

## CONSTITUTION OF TEMPLE SINAI OF PALM BEACH COUNTY. INC.

### ARTICLE I — NAME

This Congregation shall be known as Temple Sinai of Palm Beach County, Inc.

### ARTICLE II— PURPOSE

The purpose of the Congregation shall be to worship God in accordance with the faith of Judaism, to cultivate love and understanding of the Jewish heritage, to stimulate fellowship in the Jewish community, and to promote Judaism in all facets of life by means of public and private worship, by religious education and through social welfare activities.

The Congregation shall follow the forms, practices, and usages of a liberal interpretation of Judaism, as recommended by the Union for Reform Judaism, URJ or in URJ Responsa, or to a specific question by the Temple President (or his/her designee).

### ARTICLE III —AFFILIATIONS

Affiliates of Temple Sinai shall consist of Brotherhood of Temple Sinai, Sisterhood of Temple Sinai, and any other affiliates approved by the Board of Trustees. All of the affiliates shall be self-managed and operated to help support the financial, religious, and social welfare of the Temple. Affiliates shall be subject to an annual review of their financial records by the Board of Trustees. Members of affiliates of Temple Sinai must be members of the Congregation; except that affiliates may accept a provisional member for a period of not more than one year before said provisional member must join Temple Sinai. Upon dissolution, removal, or severance of any affiliate of Temple Sinai, any funds invested, accumulated, or under control of said affiliate, shall be turned over to Temple Sinai.

### ARTICLE IV — MEMBERSHIP

#### Section 1. Eligibility.

- (a) Regular members - Any person of the Jewish faith or any person seeking to be associated with those upholding the Jewish faith shall be eligible for membership in the Congregation.
- (b) Young Adult Membership; Single and Young Adult Households where the oldest member is under thirty (30) years of age.
- (c) Associate Members — Associate membership shall be available to:
  - i) Short term seasonal residents of the State of Florida whose primary, full time legal residence is outside of Palm Beach, Dade, Broward, and/or Martin Counties;
  - ii) an applicant for such a membership whose primary, full time, legal residence is in the State of Florida, and who is a member in good standing in any other Congregation.

Associate membership does not include High Holy Days tickets unless the member is also a member of a URJ affiliated Synagogue, elsewhere.

- (d) Honorary Members — Honorary membership may be granted to retired Rabbis and Cantors, or to any person who has performed outstanding and unique services to the Temple. Each candidate shall be subject to approval of the Board of Trustees, and this honorary membership shall be reviewed annually at the May Board of Trustees meeting.

Section 2. Election to Membership. Any eligible person shall become a member upon approval of their application by the Board of Trustees or its designee(s).

Section 3. Unit of Membership. The unit of membership shall be a full dues paying member, notwithstanding reduction in dues related to hardship. Unmarried children under the age of twenty-five (25) years of age, or who have graduated from college, whichever comes first, living with their parent(s), shall be deemed part of the family unit. Confirmands of Temple Sinai shall be deemed separate Individual members (non-dues paying) and shall have all membership privileges until the age of twenty-two (22), or graduation from college, whichever comes first.

Section 4. Special Categories. Additional Special categories of membership shall include the following:

- (a) Any single Jewish adult over 18 years of age.
- (b) A couple under 35 years old, one member of which is Jewish with no children in the religious school (or which may be paid for by an incentive program as established by the finance committee with the approval of the board.
- (c) Introductory membership for which rules and fees may be established by the finance committee and as approved by the board

Section 5. Voting Qualifications.

- (a) Each full dues paying member of the family unit, notwithstanding reduction in dues related to hardship, shall have one vote.
- (b) Honorary, Special and Associate members do not have the right to vote.

Section 6. Voting.

- (a) All members eligible to vote may vote in person, or if unable to do so, by absentee ballot or by proxy.
- (b) Absentee Voting and Voting by Proxy. A request for an official absentee ballot or a proxy form, to be furnished by the Secretary shall be made in person, by mail or by e-mail. To be valid, the completed official signed absentee ballot is to be returned and filed with the Secretary no later than one hour prior to the election meeting. Proxy forms, duly executed by the member conferring the same, must be

given only to a voting member of the congregation present at the meeting who will cast the proxy vote at the time of the meeting. Any voting member present at the meeting can cast no more than two proxy votes, in addition to their own vote. Proxies may be revoked at will, by the grantor by notifying the secretary by any means of transmission, prior to exercise of the vote. A proxy shall be valid for a specific meeting.

