

CONSTITUTION OF TEMPLE BETH-EL

PREAMBLE

In order to perpetuate Judaism, to serve the Jewish people by providing a place where they may worship and where the teachings of Judaism may be made known, and to advance the welfare of all those who may be associated with it, we do dedicate ourselves to the task of establishing this Reform Jewish Congregation.

ARTICLE I

SECTION I. **NAME.** This congregation shall be known as TEMPLE BETH-EL.

SECTION II. **OBJECT AND PURPOSE.** The purpose of the Congregation is to promote the enduring and fundamental principles of Judaism; to ensure the continuity of the Jewish people; to enable its adherents to develop a relationship with God through communal worship, study and assembly; and to apply the principles of Reform Judaism to the values and conduct of the individual, family, and the society in which we live. In meeting these objects and purposes, Temple Beth-El will be a member in good standing of the Union for Reform Judaism

ARTICLE II

MEMBERSHIP, DUES AND VOTING

SECTION I. **UNIT OF MEMBERSHIP.** The unit of membership shall be defined as the family, consisting of one Jewish adult, eighteen years of age or over, or two adult partners, at least one of whom is Jewish, and all dependent children. Individuals within a household over twenty-one who are self-supporting shall be considered a separate family unit.

SECTION II. **MEMBERSHIP.** Any family within the definitions of Article II, Section I may be elected to regular membership on approval of the completed membership application by a majority of the Board of Trustees. A non-Jewish partner of an interfaith family shall be considered a member, should he or she choose to be, and shall be welcomed to share in the fellowship of the congregation. The non-Jewish surviving adult partner of an interfaith member family shall be welcomed to maintain membership.

SECTION III. **DUES.** A member shall be billed for such annual dues, and according to such a schedule as shall be determined by the Board of Trustees. The annual fiscal year shall commence July 1st and the first specified installment of dues payment shall be made prior to September 15th.

SECTION IV. **VOTING.** All adult Jewish members of Temple Beth-El shall be entitled to vote individually at all congregational meetings.

SECTION V. DELINQUENT MEMBERS.

- (a) A delinquent member is one who is in arrears in the payment of dues or building fund for a period of six months.
- (b) The Board of Trustees may, in its discretion, suspend a delinquent member from membership after 30 days notice in writing.
- (c) Delinquent members shall automatically lose their vote and Board of Trustees and/or Officer privileges 30 days after being notified of delinquency.
- (d) However, no member of the Congregation shall be held to be delinquent under Sections a and b of this Article if he or she has proven financial inability to contribute to the Temple in accordance with its prescribed schedules.
- (e) It shall be the responsibility of the Membership Finance Committee to determine such cases of financial inability in confidential discussion with the Congregant(s) involved, and all information divulged therein shall not be made available to any other members of the Temple by this committee.

ARTICLE III

PRIVILEGES OF MEMBERSHIP

SECTION I. PRIVILEGES. A member in good standing shall be entitled to the following privileges subject to, and in accordance with, any limitations set forth in this Constitution:

SECTION II - The privileges of all members shall include:

- (a) The right to enjoy the fellowship of Temple Beth-El and to participate in all the activities held under the auspices of the Congregation and its affiliated organizations subject to the Congregation's by-laws and ritual policies.
- (b) The right to receive adult or continuing education in the principles and practices of Judaism, the history and heritage of Jewish life.
- (c) The right to admission in the House of Worship of the Congregation at all times. This privilege shall include seating for High Holy Day worship without additional charge.
- (d) The right to have children receive their religious education in the Religious School of Temple Beth-El, and be prepared for Bar/Bat Mitzvah and Confirmation in the House of Worship of the Congregation subject to the rules, regulations, requirements and limitations of the Board of Trustees, of the Religious School and of the Ritual Committee.
- (e) The right to participate in ritual practices, subject to policies determined by the Board of Trustees and the Ritual Committee.
- (f) The right to serve the Congregation through its committees and organizations, subject to the limitations of ARTICLE III, Section III and ARTICLE VIII.
- (g) The right to use the Temple building for approved functions.

