

BYLAWS OF TEMPLE BETH TIKVAH

Madison, Connecticut

Article I: Name. The name of this Congregation is Temple Beth Tikvah.

Affiliation. The Congregation may maintain membership in good standing in the Union for Reform Judaism.

Article II: Practices. The Congregation is guided by the principles and practices of Reform Judaism, in accordance with the Central Conference of American Rabbis (CCAR) and the Union for Reform Judaism as interpreted by the Board of Directors of this Congregation and the Clergy of this Congregation.

Article III: Membership.

Section 1. Eligibility. Any person who identifies as Jewish or who supports the TBT Mission Statement and wishes to be a part of the Jewish community shall be eligible for membership. The Board of Directors may admit such people in accordance with the rules and regulations that they determine from time to time.

Section 2. A voting member is defined as any member in good standing of the congregation age 18 or older. Voting members are eligible to vote at any Congregational meetings.

Section 3. Privileges of Membership. Privileges of membership are extended to those who are considered members in good standing.

NOTE: Only children of members in good standing are eligible to attend the religious school subject to prevailing requirements of fees.

The privileges of membership include:

- A. The support of and access to the Rabbi and Cantor for pastoral care, life-cycle officiation and spiritual support.
- B. Access to all activities held under the auspices of the Congregation.

- C. A voice and a vote at all meetings of members and to sign all petitions.
- D. All children's programming including Religious School, Bar/Bat Mitzvah training, Confirmation Classes, High School Programming, and Youth Group activities.
- E. Access to attend all the High Holy Day services and programming.
- F. The right to attend and add their voice to any meetings of the Board of Directors, and the right to vote if duly elected as a Board member.
- G. The ability to use the physical facilities of the Temple Building in accordance with applicable rules and regulations established by the Board of Directors.
- H. The ability to purchase burial plots in the TBT section of the Beaverbrook Cemetery for one's own self and for other family members, in accordance with applicable rules and regulations established by the Board of Directors.

Article IV: Dues, Fees, and Pledges.

- Section 1. Financial Support. All members are responsible for the financial support of the Temple. Dues, assessments, and other fees may be determined by the Board of Directors. Membership is contingent upon fulfilling all financial obligations as determined by the Board.
- Section 2. Fiscal Year. The fiscal year is July 1 through June 30.
- Section 3. Resignation. A member may resign at any time and shall notify the Congregation of his/her resignation in writing. The resignation of any member shall not relieve him or her from the payment of any financial obligation pledged to the Congregation at the time of resignation.

Article V: Administration.

- Section 1. The elected officers of the Congregation shall consist of President, First Vice-President, Second Vice-President, Financial Vice-President, Treasurer, and Secretary.

Section 2. The Board of Directors shall consist of the elected officers and directors and the immediate Past-President. Each of these individuals shall be voting members of the Board. The Clergy and the President or Chairpersons of all Board-approved auxiliary groups sit *ex officio* on the Board of Directors. The Clergy are non-voting members of the Board of Directors.

Section 3. The Executive Committee of the Board shall consist of the President, First Vice-President, Second Vice-President, Financial Vice-President, Treasurer, Immediate Past-President, and Secretary. The role of the Executive Committee is to define issues of priority for consideration by the Board. The Executive Committee also implements, manages, and executes the policies enacted by the Board. The Rabbi shall sit *ex officio* as a non-voting member on the Executive Committee of the Board.

Section 4. The affairs of the Congregation shall be managed by the Board of Directors.

Section 5. Duties of the elected officers and directors:

A. President

The President shall preside at all general and special meetings of the Congregation including all meetings of the Board of Directors. The President shall be a member *ex officio* of all Board-designated committees. The President shall execute all necessary documents for carrying out the business of the Congregation.

B. First Vice-President

The First Vice-President shall preside over all meetings at the direction of the President and serve on the Executive Committee. The First Vice-President shall assume the presidency if the President cannot fulfill the duties of the office.

C. Second Vice-President

The Second Vice-President serves on the Executive Committee and shall assume the role of First Vice-

President if the position becomes vacant. The Second Vice-President shall assume the presidency if neither the President nor First Vice-President can fulfill the duties of the office.

D. Financial Vice-President

The Financial Vice-President is responsible for coordinating fund raising activities and the long-range financial planning of the Congregation. The Financial Vice-President will review the annual budget prior to its submission to the Board of Directors and is an *ex officio* member of the Budget and Finance Committee.