The presence of any member in absentee ballot or proxy ballot status at the election meeting and who shall have filed for an absentee ballot or a proxy ballot shall automatically nullify said absentee ballot or proxy ballot. Both absentee and proxy ballots shall count towards a quorum.

#### Section 7. Dues.

Annually, the finance committee comprised of the treasurer and such members, as the treasurer shall choose for the committee shall establish, and recommend dues for each category of membership and present the same to the Board of Trustees.

A member shall pay such annual dues as shall be determined and fixed by the Board of Trustees and approved by the Congregation at a Regular or Special meeting, provided that the notice of such meeting shall contain a statement that proposed dues will be a subject of action by the Congregation. Only a committee consisting of the president(s), the Executive Vice President, the Treasurer, and the Vice President(s) membership recruitment Vice-President of Membership Retention, may adjust dues and or assessment payments for reasons of hardship or other proper causes by a majority vote of the committee. The committee may designate one or more of its members to accept said dues hardship reduction **applications**.

Section 8. Special Assessments. Any special assessments proposed by the Board of Trustees shall require the approval of a majority of the members present (including proxy and absentee ballots) at a Regular or Special meeting of the Congregation. The notice of any such meeting shall include a statement disclosing the purpose of the meeting.

#### Section 9. Delinquent Members.

A member failing to pay one-half (1/2) of the dues by March 31<sup>st</sup> and the full balance by June 30<sup>th</sup> shall be deemed delinquent. A member failing to pay an assessment levied by the Congregation pursuant to Section 7 above, within thirty (30) days after the due date shall be deemed delinquent. A delinquent member shall lose all rights and privileges as a member of the Congregation and shall be subject to suspension by the Board of Trustees. A member will not be deemed delinquent if special payment arrangements have been made and adhered to.

Section 10. Reinstatement. A suspended member may be reinstated by the Board of Trustees upon payment by such member of all arrears and upon compliance with any conditions and terms the Board may stipulate.

Section 11. Resignation. A resignation of any member shall not relieve him/her from the obligation of payment to the Congregation due at the time of such resignation. Any obligation payable in installments shall be deemed due and payable in full at the time of such resignation.

Section 12. Privileges of Membership. A Regular Member in good standing shall be entitled to all the rights and life-cycle privileges of membership, including, but not limited to:

- (a) Voting at all meetings of the Congregation in the manner provided for herein.
- (b) Participating in all activities held under the auspices of the Congregation.
- (c) Being eligible for election as an Officer of the Congregation or as a Trustee, except as provided in Article V, Section 2.

Section 13. Duties. A member shall be bound by this constitution and any by-laws hereafter adopted and any amendments to either.

## ARTICLE V — BOARD OF TRUSTEES

Section 1. Administration. The Board of Trustees is responsible for the establishment of policy and the general management of the Congregation as provided herein.

Section 2. Eligibility and Composition.

- (a) Eligibility. A nominee for the Board of Trustees must have been a Regular Member in good standing for a minimum of six months at the time of election.
- (b) Composition. The Board of Trustees shall consist of the following:
  - (i) The Officers of the Congregation listed in Article VI, Section 1.
  - (ii) **There shall be Ten (10) additional members of the congregation at large.**

| All Trustees are to be elected by the Congregation from the Temple **Membership**.

- (2) All congregation past presidents shall be members of the Board of Trustees. Only the immediate past president shall have a right to vote. No Past president shall stand for **the office of president** for the first three years after **the expiration of** his/her term.
- (3) The President of the Sisterhood and the President of the Brotherhood provided they are members of the Congregation in good standing. .

Any officer or member of the Board of Trustees who is no longer a member of the

Congregation in good standing for a period of ninety (90) days shall be removed from office and that position considered vacant.

### Section 3. Term of Office.

In alternating years 3 or 4 of the at large Trustees [See Sec 2(b)(1)] shall be elected by the members of the Congregation at every annual meeting of the Congregation. Trustees shall be elected for a term of two (2) years. No elected Trustee shall serve for more two successive terms,. All regular elections will be held at the June Congregational Meeting.

