

**PROPOSED AMENDED AND RESTATED**

**BY-LAWS**

**OF**

**THE JEWISH CENTER OF THE MAHOPACS**

**TEMPLE BETH SHALOM**

## **MISSION STATEMENT**

**Rooted in the wisdom of the Torah and *Tikkum Olam*, Temple Beth Shalom, a Conservative Jewish Congregation, strives to teach, challenge, support, and inspire our diverse, egalitarian, and multi-generational synagogue family. A warm, caring, and welcoming environment nourishes our congregation as we face the challenges of today's changing world.**

## **PREAMBLE**

**In order to establish and maintain a Jewish Center and a Temple for divine services according to the tenets and precepts of the Jewish faith, to conduct a religious school, to promote the ideals of Judaism and Americanism and to foster the spirit of cooperation between all faiths, these By-laws of the Jewish Center of the Mahopacs, Inc., d/b/a Temple Beth Shalom, have been enacted.**

**ARTICLE I**

**NAME**

The Corporate name shall be The Jewish Center of the Mahopacs, Inc., doing business as Temple Beth Shalom, pursuant to its Corporate Certificate filed in the Office of the Clerk of Putnam County on May 27, 1953, under number 203A and as amended on December 18, 1992.

**ARTICLE II**

**AFFILIATION**

The Congregation shall be affiliated with the United Synagogue of Conservative Judaism and shall refer to it for guidance and resource materials.

**ARTICLE III**

**MEMBERSHIP**

**Section 3.1:** Any person of the Jewish faith, 18 years of age or older, shall be eligible for membership.

**Section 3.2:** Non-Jewish spouses shall be eligible for membership, but they shall neither have voting rights nor hold office.

**Section 3.3:** There shall be three categories of membership:

**A. FAMILY MEMBER:**

Such membership shall be extended to married couples, with or without children, and to single-parent families or other such family memberships as the Executive Committee shall authorize.

**B. SINGLE MEMBER:**

Such membership shall be extended to unmarried men and women and to a married individual with a non-Jewish spouse and no children.

**C. HONORARY MEMBER:**

Such membership shall be conferred upon the Rabbi of the Congregation and his or her spouse, and other deserving persons of the community as determined by the Board of Trustees.

## ARTICLE IV

### DUES AND FEES

**Section 4.1:** The Fiscal year shall commence on July 1 and end on June 30.

**Section 4.2:** All members shall pay such membership dues and/or special assessments as shall be recommended by the Board of Trustees and approved by a majority vote of the membership present at a Congregational Meeting, which shall include proxy votes.

**Section 4.3:** A special Finance Committee, as defined in *Article XI Section 11.1 i*, shall be available for determination of hardship cases and/or arrangement of payment schedules.

## ARTICLE V

### RIGHTS AND OBLIGATIONS OF MEMBERS

**Section 5.1:** A member is in good standing if all financial obligations are current.

**Section 5.2:** Every member in good standing shall have the following rights:

#### **A. VOTE:**

Vote at all meetings of the Congregation. In a family membership, each spouse shall be entitled to one (1) vote. Honorary members and members not of the Jewish faith shall not be permitted to vote.

#### **B. HIGH HOLIDAY SEATS:**

i. Each member shall be entitled to a seat for the High Holidays without charge.

ii. In a family membership each spouse and each child between the ages of 13 and 18 shall be entitled to a seat for the High Holidays without charge. All other children of members shall be entitled to attend High Holiday services without charge and shall be encouraged to participate in Junior Congregation.

#### **C. USE OF TEMPLE:**

Each member shall have the right to have his/her children attend the Religious School, use Temple facilities for special occasions for themselves and their children, and such other rights as the Board of Trustees may grant, all subject to such charges, rules and regulations as may be set up by the Board of Trustees.

**Section 5.3:** A member who fails to meet such member's financial obligation shall be suspended from membership upon thirty (30) days prior written notice sent by certified mail (return receipt requested) and by regular first-class mail to his/her last known address.

