

**CONSTITUTION OF ANSHE EMETH MEMORIAL TEMPLE  
(As adopted at the May 4, 2021 Congregational Meeting)**

**Preamble**

Feeling a sacred obligation to worship God in accordance with the faith of Judaism and in accordance with the practices and rituals of Reform Judaism and in furtherance thereof; to foster loyalty to this religion; to provide our membership with an opportunity to cultivate an understanding of, and love for, Jewish heritage through communal worship, study and assembly; and to apply the principles and values of Reform Judaism in the conduct of our daily lives, we do hereby ordain and establish the following constitution:

**ARTICLE I – NAME**

Section 1: The name by which the Congregation shall be known is “ANSHE EMETH MEMORIAL TEMPLE” (People of Truth).

**ARTICLE II – PRACTICE AND RITUAL**

Section 1: The form of worship shall be that of Reform Judaism. The Congregation shall, in adopting its practices and rituals, be guided by the interpretations and views of the Union for Reform Judaism and the Central Conference of American Rabbis.

Section 2: Any change in Section 1 of this Article shall be made only after a two-thirds vote of the entire Congregation taken after proposal and notice as required in Article XII- Amendments.

**ARTICLE III – MEMBERSHIP**

Section 1: Any person over the age of 18 who is Jewish or with a connection to the Jewish community may be approved for membership by the Board of Trustees after submission of an application.

Section 2: The Board of Trustees may approve the application for membership of any person who meets the qualifications of Section 1 and who indicates acceptance of all the provisions of this Constitution, and of any bylaws, rules and responsibilities imposed by the Board of Trustees.

Section 3: The unit of membership shall be an individual or a family. The “family” unit is understood as (a) adult married persons or other domestic partners who are economically and emotionally committed to each other, (b) adults and their dependent children, or (c) a single parent and their dependent children.

Section 4: Each adult member, up to two per family unit, shall have and be entitled to one vote on all questions before the Congregation.

Section 5: Members who are not Jewish shall be considered as members in good standing and are welcome to share in the communal life of the Congregation, including membership on committees. The holding of trusteeship or other elected office shall be reserved for Jewish members.

Section 6: Neither death nor divorce shall terminate the membership of the surviving or remaining individual(s), subject only to the provisions of Section 5 of this Article.

Section 7: It is the policy of the Temple to make it financially attainable to become a member. For the purpose of raising the necessary revenues for the operations of this Congregation, the Board of Trustees shall approve a membership dues schedule. Dues may be reviewed on an individual basis at the request of the member.

Section 8: Assessments for capital improvements or other special purposes may be made by the Board of Trustees only after the affirmative vote of the Congregation, in accordance with Article V, at a meeting held at least five days after notice of the proposed assessment.

Section 9: All dues shall be paid in advance, annually or in installments. Any member in arrears for six months or more may be suspended by the Board of Trustees after one month's notice in writing to that member, sent by certified mail, to the last address shown on the records of the Congregation. Upon suspension, all rights and privileges of the member shall cease. Upon payment of the arrearage, the Board of Trustees may reinstate the suspended member.

Section 10: Resignation or suspension shall not relieve a member of any obligation due the Congregation at the time of resignation or suspension, unless decided to the contrary by the Board of Trustees.

#### **ARTICLE IV – BOARD OF TRUSTEES**

Section 1: The management and administration of this Congregation shall be vested in the Board of Trustees. The Congregation shall elect eighteen trustees, each to serve for a term of three years. One-third of the board shall be elected each year. In addition to the elected board members, the President and Officers of the Congregation shall be members of the Board of Trustees during their term of office.

Section 2: Membership in good standing in the Congregation for not less than three (3) years along with participation on at least one (1) temple committee or project shall be prerequisites to eligibility for membership on the Board of Trustees. All members of the Board of Trustees must remain as members in good standing of the Congregation as a condition of their membership on the Board of Trustees. Members of the Board of Trustees must also agree to act in accordance with this Constitution.

Section 3: All Past Presidents of the Congregation shall have life membership on the Board of Trustees. This shall entitle them to attend all board meetings and be heard therein on all questions. The three most recent Past Presidents shall be entitled to cast one vote each. All Past Presidents shall also be life members of the Past Presidents' Council, the purpose of which is to provide continuity in Temple affairs through its contacts with Temple Officers and Trustees. The immediate Past President shall serve as the chair of the Past Presidents' Council. The Past Presidents' Council shall meet not less than once each year with the Temple Officers.