Section 4. Election of Trustees. The election of Trustees shall be by written ballot. Each member of the Congregation in good standing may cast no more than one (1) vote each for each nominee. The nominees receiving the highest number of votes shall be declared elected. A tie shall be decided by a run-off election at that same meeting.

Section 5. Powers and Duties. The Board of Trustees shall govern the affairs of the Congregation, have charge of its property and revenues, and take such action as shall promote the welfare of the Congregation, subject to the provisions of the Constitution. In furtherance and not in limitation of the foregoing, the Board of Trustees shall have the power to:

- (a) Approve, or have its designee approve, applicants for membership in the Congregation.
- (b) Designate the manner in which checks, drafts and other orders for payment of money shall be signed, the financial institutions and type of accounts in which the money and assets of the Congregation shall be maintained.
- (c) Authorize the appropriation and use of funds subject to the approval of the Congregation at its annual meeting, or at a special meeting called for that purpose.
- (d) Call special meetings of the Congregation.
- (e) Perform such other duties as may be set forth in this Constitution or as the congregation may from time to time prescribe.
- (f) Elect honorary trustees, who shall have no right to vote.
- (g) Fix all fees and assessments of the Religious School and Pre-School after giving consideration to committee recommendations.

Section 6. The Treasurer shall chair and appoint a Finance committee. Such committee shall consist of a minimum of three members of the congregation, at least one of whom must be a member of the Board of Trustees.

The Finance Committee shall prepare and present a budget for each fiscal year. This budget shall be presented first to the Board of Trustees for their review and approval and then at the annual meeting in June. Funds appropriated by the Finance Committee, as finally adopted by the Congregation, may be disbursed by the Board of Trustees, or its designees, without further authority. It shall be the function of the Finance Committee to review monthly financial statements prior to their presentation to the board.

Section 7. Unspecified Disbursements. The Board of Trustees shall be authorized to expend unbudgeted sums, not to exceed in the aggregate of fifteen thousand dollars (\$15,000.00) except for emergency repairs or emergency items in any fiscal year; for the purposes not specified in the budget as same may be required. An amount in excess thereof shall require approval of the majority of those voting at the congregational meeting.

Section 8 Administrative Committee. The Administrative Committee shall consist of the President(s), the Executive Vice President(s), Treasurer(s), the Vice-President(s) of Operations, which committee shall be responsible for the day to day operations of the Temple subject to guidelines and policies established by the Board of Trustees.

Section 9. Meetings. The Board of Trustees shall normally meet on the fourth Tuesday of each month. Special meetings may be called by the President giving three (3) days notice, stating the purpose thereof. A special meeting must be called by the President on written request of not less than eight (8) members of the Board of Trustees.

Section 10. Quorum. A majority of the voting members of the Board of Trustees shall constitute a quorum. Decisions of the Board shall be made by a majority vote of those present at a meeting of the Board of Trustees except where otherwise prescribed by this Constitution.

## ARTICLE VI— OFFICERS

Section 1. Officers. The Officers of the Congregation shall consist of the (Office of) President(s), ~~an~~ Executive Vice President(s), the Vice Presidents, Treasurer(s), and Secretary(ies). The nominee(s) for the position of President(s) of the Congregation must be or have been a member of the Board of Trustees. Any position may be filled by two members of the congregation who shall serve as co-equal officers, each with ½ a vote.

Section 2. Term of Office. Officers shall be elected at the annual meeting in June for a term of 12 months commencing July 1 and shall serve until a qualified successor shall be elected. The President shall be elected for a one year term, and shall serve no more than three consecutive terms. The president and the Executive Vice President, Vice Presidents, Treasurer and Secretary shall serve no more than three (3) successive terms in any one position; unless a minimum of 10% (Ten Percent) of the membership, by petition, submitted to the Nominating Committee Chairperson on or before March 15th, of each year, nominates any individual (President, Executive Vice President, Vice-President, Treasurer or Secretary) to serve one additional term.

