good standing may present in writing at a general meeting or special meeting any proposal for an amendment to the Constitution. Said proposal cannot be voted upon at the meeting at which it is presented, but must be voted upon at the next regular meeting or at a special meeting called for such a purpose; however, a period of thirty days must elapse prior to said vote.

#### ARTICLE IX

Section 1. The financial fiscal period of the Synagogue shall be September 1, to August 31.