

Article I - Name

This Congregation shall be known as Congregation Tifereth Israel.

Article II - Purpose

The purpose of the Congregation shall be to worship God in accordance with the faith of Judaism; to strive to maintain its Sephardic traditions and practices in accordance with the intentions of the founders of the Congregation; to cultivate a love and understanding of Jewish heritage; to stimulate fellowship in the Jewish community, and to strengthen the bonds of loyalty with Jewish people everywhere.

Article III - Ritual

No change shall be made in the ritual nor shall any new form of worship be established unless such change shall have been recommended by the Board of Directors and shall have been adopted by a vote of the majority of the members of the Congregation present and voting at an annual or special meeting; and notice of such proposed change shall be stated in the call for such meeting.

Article IV - Membership

Section 1. Any Jewish person or one married to a Jewish person may become a member of the Congregation with full privileges by completing a membership application and payment of one year's dues. Single membership is limited to unmarried Jewish persons only. Family membership requires at least one Jewish spouse and includes dependent children living at home.

Section 2. Each individual with single membership is entitled to one vote at all Congregational meetings. Each couple with family membership shall be entitled to two votes at all Congregational meetings. Dependent children shall not be entitled to vote.

Section 3. A member in good standing is entitled to:

- The services of the lay religious leadership on those occasions which require religious ministrations. (Services of paid religious leadership may be subject to additional fees.
- The privilege of attendance, debate and vote at all Congregational meetings.
- Worship in Synagogue throughout the year at all scheduled services.
- Use of the sanctuary for any religious observance at no charge.
- Use of the social hall at 50% of current non-member rental rates.
- All such privileges as the Board of Directors may grant.

Article V - Dues

Section 1. The dues for membership shall be recommended by the Board of Directors and confirmed by a majority vote of the members of the Congregation present and voting at an annual or special meeting, and shall consist of a two tier structure for individual or family membership. Dues are determined by marital status and all married Congregants will be assessed dues at the family rate.

Section 2. Any abatements or special terms with regard to a member's dues or other financial obligations to the Synagogue shall be at the sole discretion of the Finance Committee.

Section 3. The fiscal year of the Congregation shall commence on July 1 and end on June 30 of the following year.

Section 4. All financial obligations will be billed annually.

Article VI - Meetings of the Congregation

Section 1. There shall be at least two membership meetings each year. Election of officers shall take place at the spring meeting every two years on even years (i.e.: 2016, 2018, 2020, etc.)

Section 2. Special meetings of the Congregation members may be called at any time by request of the President or by the Board and shall be called by the President, provided such request states specifically the reason for calling the special meeting.

Section 3. Notices of all annual and special meetings shall be provided to each member no later than seven days before such meeting. The notice of a special meeting shall state the purpose thereof.

Section 4. No less than ten members of the Congregation shall constitute a quorum. A quorum is necessary to convene any meeting.

Article VII - Government

Section 1. The government of the Synagogue shall be vested in a Board of Directors consisting of 6 members plus the President, Vice President, Secretary, and Treasurer. The President of the Ladies Auxiliary shall also serve as a voting Director.

Section 2. The Board of Directors shall be elected for a term of two years to coincide with the election of officers.

Article VIII - Duties of the Board of Directors

Section 1. The Board of Directors shall meet as it shall determine or at the call of the President and shall keep an accurate record of its proceedings, so that the minutes may be read at any meeting of the Board or the Congregation if requested. The President of the Congregation shall act as chairman of the Board of Directors. All deliberations and discussions of the Board of Directors shall remain in strict confidence, not to be shared with the general membership.

Section 2. Board meetings shall not be open to the membership. However, any member may make a written request to the President to have a specific item added to the agenda of a regularly scheduled Board meeting, and may be present for the discussion of that item only.

Section 3. The Board of Directors shall have control of the affairs of the Congregation and management of all property (real and personal), and shall be empowered to raise, collect, and disburse all monies necessary for the proper conduct, maintenance and support of the Congregation. The Board of Directors is authorized to disburse up to \$5,000 for any specified project. Emergency facility repairs are exempt from this limit.

Section 4. Six members of the Board shall constitute a quorum for the transaction of all business. A quorum is necessary to convene all Board meetings.

