



The Constitution of Beth Israel – The West Temple

Amended and approved, June 2018

<u>ARTICLE</u>	<u>PAGE</u>
ARTICLE ONE: Name	3
ARTICLE TWO: Mission	3
ARTICLE THREE: Membership	3-4
ARTICLE FOUR: Governance; Board of Trustees & Executive Committee	4-7
ARTICLE FIVE: Committees	7-8
ARTICLE SIX: Nominating Committee	9
ARTICLE SEVEN: Rabbi	9-10
ARTICLE EIGHT: Meetings	10-11
ARTICLE NINE: Amendments and Revisions	11
ARTICLE TEN: Finances	12
ARTICLE TEN: Rules of Order	12

ARTICLE ONE

The congregation shall be known as Beth Israel - The West Temple.

ARTICLE TWO

The mission of Beth Israel - The West Temple is to be a center of worship and vital community life where Jews and their families from Cleveland's western communities learn Jewish traditions and values, develop their Jewish identity, assure the continuity of Jewish life, and experience a welcoming environment. This congregation subscribes to the principles of Reform Judaism.

ARTICLE THREE

Any Jewish household shall be eligible for membership. The unit of membership shall include members of the family residing in the same household. The term individual membership refers to a single adult. The term "family" as used in this Constitution means (1) a married couple, (2) one or two parents or legal guardians and their unmarried children up to their 26th birthday and/or other legal dependents, (3) an adult couple in a committed relationship who consider themselves to be an immediate family and who share a household in a domestic partnership and any unmarried children of either or both adults up to their 26th birthday and/or other legal dependents. Each household will be entitled to one vote as long as his/her/their membership is in good standing.

A member may be considered not in good standing if his/her financial commitment is more than six (6) months in arrears. If the member has not rectified the situation within thirty days of notice of financial standing, the Board may consider membership revocation. A member may also be declared not in good standing if their behavior

demonstrates malicious intent to Beth Israel - The West Temple, or if their conduct places the temple at legal risk. In this event, a temple representative with legal expertise will discuss the risk they are causing and they will cease and desist immediately. If the behavior continues, the Board may consider membership revocation. Determination of a status of being not in good standing shall be by referral of the Executive Committee to the Board of Trustees, and by a two-thirds vote of the Board. Said member should be advised in writing about their membership status.

Membership Categories

- I. Individual Membership: Membership unit including only one individual;
- II. Household/Family Membership: Membership unit including more than one individual who meet the unit criteria as defined;
- III. Other: Additional membership categories as defined and approved by the Board of Trustees.

Members in good standing shall enjoy these privileges, among others:

- To attend and participate in weekly religious services and Torah study;
- To enroll their children in religious school;
- To serve on the Board of Trustees and a committee;
- To celebrate lifecycle events;
- To secure seating for Rosh Hashanah and Yom Kippur;
- To participate in the educational, cultural and social programs of the congregation;
- To secure a location in the synagogue's cemetery.

ARTICLE FOUR

The governing body of our Temple shall be the Board of Trustees consisting of: An elected President, Vice President, Treasurer; and Secretary; elected chairpersons of the

permanent committees; the immediate past President for one two-year term. The immediate past President is defined as the individual who vacated the office of president upon election of a new president. All trustees and officers must be Jewish and his/her/their membership must be in good standing. The elected President, Vice President, Treasurer, and Secretary shall serve as members of the Executive Committee. The Rabbi shall be an *ex-officio* member of the Board without voting rights.

Trustees and officers shall be nominated and elected by the members of the congregation at the duly called congregational annual meeting to a term of two years through the provision of a Nominating Committee as described in Article Six.

Elected board members shall be elected for a period of two years. No officer may hold the same office for more than three (3) consecutive terms, unless approved otherwise through a congregational vote. He/she/they may be elected to any board role after a two (2) year absence from the Board. An abbreviated term of office for those initially elected under the first utilization of this Constitutional provision will be determined by the Board of Trustees, in order to allow for rotation of elected Board members.

The Board of Trustees shall have the responsibility for the general management of the affairs, funds, records, and property of the congregation. As recommended by the Executive Committee, the Board shall engage and terminate all paid staff and other employees of the congregation, and approve all administrative appointments. It shall act on all matters of policy and perform such other duties as the members of the congregation in regular or special meetings may prescribe. The Board shall meet at least four times each year at the call of the President or by petition of a majority of the members of the Board.

A majority of the Board shall constitute a quorum for a board meeting. A meeting opened in the presence of a quorum shall continue until duly adjourned by motion

regardless of the absence of a quorum thereafter. In the absence of the President, the Vice president, Secretary, and Treasurer, in that order, shall serve as chairperson. In the event of a time sensitive decision when an in-person meeting is not possible, an electronic vote may serve to reach a formal board decision, sent via email to all voting board members with clear terms for the vote and a specific timeline for a response. An electronic vote must be confirmed and documented in the minutes of the following board meeting.

