

BETH ZION MEMORIAL TEMPLE

CONSTITUTION AND BY-LAWS

Revised, June 1945

ARTICLE I - NAME

Section 1 This Congregation shall be known as The Beth Zion Memorial Temple.

ARTICLE II - PURPOSE

Section 1 The purpose of this organization shall be the promotion and fostering of the highest ideals of Liberal Judaism.

ARTICLE III - MEMBERS

Section 1 Temple membership shall be classified in three groups: (a) individual memberships; (b) family group; (c) children of a family group who are self-sustaining shall be placed under individual membership.

Section 2 Any person of the Jewish faith 18 years of age and over will be eligible for membership, subject to the approval of the Board of Trustees.

Section 3 DUES--A member shall pay such annual dues as shall be determined by the amount he or she is willing to pay, subject to the approval of the Board of Trustees.

Section 4 PRIVILEGES--A member in good standing shall be entitled to all the privileges of membership.

Section 5 The dues shall be payable in advance.

Section 6 Any member who is arrears for dues for a period of 12 months may be deprived of the rights of membership by action of the Board of Trustees.

Section 7 Young people from the age of Confirmation up to the age of full membership shall be eligible to Junior membership in the Congregation. Junior members shall have no right to vote or to hold elective office.

ARTICLE IV - BOARD OF TRUSTEES

Section 1 The Board of Trustees shall be composed of the President, First Vice-President, Second Vice-President, Secretary and Treasurer of the Congregation, the President of the Sisterhood, the President of the Temple Men's Club and 15 elective trustees.

Section 2 The Congregational officers shall be elected annually. The 15 elected trustees shall be selected as follows: In June 1945 at the annual Congregational Meeting, 15 trustees shall be elected by the Congregation for the following terms: 5 trustees to be elected for a one year term; 5 trustees to be elected for a two year term; and 5 trustees to be elected for a three year term. Annually thereafter, 5 new trustees shall be elected for a three year period.

Section 3 The Board of Trustees shall govern the affairs of this Congregation, control its revenue and property and take such action as in its judgement shall best promote the welfare thereof.

Section 4 The Board of Trustees shall have power to

- (a) - Elect members in the accordance of the Constitution.
- (b) - Determine all dues and assessments of members of the Congregation.
- (c) - Remit the whole or any portion of the dues according to its best judgement.
- (d) - Select such employees as may be necessary and fix their duties and compensation.

- (e) - Authorize the appropriation of any sum necessary to carry on the work in an efficient manner.
- (f) - Order a meeting of the Congregation whenever it may be deemed necessary.
- (g) - Remove any Trustee or member of the Congregation for due cause provided two-thirds of all trustees vote for such removal.

Section 5 The Board of Trustees shall meet at least once every month, or oftener if necessary, at the call of the President.

Section 6 A quorum shall consist of 13 members including the President.

ARTICLE V - OFFICERS

Section 1 The officers of this Congregation shall consist of a President, a First Vice-President, Second Vice-President, Secretary and a Treasurer, elected by ballot for a term of one year, at the annual meeting of the Congregation.

Section 2 The President shall preside at all meetings of the Congregation and Board of Trustees; shall enforce the Constitution and By-Laws sign all official documents. It shall also be his duty to:

- (a) - Decide all questions of order, subject to appeal by any member.
- (b) - Appoint such committees as may from time to time be required, except as otherwise provided.
- (c) - Call a special meeting of the Board of Trustees, upon receipt of a request signed by three members of the Board of Trustees. The request shall state the subject matter to be brought before the Board.
- (d) - Call a special meeting of the Congregation whenever seven members in good standing shall make a written for the same, setting forth the purpose of such meeting. On the refusal or failure of the President to act within ten days after the receipt of such request, the Vice-President, or in his absence or refusal, the Treasurer shall call such meeting.
- (e) - Call a meeting of the Congregation or Board of Trustees, whenever, in his opinion, necessity therefor exists.
- (f) - To be, together with the Treasurer, custodian of all valuable documents and records of the Congregation. These records and documents to be kept on deposit in a Safety Deposit Box at the United States National Bank under the name of the Beth Zion Memorial Temple. The President will turn over all records and documents to his successor at the expiration of his term of office;
- (g) - Appoint the representatives from the Congregation with the advice and consent of the Board of Trustees to all bodies wherein the Congregation may be entitled to representation;
- (h) - Appoint at the first meeting of the Board of Trustees, after the installation of officers, the Standing Committees, each of which he is to be an ex-officio member;

- (i) - Cast the deciding vote on all questions in which there may be an equal division of votes, except in the election of officers and appeals from his decision;
- (j) - Make a written report to the Congregation at its annual meeting of the status of the affairs of the Congregation.

Section 3 The Vice-President shall, in the absence of the President, assume all the duties and responsibilities incumbent upon the President.