SECTION III - The following privileges are reserved for members of the Jewish faith:

- (a) The right to be elected as an officer of the Congregation, to be elected as a trustee of the Congregation, to serve as a trustee of the Congregation, or to serve otherwise in the lay leadership of Temple Beth-El.
- (b) The right to chair or head a committee.
- (c) The right to serve on the Ritual, Membership Finance, Religious School or Adult Education Committees.

ARTICLE IV

BOARD OF TRUSTEES

SECTION I. COMPOSITION OF THE BOARD OF TRUSTEES. The Congregation shall elect a Board of Trustees, from within its membership, to be composed of the seven Officers of the Congregation and a minimum of twelve other Trustees and a maximum of twenty-one other Trustees to be determined as herein below set forth, also a duly elected representative of the Women's Organization and duly elected representative of the Men's organization and a duly elected representative from the Senior Youth Group. The immediate past president shall be a voting member of the Board of Trustees. Voting on business before the Board of Trustees shall be restricted to Board Members only. However, past Presidents of the Congregation shall have the privilege of voting at Board Meetings subject to all regulations contained in this Article, provided each past President shall submit a letter of intent to participate to the Recording Secretary prior to the September meeting.

SECTION II. ELECTION OF BOARD OF TRUSTEES. The Congregation elects trustees as herein set forth below.

- (1) The Congregation shall elect, in the first year, one-third of the trustees to serve for one year, one-third to serve for two years and one-third to serve for three years.
- (2) The Congregation shall hereafter elect, as the above terms expire, a number of trustees as set forth below in Section III of this article, and for a term of three years each, provided, however, that no trustees shall be elected for more than the number of allowable terms in Article V, Section IX.

SECTION III. DETERMINATION OF THE NUMBER OF TRUSTEES. Subject to the provisions of this Section, the number of Trustees shall be determined as follows:

- (1) There shall be a minimum of twelve Trustees, in addition to the officers and representatives of Women's and Men's organizations, Senior Youth Group and the immediate past president until the roster of the voting members of the Congregation shall total 100 as of December 31st of any calendar year, whereupon at the succeeding annual election 3 additional Trustees shall be elected one Trustee for a period of one year, one Trustee for a period of two years, and one Trustee for a period of three years.
- (2) In the same wise, three additional Trustees shall be elected thereafter, at each succeeding annual election, for each 50 additional members of the roster of the Congregation as of December 31st of the preceding calendar year, up to the maximum of twenty-one Trustees, in addition to the Officers and representatives of Women's and Men's organizations and Senior Youth Group.
- (3) If the roster of the Congregation for any succeeding year shall decrease, there shall be a corresponding reduction, as hereinafter set forth, in the number of Trustees. It being the intention of this Constitution that, subject to a minimum of twelve Trustees for any roster of the members of the Congregation up to a total of ninety-nine members, there shall be three additional Trustees for each fifty members over 100 members of the Congregation, up to the maximum of twenty-one Trustees.

SECTION IV. GENERAL POWERS. The Board of Trustees shall govern the affairs of the Congregation and any of its auxiliaries, control its revenues and property, and take such action as shall in its judgment best promote the welfare thereof.

SECTION V. SPECIAL POWERS. The Board of Trustees shall have the power to:

- (a) Elect members in accordance with this Constitution;