E. Treasurer

The Treasurer shall develop, implement, and monitor the annual budget. The Treasurer shall work with the Administrator(s) in the collection and disbursement of all monies as well as the management of all congregational funds. The Treasurer shall report on the financial status of the Congregation to the Board of Directors on a regular basis and at the annual meetings of the Congregation. The Treasurer shall be a member of and chair the Budget and Finance Committee but may, in his or her discretion and the consent of the President, defer to the Financial Vice-President to chair the Budget and Finance Committee.

F. Secretary

The Secretary shall record the minutes of all official meetings and shall submit these to the Administrator(s) for the maintenance of a permanent file of all minutes and other documents. The Secretary shall furnish copies of the minutes of each meeting of the Board of Directors to all members of the Board and will work with the Administrator(s) to distribute minutes to congregants who request them.

G. Director of Religious Activities

The Director of Religious Activities shall assist the Clergy in planning, scheduling, and carrying out all religious activities.

H. Director of Education

The Director of Education is the liaison between the Board of Directors and the organized educational programs sponsored by the Congregation. The Director of Education shall assist the Clergy and Religious School personnel in planning, scheduling, and carrying out all educational activities. The Director of Education will directly oversee the Preschool Director.

I. Director of Programs

The Director of Programs shall work with the Clergy in planning and coordinating cultural and social activities for the Congregation.

J. Director of Facilities

The Director of Facilities shall be responsible for the maintenance of the temple and its grounds, for rental/scheduling of facilities, and for cemetery arrangements.

K. Director of Membership

The Director of Membership shall be responsible for developing and implementing programs for prospective and new members.

L. Director of Social Action

The Director of Social Action shall work with the Clergy in recommending policies and programs dealing with the general community on issues of importance to the Congregation.

M. Director of Youth Activities

The Director of Youth Activities shall serve as a liaison between the Board of Directors and the Synagogue's Youth Groups. The Director of Youth Activities will work with the Rabbi, Cantor, and Youth Group leadership and Advisor in the planning, scheduling, and carrying out of all youth activities.

N. Director of Communications

The Director of Communications shall work with the Clergy, Board of Directors, Administrator(s), and other ad hoc committees and groups to distribute information and documents of use to the Congregation. The Director of Communications will also be primarily responsible for external messaging of information content regarding TBT to the local community.

O. Directors-at-Large

The Directors-at-Large may be given responsibility for special projects at the discretion of the President.

P. Immediate Past-President

The Immediate Past-President shall serve as Chairperson of the Nominating Committee as well as provide a sense of continuity between succeeding Boards of Directors.

Q. Heads of Auxiliaries

The Presidents or Chairpersons of Board-approved auxiliaries shall become *ex officio* members of the Board of Directors. Their terms on the Board of Directors shall be contingent on their status in their respective auxiliaries.

Section 6. Operations of the Board of Directors

- A. Members of the Board of Directors shall be responsible for establishing committees and

subcommittees to fulfill the functions within their individual areas of responsibility, as needed.

- B. All general meetings of the Board of Directors shall be open to members of the Congregation. Executive sessions may be invoked by the Board to discuss matters of confidentiality.
- C. All parliamentary procedures shall be conducted in accordance with Robert's Rules of Order.
- D. A quorum is defined as more than half the total voting members of the Board.
- E. If a Board member cannot attend a Board meeting in person, then he or she may attend by phone or video-conferencing.
- F. Each voting member will have one vote on each motion. In cases where there are co-chairs for a single committee, both co-chairs may attend Board meetings and participate in discussion, but only one co-chair may vote. All motions before the Board shall be passed by a simple majority of the votes cast.
- G. If a vacancy occurs among the Board of Directors, exclusive of heads of auxiliaries, the President shall appoint a successor with the approval of the Board.
- H. All policy decisions requiring arbitration shall be brought before the Board of Directors. The decision of the Board on these issues shall be final.
- I. The Board of Directors shall develop and maintain a Manual of Standard Operating Procedures. It shall cover operational aspects of the physical plant, grounds, and synagogue functions and shall house policies and procedures relevant to the routine operations of the synagogue.
- J. The Board of Directors shall have the right to remove any Board member. A two-thirds vote of the votes cast by the Board of Directors shall be required for such removal.