**Section 5.4:** No suspended member may be reinstated and considered to be a member in good standing until all unpaid sums due to the Congregation (including but not limited to dues, assessments, religious school fees, and Bimah fees) have been paid in full.

## **ARTICLE VI**

### **MEETINGS OF THE CONGREGATION**

**Section 6.1:** All meetings of the Congregation shall be held at Temple Beth Shalom at 760 Route 6, Mahopac, and New York.

**Section 6.2:** The Congregation shall hold two (2) Annual Meetings:

#### **A. FIRST MEETING:**

The first Meeting of the fiscal year shall be held after Yom Kippur. This meeting will take place between the first Sunday after Yom Kippur and December 31.

#### **B. SECOND MEETING:**

The second Meeting will take place between May 1 and June 15. The purpose of this meeting is for presentation and election of the slate of candidates for the Board of Trustees and Officers, and discussion and approval by vote in accordance with *Article VI Section 6.6* of the annual budget, and any other business that the Board of Trustees deems necessary.

#### **C. SPECIAL BUDGET MEETING:**

In the event that the budget shall not pass at the regular scheduled spring meeting, then a special meeting shall be called for the purpose of passing a budget by vote in accordance with *Article VI Section 6.6*.

**Section 6.3:** Special meetings of the Congregation shall be called by the President at his/her own option or, upon written request of thirty (30) members in good standing. The notice of a Special Meeting shall state its specific purpose and no other business shall be transacted at that meeting.

**Section 6.4:** Notice of meetings (regular and special) shall be mailed and/or electronically communicated to all members at least ten (10) days in advance of the scheduled meeting date.

**Section 6.5:** At all meetings of the Congregation where a vote is necessary, a quorum shall consist of thirty (30) members in good standing physically present.

**Section 6.6:** At all meetings of the Congregation, whether regular or special, where a vote is necessary, a simple majority vote of all members present, including proxies, shall govern.

**Section 6.7:** Voting shall be by closed ballot for all elections of Officers and Trustees, approval of the budget, and approval of the recommendation of the Board of Trustees for engagement of a new Rabbi.

**Section 6.8:** Written proxy votes shall be permitted at all Congregation meetings, whether regular or special. A proxy vote is one where a member unable to attend empowers, in writing, another member to vote his/her one (1) vote.

## **ARTICLE VII**

### **THE BOARD OF TRUSTEES**

**Section 7.1:** The Board of Trustees shall consist of the Executive Committee/Officers (the President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer, and the Immediate Past President), fifteen (15) Trustees, the President of Men's Club, and the President of Sisterhood, all of whom must be members in good standing.

#### **Section 7.2: OFFICERS OF THE CORPORATION/CONGREGATION:**

##### **A. TERM:**

The President, First Vice President, Second Vice President and the Recording Secretary shall be elected at the Annual Congregation Meeting for a term of two (2) years. The Financial Secretary and the Treasurer shall be elected at the Annual Congregation Meeting for a term of three (3) years. The Immediate Past President shall remain on the Board of Trustees during the term of office of his/her immediate successor. No Officer may hold the same office consecutively for more than two (2) terms.

##### **B. DUTIES AND OBLIGATIONS OF OFFICERS:**

###### **1. PRESIDENT**

- i.** Shall serve as the Chief Executive Officer of the Congregation and the Corporation.
- ii.** Shall be responsible for the overall management and strategic direction of the organization.
- iii.** Shall preside at all meetings of the Congregation and Board of Trustees.
- iv.** Shall submit an annual budget for approval by the Board of Trustees and the Congregation.
- v.** Shall be an ex-officio member of all committees except the Nominating and Finance committees.

vi. Shall perform other duties or responsibilities reasonably required by the office or the Board of Trustees.

vii. Shall chair the Rabbi Search Committee.