- (b) Determine dues of members of the Congregation;
- (c) Determine minimum building fund requirements of members of the Congregation;
- (d) Remit the whole or any portion of such dues according to its best judgment, as shall best promote the welfare of the Congregation;
- (e) Select such employees as may be necessary, fix their duties and compensation; or remove such employees, unless otherwise prescribed by this Constitution;
- (f) Prepare an annual budget at a meeting of the Board of Trustees to which the Congregation is invited for discussion after which the Board of Trustees shall by a two-thirds vote of the Board prepare and submit the budget to the Congregation at the annual meeting;
- (g) Call a special meeting of the Congregation whenever it may be deemed necessary;
- (h) Remove any Trustee or member of the Congregation from committee office, other than duly elected Officers, for cause; provided two-thirds of all Trustees vote for such removal, which removal may be overruled by a two-thirds vote of the Congregation.
- (i) Set policy pertaining to the roles of the Jewish and non-Jewish members of Temple Beth-El so as to be welcoming to its entire community while at the same time preserving the Congregation's dedication to a robust Jewish identity through worship, education, community service and commitment to Israel.

SECTION VI. MEETINGS. The Board of Trustees shall meet on the same day of each month during the course of each year, except during the months of July and August, and at the call of the President upon 5 days' notice, as provided for in ARTICLE V, SECTION II.

SECTION VII. QUORUM. A majority of the Board of Trustees shall constitute a quorum.

SECTION VIII. ABSENCE. The office of any Trustee absent for three successive regular meetings of the Board may be declared vacant by a vote of two-thirds of the Board.

SECTION IX. VACANCY. Should a vacancy occur in the office of any Trustee, it shall be filled by presidential appointment with the approval of a majority of the Board members, until the next annual election, at which time the unexpired term shall be filled by election by the Congregation.

SECTION X. VOTE. Unless otherwise specified, all mention of a vote shall be understood to mean only of those members present.

ARTICLE V

SECTION I. The Officers of this Congregation shall consist of a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary, a financial secretary and a treasurer, all to be elected at the annual meeting of the Congregation for a term of one year to commence forthwith upon election. All officers shall serve until their successors are elected. These officers shall serve as the Executive Committee of the Congregation.

SECTION II. The duties of the president shall be to act as chairperson at all Congregational and Board meetings, to appoint chairpersons of all standing and ad hoc committees, of which the president or a duly selected representative shall be an ex-officio member, to appoint committees, of all of which the president is to be an ex-officio member, to call special meetings, to sign all legal documents, and to perform all other duties incident to the office.

SECTION III. The Vice-President or Vice-Presidents in order shall automatically succeed to the office of the President, in case of vacancy, and shall act for the President in case of the President's absence or disability.

SECTION IV. It shall be the duty of the recording secretary to serve as secretary of the Congregation and of the Board of Trustees, to keep the records of both bodies, keep a register of all the members of the Congregation, send out notices of all meetings, and perform all other duties incident to the office.

SECTION V. It shall be the duty of the corresponding secretary to assist in the secretarial functions of the Congregation which involve the preparation of correspondence and to coordinate with the recording secretary so that the entire secretarial function is covered at all times.

SECTION VI. The Treasurer in the absence of the President or Vice-Presidents, shall assume all the duties and responsibilities incumbent upon that office. The Board shall establish policies and procedures for the deposit, custody and disbursement of Congregational funds. The Treasurer shall be the custodian of all funds of the Congregation not assigned by the Board of Trustees to specific committees or functionaries. The Treasurer shall report the financial condition of the congregation monthly to the Board of Trustees. The Treasurer may appoint, with the consent of the Board of Trustees, an Assistant Treasurer to whom the Treasurer may delegate the responsibilities of disbursing agent and records.

SECTION VII. It shall be the duty of the financial secretary to work with the Treasurer in maintaining the financial records of the Congregation.

SECTION VIII. VACANCY In the event of the vacancy of any office, the Board of Trustees shall fill said vacancy from among the members of the Congregation, who shall hold office until the next annual meeting, unless otherwise provided for by the Constitution. This provision shall apply also in case of any temporary disability of any officer.

SECTION IX. LIMITED TERMS OF OFFICE No officer or trustee shall be elected to the same office for more than three consecutive terms

SECTION X. CHECKS, DISBURSEMENTS AND TRANSFERS The Board of Trustees shall establish policies and procedures regarding the issuance of checks, the disbursement of funds, and the transfer of funds. These procedures shall specify the roles of designated officers and staff in the issuance of checks, the disbursement of funds and the transfer of funds.