Section 4 It shall be the duty of the Secretary to:

- (a) - Keep a register giving the names of all the members of the Congregation, with complete data as to their membership;
- (b) - Attend all meetings, read the minutes, reports and communications and keep a correct record of the proceedings;
- (c) - Issue notices of all meetings of the Congregation, and Board of Trustees, conduct the correspondence and keep a copy of same;
- (d) - Keep a correct account jointly with the Treasurer between the Congregation and its members, make out and mail all bills for dues and other charges, and supervise the collection thereof with Treasurer.
- (e) - Attest all orders drawn upon the Treasurer when signed by the President for appropriations by the Congregation or Board of Trustees;
- (f) - Deliver promptly to the Treasurer all money collected;
- (g) - Be the custodian of the seal of the Congregation and affix it, together with his signature, to all documents emanating from the Congregation or Board of Trustees which require the same;
- (h) - Present a full exhibit of the Congregations' financial condition, at each quarterly meeting of the Board, and at each annual meeting of the Congregation;
- (i) - Perform such other duties as the office demands;
- (j) - Furnish, before entering upon the duties of his office, good and sufficient bond for the faithful performance thereof, in such amount as the Board of Trustees may determine;
- (k) - At the expiration of his term, deliver to his successor, when duly qualified, all money and other properties, including the seal of the Congregation, and all books and papers, pertaining to his office, which may be in his possession.

Section 5 The Treasurer, in the absence of the Vice-President shall assume all the duties and responsibilities incumbent upon the Vice-President. It shall be his duty to:

- (a) - Receive all money belonging to the Congregation, and give receipts therefor, when necessary; and all money so received shall be deposited in the name of the Congregation, in such bank or banks, as the Board of Trustees may direct;
- (b) - Pay all orders approved by the Board of Trustees drawn upon the funds in his hands, when attested by the Secretary and signed by the President;
- (c) - Make monthly reports to the Board of Trustees of the condition of the Treasury;
- (d) - Attend the meetings of the Finance Committee of which he shall be ex-officio member, and have his books and accounts ready for settlement at the expiration of his term;

- (c) - ~~Furnish~~, before entering upon the duties of his office, good and sufficient bond, for the faithful performance thereof, in such amount as the Board of Trustees may determine;
- (f) - At the expiration of his term, deliver to his successor, when duly qualified, all money and other properties of the Congregation in his custody, and all books and papers, pertaining to his office which may be in his possession;
- (g) - To be, together with the President, custodian of all valuable documents and records of the Congregation. These records and documents to be kept on deposit in a Safety Deposit Box at the United States National Bank under the name of the Beth Zion Memorial Temple.
- (h) - At the end of the year the Treasurer shall submit his books for audit.

ARTICLE VI - RABBI

- Section 1 The Rabbi shall be elected at a regular meeting of the Congregation or at a special meeting called for this purpose. It shall require a majority vote of those present to elect for such salary and period of time as may be determined;
- Section 2 He shall perform all duties incumbent upon, and in accord with his office.

ARTICLE VII - COMMITTEES

- Section 1 The following standing committees shall be appointed by the President at the first meeting of the Board of Trustees after the installation of officers;
 - A Finance and Budget Committee consisting of six members.
 - An Auditing Committee consisting of three members.
 - A Ritual Committee consisting of three members; the Rabbi shall by virtue of his office be Chairman of this Committee.
 - A Building Committee consisting of five members.
 - A Choir Committee consisting of four members the Rabbi shall be ex-officio member of this Committee.
 - A Membership Committee consisting of seven members.
 - A Religious School Committee consisting of four members. The Rabbi shall be ex-officio member of this committee.
 - A Cemetery Committee consisting of three members.
- Section 2 It shall be the duty of the Finance and Budget Committee to pass on all dues and assessments; to make a detailed estimate of the income and current expenses for the ensuing year.
- Section 3 It shall be the duty of the Auditing Committee to audit the Treasurer's books annually and submit a comprehensive report to the Board of Trustees.
- Section 4 It shall be the duty of the Ritual Committee to see that the form of worship is adhered to and to recommend to the Board of Trustees any change they may deem advisable. The Board of Trustees shall, when the projected change is of a fundamental character, submit it to a regular or special meeting of the Congregation, and it shall become a law when

adopted by a majority vote of the members present. The proposed change shall be specified in the call for the regular or special meeting.

- Section 5 It shall be the duty of the Building Committee to keep the building and property of the Congregation in good order and repair.
- Section 6 It shall be the duty of the Choir Committee to engage the organist and the members of the choir and to supervise the music arranged for the religious services.
- Section 7 It shall be the duty of the Committee on Membership to promote such activities as shall tend to increase the membership of the Congregation as well as the spirit of fellowship among the members.
- Section 8 It shall be the duty of the Committee on Religious School to make all regulations necessary for the government of the School, including employment of teachers, and adoption of course of study.
- Section 9 It shall be the duty of the Committee on Cemetery to have supervision and control of the Cemetery.

ARTICLE VIII - MEETINGS

- Section 1 An annual meeting of this Congregation shall be held at such place and on such day in the month of June as shall be designated by the Board of Trustees. At this meeting the reports shall be submitted, and all active officers, including the Rabbi, shall be elected. Every member of the Congregation shall be notified by mail, at least five days prior to the holding of the annual meeting.
- Section 2 Special meetings of the Congregation shall be called by the President at the request of the Board of Trustees or on written application of seven members. The call for special meetings shall set forth the purpose of the meeting and written notice thereof shall be mailed to each member, and no business shall be transacted except that specified in the call.
- Section 3 One-fourth of the members of the Congregation shall constitute a quorum.

ARTICLE IX - AMENDMENTS

- Section 1 Amendments to these laws must be proposed by at least five members of the Congregation and filed with the Board of Trustees. Such amendments may be acted on at any regular meeting of the Congregation or at any special meeting called for that purpose. Copies of proposed amendments shall be mailed to each member with the notice of the meeting at least five days prior thereto. An affirmative vote of two-thirds of the members present shall be necessary to adopt any amendment.