Section 3. Duties of the Office of the President(s)

(a) A President shall:

- (1) Preside at all meetings of the Congregation and of the Board of Trustees.
- (2) Create committees and appoint and/or remove committee chairpersons as **deemed reasonably** necessary.
- (3) Oversee and supervise the general operation of the Temple, including the Spiritual and Administrative functions by exercising a leadership role.
- (4) Sign all deeds, contracts, and other documents to be executed for and on behalf of the Congregation.
- (5) Enforce the Constitution and By-Laws of the Constitution, and carry into effect all resolutions of the Board of Trustees and the Congregation.
- (6) Appoint from the Board of Trustees, a Parliamentarian whose function shall be to enforce Robert's Rules of Order.
  - a. To establish rules and procedures for each committee together with the chairs of the respective committees.
  - b. To oversee the conduct of meetings of the board according to Robert's Rules of Order as the final authority
  - c. Shall assure that all processes are consistent with the constitution

(b) The Office of the President shall approve the hiring and terminating of all lay non-clergy personnel.

(c) A President shall be a member, ex-officio, of all committees, except the Nominating Committee, without the right to vote at their meetings.

Section 3.1. The Office of the Executive Vice-President(s): The Executive Vice-President(s) shall report directly to the President and shall assume such functions as shall be assigned by A President and shall serve in place of A President during the President's Absence. The Executive Vice-President(s) is/are ad hoc members of all committees except the Nominating Committee.

Section 4. Other Officers. The Vice Presidents shall report to the President. The President, with the approval of the Board of Trustees, may move a committee from the jurisdiction of one Vice-President to another.

Section 4.1. The Treasurer: The Treasurer shall work in cooperation with the President

on financial matters of the cong and shall report directly to the Board of Trustees. The Treasurer shall be responsible for the preparation of the budget, chair the Finance Committee and shall keep a correct account of all receipts and expenditures in accordance with accepted accounting practices. The Treasurer shall oversee issuance of all invoices and follow up and collect on obligations owed to the Congregation. The Treasurer shall have the custody of all books, documents and vouchers pertaining to said office and all securities belonging to the Congregation, subject to, at all reasonable times, examination by the Finance Committee on a quarterly basis, or at the request of the Board of Trustees. The Treasurer shall deposit the funds of the Congregation in its name in such banks or institutions as shall be designated by the Board of Trustees. The Treasurer shall be bonded. The premium for such bond shall be paid for by the Congregation.

The Treasurer shall also be responsible for dues evaluation, investments, and endowments. The Treasurer shall oversee the investment of funds that are held in trust by the Congregation or funds that belong to the Congregation, subject to the guidance of the Board of Trustees. Such funds to be placed only in investments legal for trust funds under the laws of the State of Florida.

Section 4.2. The Vice-President of Adult Education: The Vice-President of Adult Education shall chair the Adult Education Committee and shall be responsible for all activities and programming for adult education, lecture series, the Library, an Outreach Programs.

Section 4.3. The Vice-Presidents of Membership: The Vice-President of Membership for Recruitment shall chair a Membership Committee and shall be responsible for the recruitment of new members.

Section 4.4 The Vice-President of Membership for Retention shall chair a Membership Committee and shall be responsible for the integration of current members, and the Chavurah program.

Section 4.5. The Vice-President of Operations: The Vice-President of Operations shall chair the Operations Committee and shall be responsible for the maintenance of the house and grounds and for the use of the Congregational facilities. The Vice-President of Operations shall act as liaison with the caterer(s). Any expenditures for operations in excess of \$2,000.00 requires the approval of the President or the Executive Vice-President unless it is for emergency maintenance.

Section 4.6. The Vice-President of Religious Activities: The Vice-President of Religious Activities shall chair the Religious Activities Committee and shall be responsible for the religious activities of the Congregation in consultation with the Rabbi and Cantor. (Note that the Rabbi has ultimate responsibility for the services, subject to his/her contract.)

Functions shall include, but not be limited to:

- a) Developing order of all services
- b) Assignment of aliyot
- c) Overseeing of ushers
- d) Assignment of lay leaders
- e) Organization of D'var Torah

Section 4.7. The Vice-President of Religious School and Youth Activities: The Vice-President of Religious School and Youth Activities shall chair the Religious School and Youth Activities Committee and shall be responsible for the Jewish education of students in the Religious School. The Vice-President will recommend fees for tuition subject to approval by the Board of Trustees. Only a **committee (which may designate a single member to act)** consisting of the President, the Treasurer, and the Religious School Vice-President (and the Rabbi who shall act only in an advisory capacity), may adjust the fee for reasons of hardship or other proper causes by a majority vote of the committee. The Vice-President shall be the immediate supervisor of the Religious School. Employment of Religious School and Youth Activity staffs shall be within the purview of the Vice-President and the Religious School and Youth Activities Committee, subject to the approval of the President. Additionally, the Vice-President is responsible for the development and implementation of programs for Temple youth.