An officer may resign by submitting a written resignation to the President. The Executive Committee, in consultation with the Board of Trustees, may recommend removal of an officer, committee chairperson, or Board member for good cause. If the officer under consideration is a member of the Executive Committee, the three remaining members of the Executive Committee may proceed as described above.

Individual Trustee Responsibilities include:

President - Shall call and preside at all regular and special meetings of the Board of Trustees; speak on behalf of our congregation whenever the congregation speaks as a body; make and maintain contacts with affiliated and non-affiliated congregations; endorse all required documents on behalf of the Board of Trustees, including, but not limited to legal documents; fill and maintain, with the approval of the Board, vacancies on the Board; appoint special committees as required; seek out committee members when vacancies exist; appoint and monitor a cemetery manager, who will be responsible for procedures as specified in any appropriate rules and regulations concerning the cemetery. The president shall be an *ex-officio* member of every committee.

Vice President - Shall act as president in all matters when the President is unavailable; shall automatically succeed the president if a vacancy occurs during the president's term of office; shall chair the Development Committee.

Treasurer - Shall be the primary custodian of congregation funds; shall be to keep or

cause to be kept a full and proper record of all receipts and disbursements; shall chair the Finance Committee; shall prepare and maintain budgets and account expenditure statements for review at regularly scheduled board meetings; assist the office manager in the payment of accounts payable; shall endorse all required payment instruments; shall maintain accounts receivable and endorse all depository instruments; shall manage the dues billing and collection; shall arrange for audits of the accounts of the congregation and prepare a report for the Board.

Secretary - Shall take and maintain minutes of all regular and special board meetings; include outcomes of electronic board votes in minutes; distribute minutes to board members before subsequent board meetings; submit minutes for approval as a regularly scheduled agenda item; and perform other duties as are incidental to the office.

The **Executive Committee** shall have the following responsibilities:

- 1) Act for the Board in case of an emergency, in which case such action should be reported to the Board in as expeditious a manner as possible;
- 2) Carry out such functions as the Board may designate;
- 3) Review and refer any appropriate proposal for expulsion of members, officers, or Board members for action by the Board;
- 4) Recommend the selection, engagement, retention, supervision, and termination of all staff to the Board of Trustees, except for the selection of a Rabbi, as provided in Article Seven below.
- 5) Determine an operating agreement for the supervision of staff, if deemed necessary and appropriate.

ARTICLE FIVE

Standing committee chairs shall be elected by a majority vote of the Board of Trustees for a term of two years and may be re-elected for no more than (3) consecutive terms. If there is a vacancy, standing committee chairs may be elected by a majority vote of the

Board of Trustees. As necessary, additional special committees may be appointed by a majority vote of the Board of Trustees. The standing committees of this congregation and their duties shall be as follows:

- A. Ritual Committee - Provide the members & the greater community with Shabbat and High Holiday services; lead the congregation in celebration of other Jewish holidays; join with the Rabbi in enriching our congregation in Jewish learning and practice.
- B. Religious School - Provide the children of the congregants with educational opportunities, from early childhood through high school, with classroom learning during a defined school year as well as out-of-the classroom activities. The Religious School committee chair will maintain responsibility for the oversight and maintenance of the temple library, including working with library employees and communicating about library needs and activities to the Board of Trustees. The library committee shall provide a semi-annual report to the board.
- C. Finance - Provide guidance on all matters related to the financial obligations of the Temple as well as management of the financial assets held by the Temple. Core responsibilities include oversight of audits, investment strategies, projected income and expenses, long-term goals, provision of finance reports to the Executive Committee, and additional related financial matters. *Chaired by Treasurer.*
- D. Membership - Manage outreach to inquiring individuals regarding membership; oversee scheduling, planning and communication regarding activities to encourage new members to integrate; and generally enhance the benefits of membership.
- E. Building & Grounds - Maintain and oversee the condition of the physical structure of the synagogue as well as the surrounding grounds.
- F. Social Action - Provide members with an opportunity to initiate or join community programs which represent the goals and intentions of the temple community on social justice and public affairs.
- G. Adult Education - Provide members with opportunities to advance and enrich their knowledge and appreciation of Jewish literature, arts & sciences, history, Torah,

current affairs, and other topics.

H. Development – Manage or oversee all Temple fundraising activities, including special events, ongoing fundraising efforts, and special campaigns. *Chaired by the Vice President.*

ARTICLE SIX

Biennial elections are required in each calendar year ending in an even number, for example 2018. The Board of Trustees shall name a nominating committee consisting of five members in good standing; at least two shall be current board members. The committee shall be appointed by the Board of Trustees not less than forty-five days prior to the congregation's annual meeting. The nominating committee shall elect a chairperson at their first meeting; the nominating committee is responsible for designating a slate of board nominees.