**2. FIRST VICE PRESIDENT:**

i. Shall assume the duties of the President should the President be temporarily unable to perform his/her duties. Should a permanent vacancy of the office of the President occur, the First Vice President shall assume the office of the President for the remainder of the term.

ii. Shall be an ex-officio member of all committees except the Nominating and Financial committees

iii. Shall be a standing member of the Rabbi/Cantor Search Committee.

iv. Shall perform such duties as may be designated by the President or the Board of Trustees.

**3. SECOND VICE PRESIDENT:**

i. Shall assume the office of the First Vice President should a permanent vacancy of that office occur.

ii. Shall be a standing member of the Finance Committee.

iii. Shall be an ex-officio member of all committees except the Nominating Committee.

iv. Shall perform such duties as the President or the Board of Trustees may designate.

**4. TREASURER:**

i. Shall serve as the Chief Financial Officer of the Corporation and Congregation.

ii. Shall be responsible for administration of the temple office.

iii. Shall coordinate and manage the finances and financial policy of the congregation including collections, disbursements and budgeting.

iv. Shall provide monthly reports to the Board of Trustees on the status of the synagogue's finances, including but not limited to: Monthly Income Statement, Balance Sheet and the balance of funds on deposit in the temple bank accounts

v. Shall be a standing member of the Fund-Raising Committee.

vi. Shall chair the Finance Committee.

**vii.** Shall be an ex-officio member of all committees except the Nominating Committee.

**viii.** Shall perform such other duties and responsibilities reasonably required by the office, the President or the Board of Trustees.

**5. FINANCIAL SECRETARY:**

**i.** Shall work directly with the Treasurer in administration of the Corporation/Congregation's financial affairs.

**ii.** Shall supervise the office staff in the maintenance of congregant accounts.

**iii.** Shall coordinate all purchasing and verify that all bills properly and duly incurred are recorded and paid after they have been authenticated.

**iv.** Shall verify that all pledges and contributions made by Congregants are recorded and paid.

**v.** Shall be responsible for distribution of monthly billing statements for payments of dues, fees, ads and arrears.

**vi.** Shall determine that all dues and fees are paid and that unpaid accounts are referred to the Finance Committee.

**vii.** Shall be a standing member of the Finance Committee.

**viii.** Shall perform other duties or responsibilities reasonably required by the office, the President or the Board of Trustees.

**6. RECORDING/CORRESPONDING SECRETARY:**

**i.** Shall keep all official minutes of all Board of Trustee meetings, Executive Committee meetings and Congregation meetings.

**ii.** Shall perform other duties or responsibilities reasonably required by the office, the President or the Board of Trustees.

**iii.** Shall distribute a copy of the signed official minutes of the Board of Trustee meetings to all Board members not later than three weeks after each meeting.

**iv.** Shall read the minutes when called upon to do so at all meetings.

**v.** Shall maintain files containing the official record of all Board of Trustee, Executive Committee and Congregation meetings.

**vi.** Shall keep an attendance record of the Officers and Trustees at all meetings.

vii. Shall be responsible for providing notice for all regular and special meetings of the Congregation as outlined in these By-Laws.

viii. Shall perform other duties or responsibilities reasonably required by the office, the President or the Board of Trustees.

**7. IMMEDIATE PAST PRESIDENT:**

i. Shall advise the President and the Board of Trustees on matters pertaining to the administration of the congregation.

ii. Shall perform such other duties or responsibilities reasonably required by the office, the President or the Board of Trustees.

iii. Shall chair the Nominating Committee.

**Section 7.3: TRUSTEES:**

**A. TERM:**

The term of the Trustees shall be three (3) years; one-third will be elected each year at the Annual Meeting.

**B. LIMITATIONS:**

No Trustee may hold office consecutively for more than two (2) terms.

**C. VACANCIES:**

If a vacancy of a Trustee occurs, notice of an election to fill the position shall be given in the announced agenda for the next regularly scheduled Board of Trustees meeting. At that meeting the remaining Board of Trustees will elect a replacement, in accordance with *Article XIII Section 13.6*, for the remainder of the term for the position that was vacated. At the conclusion of the term for which the Trustee was elected at the Board of Trustees meeting, that Trustee may run for office consecutively for two additional terms.