Section 4.8. The Vice-President of Preschool **(If active)**: The Vice-President of Preschool shall chair the Preschool Committee and shall be responsible for the oversight of the Preschool in conformity with State laws and regulations. The Vice-President will recommend fees for tuition subject to approval by the Board of Trustees. Only a committee consisting of the President, the Treasurer, and the Preschool Vice-President (and the Rabbi who shall act only in an advisory capacity), may adjust the fee for reasons of hardship or other proper causes by a majority vote of the committee. The Vice-President shall be the immediate supervisor of the Preschool directors. Employment of Preschool staff shall be within the purview of the Vice-President and the Preschool Committee, subject to the approval of the President.

Section 4.9. The Vice-President of Social Action and Community Relations: The Vice-President of Social Action and Community Relations shall chair the Social Action and Community Relations Committee and shall be responsible for Social Action and Community Relations including, but not limited to: Civic Concerns, Interfaith Relations, and Israel Affairs.

Section 4.10. The Vice-President of Fund Raising: The Vice-President of Fund Raising shall chair the Fund Raising Committee and shall be responsible for the development

and organization of activities designed to raise money for the Temple and shall coordinate these activities with the Temple affiliates when applicable.

Section 4.11. The Vice-President for Communications shall be responsible for Temple publications, publicity, and advertising.

Section 4.12. The Executive Vice-President and the Vice Presidents shall perform such other related duties as may be assigned by the President and Executive Vice President. The Vice Presidents shall appoint the appropriate sub-committee chairpersons to committees under their jurisdiction, subject to the approval of the President.

Section 5. Duties of the Secretary. The Secretary shall take, or cause to be taken, minutes of every meeting of the Congregation, Executive Committee, and Board of Trustees; have custody of the Constitution and By-Laws, and cause such By-Laws and a Book of Motions to be recorded, shall take care of all correspondence of the Congregation; issue all notices of meetings and perform such other duties as may be required by the Board of Trustees.

Section 6. Executive Committee. There shall be a committee to be known as the Executive Committee, which shall be composed of all the Officers of the Congregation, and the Immediate Past President of the Congregation. The committee shall only act in an advisory capacity and in emergencies and as directed by the Board of Trustees.

| **Section 7. Strategic Planning.** A strategic planning committee shall be established by the President(s) who shall (jointly) name a chairperson which chairperson shall present a progress report monthly to the administrative committee. That committee shall be charged with long term planning for the Temple and such other concerns as the President(s) may assign and not within the purview of another committee. The Committee chair shall report to Board after consultation with the Presidents jointly.

| Section **86**. Absences and Vacancies. The purpose of this section is to establish the procedure for filling officer and trustee positions between annual elections.

- (a) Should a vacancy occur in any elected officer position other than the President, the Nominating Committee **shall convene** to recommend an individual to fill that position.
- (b) The Board of Trustees, upon recommendation of **a list of candidates from the Nominating Committee, shall select a regular member of the Congregation as a Trustee to fill any Trustee vacancy, which may occur on the Board. Such Trustee shall serve for the unexpired term of the predecessor.**

| **~~Committee, shall select a regular member of the Congregation as a Trustee to fill~~**

~~any Trustee vacancy, which may occur on the Board. Such Trustee shall serve for the unexpired term of the predecessor.~~

- (c) If any member of the Board, is absent from any three consecutive regular Board meetings, or for a total of four regular meetings during the year, computed from the commencement of his or her term, for any reason, at the discretion of the Board, the remaining term, whether ~~that of~~ officer or trustee, may be deemed as vacant.