Section 4: The Board of Trustees may adopt by-laws, including operating and governance rules as outlined in the Governance Manual, and make such necessary rules for its conduct and

procedure as it may see fit. The Board shall always require a quorum of fifteen (15) members of the Board before holding an official meeting or taking any action, but a lesser number can adjourn.

Section 5: Every member of this Congregation in good standing shall have the right to speak before the Board of Trustees at any regular meeting, upon making a written request to the President of the Congregation in advance of the meeting.

Section 6: In the event of a vacancy on the Board of Trustees, the remaining members shall elect a successor nominated by the President to serve until the next annual meeting of the Congregation, at which time a person shall be elected for the unexpired term, if any.

Section 7: The Board of Trustees shall meet monthly, on or about the first Tuesday of the month, from September through June, and during July and August as needed. Meetings of the Board of Trustees or attendance by individual trustees may be conducted virtually by means of a method by which all persons participating in the meeting may hear one another. Participation by the designated method shall constitute in person presence at the meeting and voting by such means shall constitute in person voting.

Section 8: The seat of any Trustee who has not attended at least five meetings in any fiscal year shall be declared vacant as of the first meeting thereafter, and the Trustee shall be ineligible to succeed themselves. The Board of Trustees may, for good cause, relax this attendance requirement in extraordinary cases.

Section 9: No Trustee shall be eligible to succeed themselves at the annual election immediately following two full terms of service as Trustee, unless one or more of such years of service shall be honorary or ex officio. The phrase "two full terms" shall not be construed to prevent a Trustee appointed under Section 6 above from being elected to two consecutive full terms of office.

Section 10: Between meetings of the Board of Trustees, action may be taken in its name, and binding upon it, by the President upon authorization of a majority of the officers of the Congregation. However, no actions shall be taken by the President between meetings of the Board of Trustees:

- a) involving an operating expenditure of an amount greater than 3% of the operating budget
- b) involving the dues structure of members; or
- c) filling Board of Trustees vacancies including the officers of the Congregation.

A report of any action taken under this Section shall be made by the President at the next meeting of the Board of Trustees.

Section 11: All business of the Board of Trustees shall be passed by a majority vote of those present except as provided otherwise in this Constitution.

Section 12: The Congregation may, as a token of esteem, elect as a Life Board Member any member in good standing of the Congregation who has served on the Board of Trustees with

distinction for at least 18 years. A Life Board Member shall have all the rights and privileges of a Trustee elected under Article IV, Section 1. Life Board Members shall remain Life Board Members for as long as they remain members in good standing of the Congregation.

Section 13: The Board of Trustees may, from time to time, elect Honorary Lifetime Members to the Board of Trustees. They shall be non-voting members, but otherwise entitled to all other rights and privileges of Trustees elected under Article IV, Section 1. They shall remain Honorary Lifetime Members for as long as they remain members in good standing of the Congregation.

#### **ARTICLE V – CONGREGATIONAL MEETINGS AND ELECTIONS**

Section 1: The annual meeting of the Congregation shall be held on or about the first Tuesday of May in each year, at which time the elections called for in this Constitution shall be held and the President shall report on the state of affairs of the Congregation. Meetings of the Congregation or attendance by congregants may be conducted virtually by means of which all persons participating in the meeting can hear one another. Participation by the designated method shall constitute in person presence at the meeting and voting by such means shall constitute in person voting.

Section 2: The President shall appoint a nominating committee consisting of four (4) members of the Board of Trustees and three (3) members from the Congregation at the Board of Trustee's meeting held in October. This committee shall render its report at the Board of Trustee's meeting held in February, after which the report will be disseminated to the Congregation. Nominations may also be made from the floor and sent to the President prior to the March Board of Trustees meeting. Nominations from the floor will be disseminated to the Congregation. Nominations shall thereafter be closed unless there are no candidates for an office at the time of the annual meeting, in which event nominations may be made from the floor at the annual meeting.

Section 3: The President shall call a special meeting of the Congregation upon a written request stating the purpose of the meeting signed by twenty (20) members of the Congregation, or at the direction of the Board of Trustees. The President may in their sole discretion call a special meeting. Five days' notice of any special meeting shall be sent to all members.

Section 4: All business of the Congregation shall be approved by a majority vote of those present except as otherwise provided for in this Constitution.