ARTICLE VI

CLERGY

SECTION I. RECOGNIZED AFFILIATE ORGANIZATIONS. This congregation shall consider, in its selection of a full-time Rabbi, the rules and regulations of the Rabbinical Placement Commission of the Union for Reform Judaism (URJ), the Central Conference of American Rabbis (CCAR) and the Hebrew Union College - Jewish Institute of Religion (HUC-JIR). This congregation shall consider, in its selection of a full time, invested or certified Cantor, the Placement Guidelines of the American Conference of Cantors (ACC) and the policies and guidelines of the URJ and the HUC-JIR.

SECTION II. SELECTION.

- (1) A recommendation for a Rabbi or Cantor shall be made by a special Selection Committee, appointed or designated by the President of the Congregation, to the Board of Trustees.
- (2) The President of the Congregation shall appoint a committee to negotiate the terms of employment including salary, duration of employment, vacation, benefits and all other financial details of the agreement. The committee shall recommend a contract of employment to the Board.
- (3) Upon approval of the Board of Trustees, these recommendations shall be presented to the congregation at a regular or special meeting. A two-thirds vote of the members present shall be required for the initial election of a Rabbi or Cantor.

SECTION III. RENEWAL.

- (1) Upon the completion of the term of a Rabbi's or Cantor's initial period of service, and for each successive term thereafter, the Board shall make a recommendation as to his or her non-election or re-election based upon the recommendation of a committee to be duly appointed or designated by the President. Such recommendation shall include the term of employment, salary, benefits and all other details of employment. The substance of such recommendation shall be reported to the Board no later than the December Board meeting of the fiscal year in which the expiring contract shall end. The completed recommendation for re-election shall be submitted to a regular or special meeting of the Congregation. A majority vote of two-thirds of those members present shall be required to act upon the recommendation of the Board. Following a Rabbi's or a Cantor's initial election by the membership, the Congregation shall be guided in reference to a Rabbi's or a Cantor's future tenure, life tenure, retirement or termination of service, as well as clergy-congregation relationship, by the procedures recommended by the CCAR, the ACC and the URJ.
- (2) Elements of renewal for a Rabbi or a Cantor under a lifetime or continuing contract with the Congregation shall be governed by the terms of that lifetime or continuing contract if those terms differ from those in Section III (1) above.

SECTION IV. AFFILIATION TO CONGREGATION. A Rabbi or Cantor shall be a member of the Congregation, ex-officio member of the Board of Trustees and all standing committees of the Congregation, with voice but no vote. He or she shall have the right to attend all meetings of the Board of Trustees and the Congregation, except when requested, by the President, for some special reason to absent him/herself.

SECTION V. DUTIES.

- (1) A Rabbi shall perform all duties incumbent upon, and in accordance with the office as defined and recognized by the Joint Rabbinical Placement Commission of the Central Conference of American

Rabbis and the Union for Reform Judaism, the Union for Reform Judaism, the Central Conference of American Rabbis, the Hebrew Union College - Jewish Institute of Religion, and other accepted practices in the Reform Movement.

(2) A Cantor shall perform all duties incumbent upon, and in accordance with the office as defined and recognized by the American Conference of Cantors, the Union for Reform Judaism, the Hebrew Union College - Jewish Institute of Religion, and other accepted practices in the Reform Movement.

ARTICLE VII

SENIOR STAFF

Section I APPLICATION The provisions of this article shall apply to senior staff positions other than clergy. Senior staff positions are those defined as such in the Personnel Manual of Temple Beth-El.

Section II RECOGNIZED AFFILIATE ORGANIZATIONS. This congregation shall consider in its selection of full time senior staff the policies and guidelines of the Union for Reform Judaism and the professional associations associated with the Union, including the National Association of Temple Educators (NATE), and the National Association of Temple Administrators (NATA), and others that may be recognized by the URJ.