## ARTICLE VII - NOMINATION AND REMOVAL OF TRUSTEES AND OFFICERS

### Section 1. Nominating Committee.

Nomination of Officers and Trustees shall be made by a Nominating Committee. The Committee shall consist of nine (9) members and two (2) alternates. four (4) members of the committee and one (1) alternate shall be elected from and by the Congregation at the Annual meeting in June. Four (4) members and one (1) alternate shall be elected from the Board of Trustees at its June meeting. The two (2) alternates shall attend all the meetings of the Nominating Committee and vote in the absence of a member of whichever group they represent. A member may serve on the Nominating Committee for no more than three (3) consecutive terms. The Board of Trustees shall fill any vacancies on the Nominating Committee. The Immediate Past President(s) shall be the Chairperson of the Committee with the right to vote. Any member of the nominating committee whose name shall be put into nomination must reclude himself/herself from voting on that nomination. The term of office of the Committee will begin immediately after the July Board of Trustees meeting. When two people are presented for presidents by the nominating committee, those persons selected shall jointly decide which committee chairs shall report to which President(s). After election to office, that delineation of responsibility may be changed only with the consent of the Administrative Committee.

Section 2. Nominees. The Committee shall present to the Board of Trustees of its nominations at the April meeting of the Board of Trustees and name one or more nominee(s) for each Officer and one for each Trustee position to be filled at the annual ~~Learn~~ Meeting of the Congregation for the Boards consideration. The Committee with due regard for any Board comments, shall inform the Board of Trustees of its final nominations at the May meeting of the Board of Trustees. A list of nominees shall be mailed to the members of the Congregation immediately thereafter.

### Section 3. Nomination by Petition.

Any ~~twentyfive~~ (25) regular members of the Congregation, in good standing, may nominate a candidate for any office or trustee position by filing a written petition signed by said ~~twentyfive~~ (25) members. Membership on the then current Nominating Committee will not disqualify them for running for office through petition. The petition and written consent of the nominee must be filed with the Secretary before May 15th.

Section 4. Final Notice of Nominations. At least fifteen (15) days prior to the Annual Meeting of the congregation, a final list of all nominated candidates shall be mailed to the members together with the notice of the meeting. If there shall be a Nomination by Petition generating an election between the nominee of the Committee and the Nominee by Petition, such election shall be accomplished by means of a secret ballot at that Congregational Meeting.

Section 5. Removal. Any Officer or Trustee may be removed from office by a two-thirds (2/3) vote of the Congregation present at any special meeting to be called by the Board of Trustees, or by petition of 150 members of the congregation for the purpose of such removal. The Officer or Trustee shall be notified in writing of all charges made against him or her. Before the Board of Trustees may call such a meeting, the Officer or Trustee charged shall first be given an opportunity to appear before the Board of Trustees and be permitted a full hearing on all charges made against him or her. Whether the special Congregation meeting is called by the Board of Trustees or by petition of 150 members, the Officer or Trustee is permitted a full hearing before the Congregation on all charges made against him or her.

Section 6. Eligibility. Only regular members in good standing shall be permitted to participate in any meeting, or hold any office in the Congregation. The President of the Sisterhood, Brotherhood and President of any other approved affiliates are not eligible to be nominated and elected as an officer or member of the Board of Trustees of the Congregation, unless he or she first resigns as such President. An Officer or Trustee of the Board upon becoming a president of Sisterhood, Brotherhood, or President of any other approved affiliate, automatically vacates the position held as an Officer or member of the Board of Trustees, as the office of the President makes him or her a member of the Board. The purpose of this provision is that no individual shall have two votes as a Board member and that there should be no conflict in the work schedule of the President of the Sisterhood, Brotherhood, and President of any other approved affiliate with the administration and of the work of the Congregation. No person shall run for two (2) offices at the same time.

#### ARTICLE VIII- RABBI AND CANTOR.

Section 1. Selection. A Search Committee of nine (9) members appointed by the President(s) with the approval of the Board of Trustees shall select the Rabbi and Cantor and fix all terms and conditions of his or her employment, subject to approval by the majority of the Congregation at the Annual Meeting or at a special meeting called for that purpose. The Rabbi or Cantor may be removed by the majority vote of the Congregation at any annual or special meeting, subject to the terms of their contracts. The notice of such meeting shall contain a statement of the proposed action.

Section 2. Affiliation. The Rabbi and Cantor shall be members of the Congregation ex officio.