Section 5: A quorum for the conduct of business shall be thirty voting members in good standing, except that a lower number can adjourn.

#### **ARTICLE VI – OFFICERS**

Section 1: The Officers shall meet monthly, on or about the third Tuesday of the month, from September through June, and during July and August as needed. Meetings of the Officers or attendance by individual Officers may be conducted virtually by means of a method which all

persons participating in the meeting may hear one another. Participation by the designated method shall constitute in person presence at the meeting and voting by such means shall constitute in person voting.

Section 2: The Officers of this Congregation shall be as follows:

President, First Vice President, Second Vice President, Treasurer, Financial Secretary, Recording Secretary, and Secretary-at-Large. Membership in good standing in the Congregation for not fewer than three (3) years along with active participation on at least one (1) temple committee or project shall be prerequisites to eligibility for election as an officer of this Congregation. All officers must remain as members in good standing of the Congregation as a condition of their office and they must also agree to act in accordance with this Constitution.

Section 3: President, First Vice President, and Second Vice President shall be elected for a term of two (2) years by the Congregation at the annual meeting in odd-numbered years in May. The President, First Vice President, and Second Vice President shall only serve for a single two-year term in each position. All other officers shall be elected for one (1) year terms by the Congregation at the annual meeting.

Section 4: In the event of any vacancy in an office, the Board of Trustees shall vote to approve a successor to fill the unexpired term as recommended by the President.

Section 5: It shall be the duty of the President to preside at all meetings of the Congregation and the Board of Trustees; to enforce this Constitution and the decisions of the Congregation and Board of Trustees made thereunder; to sign warrants, orders, deeds, bills of sale, bonds, mortgages, contracts, drafts and other official documents for the Congregation; to appoint all committees, unless otherwise provided herein; to cast a deciding vote at all meetings of the Congregation and Board of Trustees, where necessary; and to perform such other duties as are incident to the office.

Section 6: It shall be the duty of the First Vice President to exercise and perform the duties of the President in the event of the death, resignation, absence, or other incapacity of the elected President and to perform any and all such duties as may be assigned by the President.

Section 7: It shall be the duty of the Second Vice President to serve as President in the absence of the President and First Vice President and to perform any and all such duties as may be assigned by the President.

Section 8: It shall be the duty of the Treasurer to ensure a correct, faithful, and running account of all the receipts and expenditures made hereunder; to oversee the signing of all checks; to keep all books belonging to their office which shall be at all times open to the inspection and examination by the Board of Trustees and the Budget and Finance Committee; and to make reports of the state of finances to the Officers, the Board of Trustees, and the Congregation at the meetings thereof. The Treasurer shall serve as the chair of the Budget and Finance Committee.

Section 9: It shall be the duty of the Recording Secretary to record the minutes of the proceedings of all meetings.

Section 10: It shall be the duty of the Secretary-at-Large to carry out any and all responsibilities as assigned by the President.

Section 11: It shall be the duty of the Financial Secretary to serve as chair of the Ways and Means Committee.

Section 12: All Officers shall, at the expiration of their term of office, or upon their resignation or removal from the same, immediately deliver to the Board of Trustees all original documents, digital files, books, records, and other property as may have come into their charge or possession as such Temple Officer.

## **ARTICLE VII – COMMITTEES**

Section 1: The President shall appoint, at the first meeting of the Board of Trustees held after their installation, the chairs for the following standing committees and committees listed in the Governance Document to serve for two (2) years. Each committee will consist of a minimum of three (3) members:

- (a) Budget and Finance
- (b) Membership
- (c) Building and Grounds
- (d) Ways and Means
- (e) Practices, Rituals and Rabbinical Liaison
- (f) Governance.

Section 2: It shall be the duty of the Budget and Finance committee to make a detailed estimate of the income and current expenses for the ensuing year of the Congregation; to recommend revisions of dues to the Board of Trustees; to review financial policies and procedures of the temple; and to engage accountants to review the accounts of the Congregation with approval of the Board of Trustees.

Section 3: It shall be the duty of the committee for Membership to reach out to the community, and to welcome and engage new members.

Section 4: It shall be the duty of the Building and Grounds Committee to maintain the physical plant and property of this Congregation in good order and repair and to further recommend improvements and repairs necessary for the increased use and efficiency of the same to the Board of Trustees.

Section 5: It shall be the duty of the Ways and Means Committee to oversee the operation of the dues collection process of the Congregation; to provide for special dues relief under appropriate circumstances, when so requested and when such need exists, and to do so while maintaining the privacy and dignity of the members in need.