Section 7. Nomination and Election of Officers

- A. The Immediate Past-President shall appoint a Nominating Committee. The Nominating Committee will include as voting members the Immediate Past-President who will serve as Chairperson, and a combination of present Board members and individuals from the Congregation at large. The committee shall nominate at least one member of the Congregation for each position on the Board of Directors, exclusive of the heads of auxiliaries.
- B. A listing of vacant Board positions with a description of responsibilities will be announced to the Congregation by the Nominating Committee Chairperson.
- C. The Nominating Committee will select a slate for nomination based upon input from the candidates, the Congregation at large, committee chairs, and members of the Board. The Nominating Committee shall submit their recommendations to the President and Board of Directors in advance of the annual congregational meeting.
- D. Additional nominations for each position will be accepted at the annual meeting prior to the election of each officer.
- E. If no more than one nominee is nominated for each office, the President shall ask for election of the slate by acclamation. If more than one nominee is presented for an office, the election for that office shall be by secret ballot.
- F. Officers and Directors will be elected at the Annual Congregational Meeting, which will be held whenever possible during the month of April or May. Once elected, they will work cooperatively in a non-voting capacity from that time until assuming responsibility of office on July 1.
- G. The term for each elected officer is one year. The term for each director other than an elected officer is two years. To the extent feasible, the two-year

terms of directors should be staggered so that some, but not all, directors are elected in any one fiscal year.

H. Officers-elect and Directors-elect shall assume office on July 1.

Section 8. Impeachment. Officers can be impeached by a two-thirds vote of the members present at a meeting called for this purpose. Members shall be notified in writing of all calls for impeachment at least four weeks before the meeting.

Article VI: Meetings

Section 1. The annual meeting for election of officers and directors and for conducting other appropriate business shall be held whenever possible in April or May.

Section 2. Special membership meetings can be called at any time by the Board of Directors or by written request from 25% of the total voting membership. Written notice of all special meetings shall be sent to all members at least two weeks before said meeting convenes. The notice shall state the purpose of the meeting.

Section 3. A quorum for all general or special meetings exclusive of meetings listed in Article IX, shall be 25% of the total voting membership or 25 members, whichever is less.

Section 4. All public meetings of the Congregation shall be conducted in accordance with Robert's Rules of Order.

Section 5. The Board of Directors shall meet as necessary to accommodate Temple business, at least nine times per year. The Board can also be convened by call of the President or by written request from a majority of the Board.

Article VII: Rabbi and Cantor.

Section 1. Rabbinical and Cantorial contracts shall be negotiated with and approved by the Executive Committee. Negotiations shall consider guidelines established by the Central Conference of American Rabbis (CCAR), American Conference of Cantors (ACC), and other professional clergy organizations.

- Section 2. The duties of the Rabbi and Cantor shall be defined by the contract.
- Section 3. The Rabbi and Cantor shall be *ex officio* advisors to the Board of Directors and shall be encouraged to attend all Board meetings. The Rabbi shall be an *ex officio* advisor to the Executive Committee. The Board may choose to enter Executive Session without the Clergy present in order to attend to certain business.
- Section 4. The Rabbi shall have freedom of the pulpit. The Rabbi shall establish policy for the educational programs and for the mode of religious practice. The Rabbi shall interact with committees responsible for educational and religious activities. The Rabbi shall be encouraged to participate in policy decisions that would benefit from rabbinical counsel. Requests by the Rabbi for major policy changes that require Board approval will be negotiated between the Rabbi and the Board. The Board's decision on policy shall be binding.
- Section 5. The Rabbi and Cantor and members of their household shall be considered members in good standing without fees, pledges, or assessments.

Article VIII: Compilation. The financial records shall be maintained in conformity with generally accepted accounting principles and shall prepare a compilation within 90 days of the close of each fiscal year.

Article IX: Amending the Bylaws. All voting members shall have the right to vote on an amendment to the bylaws. Amendments will require the approval of at least a two-thirds majority of the votes received, with a requirement that at least 54 votes are received. The Board of Directors will determine the method of voting, which may occur by an in-person meeting, by mail, by electronic means, or by a combination of these methods. Good-faith efforts shall be taken to inform all members of the Congregation of the proposed changes. In the event of an electronic vote or vote by mail, voting will remain open for at least one month.

Article X: Implementation. Upon an affirmative vote in the manner described in Article IX, these bylaws shall take effect immediately.

These Bylaws were amended and approved by the Temple Beth Tikvah congregation as of January 2020.