Section III SELECTION

- (1) The President shall appoint or designate a special selection committee to search for and recommend senior staff persons. This committee may include, but will not be limited to, the senior rabbi, other members of the senior and professional staff, members of the Personnel Committee and members of the standing or ad hoc committees that work with the position being filled.
- (2) The committee's recommendation to the Board of Trustees shall include the selection and the terms of employment, including salary, duration of employment, vacation, benefits and all other details of the agreement. Selection of a senior staff professional shall require a two-thirds vote of the Board of Trustees.

Section IV RENEWAL

- (1) Upon completion of the initial period of service, and for each successive term thereafter, the relevant standing or ad hoc committee working with the senior staff professional, or a special committee appointed or designated by the president, shall make a recommendation for renewal or non-renewal to the Board of Trustees. Such recommendation shall include, in the case of renewal, the terms of employment, salary, and benefits and all other details of employment. Renewal shall require a two-thirds vote of the Board of Trustees.
- (2) All recommendations must be reported to the Board in sufficient time for the incumbent to make appropriate decisions and plans, for the Temple to meet any contractual obligations, and for the President and Board to take appropriate actions regarding replacement or budget.

ARTICLE VIII

SEATS

SECTION I. UNASSIGNED SEATS. Seats in the synagogue shall be unassigned. It shall, however, be the duty of the Board of Trustees whenever required on special occasions, to make a reservation sufficient to accommodate the membership; it being understood that no specific assignments to individuals shall be made within said reservation, except when in the judgment of the Board of Trustees necessity requires such assignment of seats. No charges or assessments of any kind shall be made for such assignments of seats.

ARTICLE IX

COMMITTEES

SECTION I. STANDING COMMITTEES. The chairperson of the following standing committees may be appointed from the Board of Trustees by the President at the first meeting of the Board of Trustees after the installation of officers.

- A Finance and Audit Committee
- A Ritual Committee (The Rabbi shall be an ex-officio member of this committee)
- A House and Grounds Committee
- A Membership Committee
- A Religious School Committee (The Rabbi shall be an ex-officio member of this committee)
- A Cemetery Committee
- A Ways and Means Committee
- An Adult Education Committee (The Rabbi shall be an ex-officio member of this committee)
- A Membership Finance Committee
- A Social Action Committee (The Rabbi shall be an ex-officio member of this committee)
- An Outreach Committee (The Rabbi shall be an ex-officio member of this committee)
- A Nursery School Committee

SECTION II. DUTY OF THE FINANCE AND AUDIT COMMITTEE. It shall be the duty of the Finance and Audit Committee to recommend all dues; to make a detailed estimate of the income and current expenses for the ensuing year of the Congregation; and to authorize the payment of all legal obligations incurred by the Congregation.

SECTION III. DUTY OF THE RITUAL COMMITTEE.

- (a) It shall be the duty of the Ritual Committee to see that the form of worship desired by the Congregation is adhered to; to supervise the music arranged and selected for all religious services; and to recommend to the Board of Trustees any change in ritual they may deem advisable. The Board of Trustees shall, when the proposed change is of a fundamental character, submit it to a general meeting of the Congregation. The proposed change shall be specified in the call for the meeting, and shall become binding when adopted by a two-thirds vote of the Congregation present.

- (b) It shall be the duty of the Ritual Committee to maintain appropriate policies for the ritual participation of non-Jewish members of the Congregation, their families and non-Jewish members of the general community, in accordance with the principles reflected in this Constitution and the policies promulgated by the Board of Trustees.

SECTION IV. DUTY OF THE HOUSE AND GROUNDS COMMITTEE. It shall be the duty of the House and Grounds Committee to see that the buildings and properties of the Congregation are kept in good order and repair and to make recommendations as to what can be rented and the rental to be charged.