Members in good standing shall be notified at least two weeks before the election of the time and place of the election, and the slate of trustees as recommended by the nominating committee. Each household membership unit in good standing shall be eligible to one vote for the election of Executive Committee members of the Board of Trustees.

ARTICLE SEVEN

A candidate for Rabbi shall be selected by a special Rabbinical Search Committee as appointed by the President and approved by the Board of Trustees; said committee shall present their findings to the Board of Trustees for consideration; the committee's choice shall be appointed by the Board of Trustees by a majority vote at a regular or special meeting of the Board.

A recommendation by the Board on a change in the status of a rabbi's employment (such as termination or emeritus status) shall be conveyed in writing to the congregation. The recommendation of the Board will be considered approved fifteen (15) days after the congregation receives written notification of the Board's recommendation unless, during that period, a call or request for a special meeting has been made for the purpose of considering the decision.

The President and the Chair of the Rabbinical Search Committee shall negotiate terms and conditions of employment with the selected candidate, subject to the approval by the Board of Trustees. A rabbi shall be engaged by written contract and initial election shall not be for a greater period than three (3) years. The Executive Committee shall negotiate terms and conditions for Rabbinical contracts.

ARTICLE EIGHT

Two regular meetings per year of the congregation shall be convened by the President. One of the membership meetings should be as soon after May 1 as is possible. In alternate years, officers and Board members shall be elected at that meeting. At all regular meetings reports shall be submitted by the President and such other officers, auxiliaries and committees as may be requested to do so by the Board of Trustees. A budget for the coming year shall be presented at the meeting prior to the end of the fiscal year. Every member of the congregation shall be notified by mail or electronic means at least ten (10) days prior to holding of the meeting, in addition to notice through the temple bulletin and/or regular outreach materials.

Special meetings of the congregation may be called by the President, or shall be called at the request of a majority of the Board of Trustees or on written application of ten percent of the membership in good standing to the President and/or Secretary. The call for a special meeting shall set forth the purpose of the meeting and written notice

thereof shall be mailed or electronically communicated at least ten (10) days prior to the time of such meeting. No business shall be transacted at such meeting except as specified in the call.

Fifteen percent of congregational households in good standing shall constitute a quorum in order to hold a meeting and vote on open issues. For purposes of voting, members are entitled to vote as according to Article Three above. Votes must be cast in person; voting by proxy is not permitted. Absentee voting is not permitted, except in the case of Constitutional amendments.

At regular or special meetings of the congregation, decisions shall be made by a majority vote of the members in good standing present. However, a vote of two-thirds (2/3) of the members in good standing present shall be required to reverse or amend a decision of the Board. No vote shall be valid unless a quorum is present, as defined above.

ARTICLE NINE

The Constitution may be amended as follows:

Any proposed amendment shall be submitted in writing to the President. The proposed amendment shall be placed on the agenda of the next meeting of the Board of Trustees; upon recommendation of approval by the Board of Trustees, the amendment shall be presented to the members at the next regularly scheduled congregational meeting with notice of the meeting for a vote. Such notice shall be communicated either electronically or in written form, as provided by the manner in which members receive such communications on a regular basis, at least thirty days before the meeting.

Amendments shall be approved by a yes vote of at least two-thirds (2/3) of temple members in good standing present at the time of voting and "absentee" votes received

by the Secretary prior to the meeting at which voting will be taking place. This constitution may be supplemented by by-laws. By-laws shall be adopted initially and may be amended by the Board of Trustees following the same procedure as constitutional amendments.

ARTICLE TEN

The fiscal year shall begin annually on July 1. Members shall pay dues, assessments, and other fees determined by the Board of Trustees. Membership fee adjustments based upon financial hardship will be overseen by the Treasurer. Membership dues are payable in quarterly installments or as negotiated with the Treasurer.

ARTICLE ELEVEN

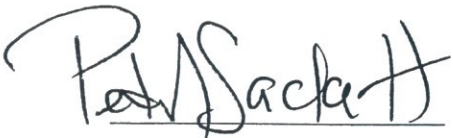
The rules of procedure not otherwise provided herein shall be determined by *Roberts Rules of Order*, latest revised edition.

DATE SUBMITTED TO THE BOARD OF TRUSTEES FOR REVIEW: April 16, 2018


DATE APPROVED BY THE BOARD OF TRUSTEES AND SUBMITTED TO THE MEMBERSHIP: May 6, 2018

DATE SUBMITTED TO MEMBERSHIP: May 24, 2018

DATE OF MEMBERSHIP APPROVAL: June 10, 2018



President, Board of Trustees



Secretary, Board of Trustees