Section 5. The Board shall have complete jurisdiction over its members and shall pass upon all matters relative to their conduct as Officers and Directors. The Board shall, by a two-thirds vote of its members present at a special meeting called for such purpose, remove an Officer or Director for any cause they consider sufficient. Prior to the removal of said Officer or Director, the person shall be given, in writing, a copy of the charges made.

Section 6. The Board of Directors by a two-thirds vote shall have the right to suspend or expel members from membership in the Congregation after due investigation, or for non-payment of financial obligations within twelve months of date of assessment.

Section 7. Members of the Board of Directors are required to attend meetings of the Board. Members who fail to attend three (3) consecutive meetings without proper cause and/or notification, will forfeit the right to that Board seat.

Article IX - Nominations and Election of Officers and Directors

Section 1. The President shall appoint a nominating committee consisting of four (4) Directors and three (3) members of the Congregation at large who shall submit a list of nominees for all Officers and Directors for the term of two years at the spring annual meeting of the Congregation.

Section 2. The notice to the Congregation of the spring annual Congregational meeting shall include the recommendation of the nominating committee. Additional nominations for all positions may be made from the floor. At the close of nominations, elections shall take place. In the case of multiple nominations for the same position, a vote shall be taken by written secret ballot for all contested positions.

Section 3. In order to be eligible for election, a candidate must have been a member of the Congregation for at least one year preceding, and must be in good standing.

Section 4. The term of all Officers and Directors shall commence on May 1, following the election and shall continue for the term of two years or until their successors are duly chosen and qualified.

Section 5. When the office of an Executive Officer or Director becomes vacant by reason of death, inability to serve or otherwise, except by expiration of the term of office, the Board of Directors shall fill the vacancy pending the next annual meeting. If such annual meeting is less than six months away, the chair will remain vacant until such meeting takes place.

Article X - Duties of Officers

Section 1. The President shall perform the following functions:

- Preside at all meetings of the Congregation and Board of Directors
- Appoint all committee chairs, unless otherwise prescribed
- Vote only in cases of a tie, at which time he will cast the decisive vote
- Be authorized to make expenditures of up to \$1,000 without prior approval

Section 2. In the absence of the President, the Vice President shall preside at all meetings of the Congregation and Board of Directors, and in the event of a vacancy in the office of the President, shall act as President for the balance of the term and shall assume all duties of the office.

Section 3. The Treasurer shall deposit all receipts, pay all bills, and maintain an up-to-date check book. He/She shall also keep a correct account of such receipts and disbursements of the Congregation and shall submit a report at every Board of Directors meeting and each general meeting of the Congregation. The Treasurer shall have the custody of all books pertaining to this office, which shall at all times be subject to examination and inspection by the Board of Directors. All books shall be turned over to the successor elected to the office of Treasurer. There will be an annual examination of the books by another Officer or Director of the Congregation.

Section 4. The Secretary shall record in the book of minutes all the proceedings of the Congregational meetings and of the meetings of the Board of Directors; shall maintain adequate written records, and shall turn the same over to the successor elected to the office of Secretary. Books shall at all times be subject to inspection by the Board of Directors.

Article XI - Rules of Procedure

Section 1. All questions, except as otherwise provided herein, shall be determined by a majority of the members present and voting. Questions of parliamentary law not herein provided for shall be determined according to Robert's Rules of Order.

Section 2. A parliamentarian shall be appointed by the President of the Congregation to be present and rule on matters of procedure for each Congregational meeting.

Article XII - Amendments

Section 1. Any proposition to alter, amend or repeal these BY-LAWS or any part thereof shall be submitted to the Board of Directors. The proposed amendment shall be considered by the Board of Directors at any regular or special meeting called for that purpose. The notice for said meeting shall contain the substance of the proposed amendment. After the Board of Directors has approved by a majority vote of members present the form and substance of the proposed amendment, it shall be submitted to a regular or special meeting of the general membership of the Congregation. Notice of such meeting must contain a copy of the proposed amendment, and a two-thirds vote of the members present and voting shall be necessary for adoption.

Section 2. An amendment not approved by the Board of Directors may be brought to the Congregation for consideration upon written request signed by six members in good standing.

Reviewed and Proposed: _____
11/17/15 Jay Polonsky, Chairman

Approved by Board of Directors: _____
3/3/16 Joanne Pressman, Secretary

Adopted by Congregation: _____