SECTION V. DUTY OF MEMBERSHIP COMMITTEE. It shall be the duty of the Membership Committee 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 VI. DUTY OF THE RELIGIOUS SCHOOL COMMITTEE. It shall be the duty of the Religious School Committee to make all regulations necessary for the government of the school, including employment of teachers and other professionals and adoption of the course of study, subject to the approval of the Board of Trustees.

SECTION VII. DUTY OF THE ADULT EDUCATION COMMITTEE. It shall be the duty of the Adult Education Committee to promote programs and activities for the educational benefit of the membership.

SECTION VIII. DUTY OF CEMETERY COMMITTEE. It shall be the duty of the Cemetery Committee to manage the Cemetery under authorization of the Board of Trustees.

SECTION IX. DUTY OF WAYS AND MEANS COMMITTEE. It shall be the duty of the Ways and Means Committee to inquire into and consider the methods and sources for raising revenue, and to propose means for providing the funds needed by the Congregation.

SECTION X. DUTY OF MEMBERSHIP FINANCE COMMITTEE. It shall be the duty of the Membership Finance committee to see that all dues pledges are received, dues and assessments are collected, to review and act upon all special dues requests; and to coordinate all this information with the Treasurer. The Committee shall consist of a Board Member who shall be its chairperson and up to three additional members appointed by the President. The President and Financial Secretary will have the discretion to determine the number of members on the Committee as warranted by the number of members requiring special arrangements. This Committee, the President, the Treasurer, and the Financial Secretary shall be the only members of the congregation privy to individual dues, building fund pledges and/or assessments.

SECTION XI. DUTY OF SOCIAL ACTION COMMITTEE. The Social Action Committee shall be concerned with all areas of social action.

SECTION XII. DUTY OF OUTREACH COMMITTEE. It shall be the duty of the Outreach Committee to promote programs and activities that deepen the understanding of and identification with Judaism among all members, Jewish and non-Jewish, and among the unaffiliated in our community.

SECTION XIII. DUTY OF NURSERY SCHOOL COMMITTEE. It shall be the duty of the Nursery School Committee to make all regulations necessary for the government of the Nursery School, including employment of teachers and other professionals and adoption of the course of study, subject to the approval of the Board of Trustees.

SECTION XIV. The Board may establish new standing committees whenever it deems necessary.

SECTION XV. Members of the Congregation shall be encouraged to serve on any committee(s) of their choice, and membership on all committees shall be open to interested members of the Congregation, subject to the limitations of Article III, Section III.

SECTION XVI. Each member of a standing committee, including the chairperson shall serve for one year, subject to reappointment, and no standing committee should have less than 3 members. The committee shall function by consensus, and any policies or decisions adopted must have the support of a majority of the committee members.

SECTION XVII. Because of its special functions and composition, the Membership Finance Committee shall be exempt from the requirements of ARTICLE VIII, SECTION XV AND XVI.

ARTICLE X

MEETINGS

SECTION I. ANNUAL MEETINGS. An annual meeting of the Congregation shall be held at such place and on such day as shall be designated by the Board of Trustees. At this meeting, the reports of all retiring officers whose duty is it to make reports shall be submitted in writing and all officers and trustees shall be elected, provided, however, that if no election be held, the meeting shall stand adjourned, to be called again for such election at a time to be designated by the Board of Trustees, within 30 days after the adjourned meeting. Every member of the Congregation shall be notified, by mail, at least ten days prior to the holding of the annual meeting and five days prior to the date fixed for reconvening after adjournment thereof.

SECTION II. SPECIAL MEETING. Special meetings of the Congregation shall be called by the President at the request of the Board of Trustees or on written application of one-quarter of the members. The call for special meeting shall set forth the purpose of the meeting and written notice thereof shall be mailed to each member at least ten days prior to the time of such meeting, and no business shall be transacted except that specified in the call. The Secretary shall be required to send out the notices for such special meetings.