Section 6: It shall be the duty of the Practices, Rituals and Rabbinical Liaison Committee to act as a liaison between the Rabbi and the Board of Trustees pursuant to this Constitution. This committee shall consist of all past Temple presidents and the current Officers.

Section 7: It shall be the duty of the Governance Committee to make recommendations on adherence and implementation of the Constitution and the Governance Manual.

#### **ARTICLE VIII – CLERGY**

Section 1: The Rabbi shall be elected by the Board of Trustees and confirmed by the Congregation.

Section 2: The Rabbi shall direct the religious services of the Congregation with freedom of expression in the pulpit, shall labor for the spiritual welfare of the Congregation and shall perform all the functions of their office and calling. They may choose the prayers and rituals to be observed in the pulpit subject to the provisions of Article II and with the approval of the Committee for Practices, Rituals and Rabbinical Liaison and subject to the disapproval of the majority vote of the entire Board of Trustees.

Section 3: The Rabbi shall be considered an ex-officio non-voting member of the Board and be entitled to attend all meetings of the Board of Trustees, Officers, and the Temple (Congregation). However, the Board and Officers may excuse the Rabbi when it meets to discuss the Rabbi's performance and/or contract. In addition, the Rabbi shall be entitled to attend all meetings of other committees, unless the committee has excused the Rabbi from such attendance. At all times when the Temple is served by more than one Rabbi, reference to "Rabbi" in this section shall be deemed to refer only to the senior Rabbi.

Section 4: At the expiration of the term of election, all paper and digital records, and all properties of the Congregation in the hands of the Rabbi shall be returned to the Board of Trustees.

Section 5: An Assistant/Associate Rabbi(s) may be elected by the Board of Trustees.

Section 6: The Assistant/Associate Rabbi(s) shall work under the direction of the Rabbi in carrying out their rabbinic responsibilities on behalf of the Congregation.

Section 7: A Cantor(s) may be elected by the Board of Trustees.

Section 8: The Cantor(s) shall work under the direction of the Rabbi in carrying out their responsibilities on behalf of the Congregation.

Section 9: At the retirement of a Rabbi or Cantor, the Board of Trustees may elect them to Emeriti status.

#### **ARTICLE IX – AUXILIARY UNITS**

Section 1: Auxiliary units of the Congregation may only be formed with the approval of the Board of Trustees and subject to dissolution by the same means.

## **ARTICLE X – SALE OR PURCHASE**

Section 1: No real estate now or hereafter owned or acquired by this Congregation, except burial plots, shall be purchased, sold, mortgaged, or pledged by the Board of Trustees, unless it is authorized by the Congregation at a regular or special meeting. No single expenditure of more than three (3) percent of the Temple's operating budget shall be made for any purpose by the Board of Trustees unless it is authorized by the Congregation at a regular or special meeting.

## **ARTICLE XI – ORDER OF BUSINESS**

Section 1: The order of business at all meetings of this Congregation shall be established by the President who shall be responsible for the preparation of an agenda prior to the meeting date.

Section 2: The order of business may be suspended by a two-thirds vote of those present.

Section 3: The rules of procedure at meetings shall be determined by Robert's Rules of Order, latest revised edition.

## **ARTICLE XII – AMENDMENTS**

Section 1: All proposed Amendments to this Constitution shall be completed in writing and be filed with the President. The President shall, within fifteen (15) days after the receipt of any proposed amendment, refer it to the Governance Committee to report back to the Board of Trustees on such proposed changes. This Committee shall, on direction of the Board of Trustees, or upon the request of fifty (50) members, propose said Amendment at a regular or ad hoc meeting of the Congregation.

Section 2: Copies of the proposed Amendment shall be made available to all members along with notice of the meeting, not more than twenty (20), nor less than ten (10) days before the meeting.

Section 3: An affirmative vote of two-thirds of the members present and voting shall be necessary to adopt any Amendment, except as set forth in Article II, Section 2.

## **ARTICLE XIII – ENFORCEMENT & INTERPRETATION**

Section 1: This Constitution shall take effect immediately upon ratification by the Congregation.

Section 2: The Board of Trustees and officers elected at the date of the adoption of this Constitution shall remain as then constituted, but otherwise subject to the provisions set forth herein.

Date: May 4<sup>th</sup>, 2021