Section 3. Duties. The Rabbi and Cantor shall perform all the functions of their Office subject to the direction and approval of the Temple President and the Board of Trustees. Their

functions shall conform to the provisions of their respective contracts and/or other terms of employment as may apply to their respective positions.

ARTICLE IX — MEETINGS OF THE CONGREGATION. Section 1. Regular Meetings.

Meetings of the Congregation shall be held in Palm Beach County in the State of Florida in June of each year. ~~The June meeting is to be designated the Annual Meeting.~~ The dates, time, and place for ~~both~~ meetings are to be fixed by the President(s) with the approval of the Board of Trustees.

Section 2. Special Meetings. Special meetings must be called by the President(s) or as directed by the Board of Trustees or upon written request of fifty (50) regular members of the Congregation in good standing except as noted in Article VII, Section 5.

Section 3. Notice of Meetings. The Secretary shall cause a notice to be mailed to every member of the Congregation (by first-class mail) at least fifteen (15) days prior to the Annual, Semi-Annual, or Special Meetings. The notice of Special Meetings shall state the business to be transacted thereat, and no other business shall be brought before such Special Meeting. The outcome of any vote shall be effective immediately.

Section 4. Quorum. The presence of Ten Percent (10%) of the members of the Congregation in good standing shall constitute a quorum. Proxy and Absentee Ballots shall be counted towards a quorum.

Section 5. Voting. A majority vote, except as otherwise required herein, shall be decided by open ballot, ~~unless otherwise noted herein, except election of Officers and Trustees.~~ If a request is made for a written ballot, ~~supported by a simple majority present, by ten (10) or more members,~~ the request shall be honored.

Section 6. Conduct of Meetings. The conduct of Congregational and Board of Trustees meetings shall be guided by Roberts Rules of Order as revised and enforced by the President(s).

ARTICLE X - FISCAL YEAR.

The fiscal year of the Congregation shall be July 1 to June 30 of each year.

ARTICLE XI— EXPULSION.

Section 1. Charges. A member, including an Officer or Trustee, may be expelled for a willful violation of the Constitution or the By-Laws of the Congregation, or for any conduct prejudicial to the interests and welfare of the Congregation. There may be

no expulsion except on written specific charges preferred by three (3) members and presented to the Board of Trustees, who shall cause a copy of the charges to be served upon the individual. The letter of charges shall advise the individual that he/she has a right to reply in writing to these charges to the Board of Trustees within fifteen (15) calendar days.

Section 2. Procedure. The Board of Trustees, upon receipt of the charges referred to above, shall at its next meeting, appoint a committee of three (3) members of the Congregation to investigate and report. The investigation will not begin until the individual's reply has been received, or after the time for reply has expired. A member preferring charges shall not serve on such committee. Upon receipt of the report of the committee, the Board of Trustees shall determine if there is a basis for the charges. Upon an affirmative determination, the individual shall be advised of these findings and that he/she has the right to request a hearing by the congregation. Failure to reply within fifteen (15) calendar days will automatically result in expulsion. Upon receipt of a request for a hearing from the individual by the President(s) of the Congregation, the latter shall call a Special Congregational Meeting for the purpose of hearing the charges and the reply presented personally, or in writing, or both. A majority vote at the special meeting shall be binding and be confirmed to the individual in writing.

## ARTICLE XII — DISSOLUTION

Upon the Congregation ceasing or failing to maintain religious worship or services, or to use its property for religious worship or services according to the tenets, usage, and customs of Reform Judaism for a period of one (1) year prior thereto, or upon the vote of two-thirds (2/3) of the members of the Congregation taken at a Special Meeting called for said purpose (the notice of the said meeting to state said purpose must be mailed sixty (60) days before), application shall be made to the Circuit Court of the Palm Beach County for an order of dissolution. On such dissolution the said court shall be petitioned to transfer all the property and net assets of the Congregation to a Jewish Organization(s) for use in furtherance of Reform Religious observance, **subject to the terms of any life membership understanding and the Temple By-laws.**

## ARTICLE XIII—AMENDMENTS.

Amendments to the Constitution shall be presented in writing and shall be proposed by the Board of Trustees or by at least fifty (50) members of the Congregation, and shall be filed with the Secretary. Such amendments may be acted on at any Regular Meeting of the Congregation or at any Special Meeting called for that purpose. A copy of the proposed amendment shall be included in the notice of the meeting at which such proposed amendment is to be acted upon. This notice shall be mailed to each member at least fifteen (15) days prior thereto. An affirmative vote of 2/3 of the

members present and voting shall be necessary to adopt any amendment.