SECTION III. QUORUM. Ten percent of the members of the Congregation shall constitute a quorum.

ARTICLE XI

AMENDMENTS

SECTION I. PROCEDURE FOR AMENDMENTS. Amendments to this Constitution must be in writing and must be proposed by the Board of Trustees or by at least ten percent of the 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. Notice of the proposed amendments shall be mailed to each member with the notice of the meeting at least ten days prior

thereto. An affirmative vote of two--thirds of the members present shall be necessary to adopt any amendment.

ARTICLE XII

DISCIPLINE

SECTION I. EXPULSION. A Member, Officer, Trustee, Rabbi or Cantor may be expelled for a willful violation of the Constitution of this Congregation or for any conduct prejudicial to the interests and welfare of the Congregation.

SECTION II. PRESENTMENT OF CHARGES FOR EXPULSION. A Member, Officer, Trustee, Rabbi or Cantor shall not be expelled except upon written charges and specifications preferred by three members and presented to the Board of Trustees, who shall thereupon cause a copy of such charges and specifications to be personally served by the Secretary upon the accused.

SECTION III. PROCEDURE FOR EXPULSION. In case charges shall be so preferred by three members of the Congregation against an Officer, Trustee, Member, Rabbi or Cantor, the Board of Trustees shall at its first meeting after the receipt of such charges and specifications, select a committee of three members to investigate the case. A member preferring such charges shall not serve on the investigating committee.

The committee shall examine the matter and file its report with the Board of Trustees. If the Board of Trustees shall find a basis for the charge, then there shall be a hearing before the Board at which the accused is present and permitted adequate opportunity to rebut the charges. A majority of the members of the Board shall have the power to make the decision concerning expulsion.

ARTICLE XIII

NOMINATIONS

SECTION I. NOMINATIONS OF OFFICERS AND TRUSTEES. Nominations of all Officers and Trustees shall be made by a nominating committee appointed by the President. The nominating committee shall consist of two members of the Board of Trustees, two members of the Congregation not on the Board, and the immediate Past President, who shall act as chairman. If the immediate Past President is not available, then the next ranking Past President shall be appointed.

SECTION II. Nominations by the nominating committee shall be reported to the Board of Trustees, and notice of said nominations shall be mailed to the members of the Congregation at least one month prior to the election.

SECTION III. Nominations of any elective office may be made by petition of ten members of the Congregation, said nominations to be filed with the secretary at least 15 days before the election; no nominations shall be made from the floor.

SECTION IV. Notice of nominations by petition must be mailed to all members of the Congregation at least ten days before the election.

ARTICLE XIV

CONDUCT OF MEETINGS

SECTION I. Official meetings of the Congregation, its Board of Trustees and various committees shall be governed by Robert's Rules of Order.

ARTICLE XV

NOTICES

SECTION I. SERVICE OF NOTICES. Whenever under the provisions of this Constitution, notice is required to be given to anyone, it shall not be construed to mean personal notice, except if so specifically stated, but such notice may be given by mail addressed to such person at his last known post office address taken from the records of the Congregation, and the time of giving such notice shall be deemed the time when the same shall be so mailed.

ARTICLE XVI

PURCHASE OF REAL ESTATE

SECTION I. Before any contract for the purchase, sale or alienation of real estate by or for the Congregation shall be entered into, the Board of Trustees shall ascertain all of the relevant material facts and submit them to the Congregation at a regular or special meeting to be called for that purpose. It shall require a vote of two-thirds of the members present to authorize any purchase, sale or alienation of real estate.

ARTICLE XVII

AUXILIARY ASSOCIATIONS

SECTION I. Auxiliary or activity units of the Congregation may be formed with approval of the Board of Trustees.

ARTICLE XVIII

EFFECTIVE DATE OF AMENDMENTS

SECTION I. All changes proposed in this document in the form of amendments thereto shall become effective immediately upon adoption.