## **BY-LAWS OF TEMPLE SINAI OF PALM BEACH COUNTY, INC**

### **ARTICLE I — GENERAL POLICY**

The general policy of the Congregation is hereby declared to be the furtherance of the doctrines and practices of Reform Judaism.

### **ARTICLE II — DUES AND ASSESSMENT.**

Section 1. Dues. The annual dues for a family membership shall be determined by the Congregation at the Annual Congregation Meeting or at a Special Meeting of the Congregation. The Dues for Life Program may be adjusted by the Board of Trustees at its discretion. However, the terms and agreements for participants from prior years may not be changed and shall be guaranteed by the assets of the Temple.

### **ARTICLE III — GIFTS TO THE TEMPLE**

It shall be in the sole discretion of a President's designee to recommend to the Board of Trustees acceptance of all special gifts (other than funds) to the Temple. A pledge for an artifact shall be governed by a written agreement between the donor and the Temple. The agreement shall include applicable conditions for completion of payment. The plaque identifying the donor may be removed if the conditions are not observed.

### **ARTICLE IV — RELIGIOUS SERVICES.**

Section 1. Absence of Rabbi and/or Cantor. It **is** within the sole province of the President(s) and the Religious Activities Vice-President(s) to decide whether services be conducted by another Rabbi and/or Cantor or a lay leader during the absence of the Rabbi and/or Cantor **after consultation with the Rabbi/Cantor**. The Rabbi and the Cantor shall not schedule simultaneous absences from the Temple.

Section 2. Tickets for High Holy Days. Tickets for High Holy Days are not transferable.

Section 3. Complimentary Tickets. The Rabbi and Cantor shall each be given ten (10) complimentary tickets each for the High Holy Days, and shall have the sole discretion as to the recipients of same.

Section 4. Yom Kippur Appeal. On the appeal for funds on Yom Kippur, there **-shall** be no designation all of any donors during Yom Kippur Services.

Section 5. Aliyot (Honors). The privileges of Aliyot shall be extended only to members and their immediate family and to such persons that shall be approved by the Religious Activities Vice-President. An Oneg Shabbat may be granted exclusively to one member, who shall make a donation to the Sisterhood of an amount designated by the Sisterhood. Fees for a Baby Naming, Bar or Bat Mitzvahs or Wedding of a non-member or non-voting member of the Temple shall be established by the Board of Trustees. All Bar and Bat Mitzvahs, Weddings, and Kiddushim of non-members or non-voting members must have approval of the Religious Activities Committee. Fees for use of facilities are in addition to fees above.

ARTICLE V — DEPOSITORY OF IMPORTANT DOCUMENTS. All deeds, mortgages, insurance policies, legal documents, etc. shall be placed in the Safety Deposit Box of a local bank, selected by the Board of Trustees. The President(s), Treasurer and Secretary shall each be signatories.

ARTICLE VI — USE OF FACILITIES. Use of the facilities shall be determined by the Operations Committee, under guidelines set up by the Board of Trustees.

ARTICLE VII— AMENDMENTS.

These By-Laws may be amended by a simple majority vote of those present at an Annual or Special Congregational Meeting called by a President on the written request signed by fifty (50) regular members of the Congregation or by the Board of Trustees. The President(s) shall incorporate a statement of the proposed amendment(s) in the notice of the meeting. Exact copies of the amendment(s) shall be mailed to all Congregants at least ten (10) days prior to the meeting. No amendments to the proposed amendments may be made from the floor.

ARTICLE VIII — Responsibilities of Trustees. Trustees shall be active in Temple life, and agree either to serve on two (2) committees chair one (1) committee or accept an active role in the Temple as designated by the President.

\_\_\_\_At Board of Trustees meetings, the President shall suspend Robert's Rules of Order to permit former Temple presidents who are present, to make or second motions.

Effective this date of 2010 as approved at the Special Congregational Meeting.

A true copy Attest: \_\_\_\_\_  
, Secretary