**D. DUTIES OF TRUSTEES:**

i. The Trustees of the Corporation shall have the custody and control of all property, real and personal, belonging to the Congregation and for the revenues there from and shall administer the same in accordance with the discipline, rules and usages of the Congregation and of the United Synagogue of Conservative Judaism, for the support and maintenance of the Corporation. The Trustees shall cause all assets of the Congregation to be used only for the purposes set forth in the Certificate of Incorporation and By-Laws of the Congregation. The Board of Trustees shall further administer the affairs of the Congregation according to the law and these By- Laws and shall adopt and enforce appropriate rules and regulations as necessary.

ii. The members of the Board of Trustees shall discharge the duties of their respective positions in good faith and with the degree of diligence, care and skill that ordinarily prudent persons would exercise under similar circumstances in like positions. In doing so they may discharge their duties when acting in good faith by relying upon financial statements of the Congregation represented to them to be correct by the Treasurer and Financial Secretary of the Congregation.

iii. The Board of Trustees shall have jurisdiction over all admissions, resignations and suspensions of members.

iv. The Board of Trustees shall maintain an accurate record of its proceedings, prepare, and submit at the second annual meeting of the fiscal year of the Congregation an annual budget of the estimated income and disbursements for the ensuing year for the approval of the Congregation.

v. The Board of Trustees shall, when necessary due to termination or resignation of the current Rabbi, appoint a Rabbi Search Committee for the purpose of engaging a new Rabbi. This Committee shall be made up of the President, First Vice President, the Ritual Committee Chair, one of the Financial Officers, three (3) members of the Board of Trustees and three (3) members of the Congregation. The Committee shall make its recommendations to the Board of Trustees and the Board of Trustees shall make a recommendation to the Congregation for the hiring of a new Rabbi. After the congregation has hired a new Rabbi pursuant to vote in accordance with *Article VI Section 6.6* all future negotiations for re-engagement of the existing Rabbi shall be at the discretion of the Executive Committee with the approval of the Board of Trustees.

vi. Each Trustee must maintain an active participation in at least one standing committee and engage in other such duties as may be assigned by the President as set forth in the *Brit Avodah* executed by each Trustee.

#### **Section 7.4: MEETINGS OF THE BOARD OF TRUSTEES**

##### **A. NUMBER OF MEETINGS:**

The Board of Trustees will hold at least ten (10) monthly meetings during the fiscal year, which will consist of one during the summer months of July/August and one every month from September through June. If during the fiscal year inclement weather should prohibit the holding of a meeting, that meeting may be canceled and need not be rescheduled. One meeting may be canceled and not re-scheduled during a fiscal year for this purpose.

##### **B. ATTENDANCE:**

All members of the Board of Trustees **must** attend at least seven (7) meetings during each fiscal year. A Trustee inexcusably absent for more than three (3) meetings may be relieved of his/her office by a two-thirds (2/3) vote of the members of the Board of Trustees present and voting at the next Board of Trustees meeting, following the issuance of a notice of such proceedings, which shall be included in the agenda for that meeting. The Board of Trustees shall have the power to waive this provision only in the case of excused absence. It is the obligation of the

absent Trustee to notify the President of his/her absence and the reason for such absence. A Trustee's absence from a meeting shall be excusable at the President's discretion.

**C. QUORUM:**

Thirteen (13) members of the Board of Trustees physically present at a meeting shall constitute a quorum.

**D. NOTICE:**

The President prior to each meeting shall electronically communicate the date and time of the monthly meeting. The notice shall include the agenda for the forthcoming meeting.

**E. PROCEDURE:**

Robert's Rules of Order shall govern all meetings of the Board of Trustees and Congregation unless otherwise specified in the By-Laws. The President must appoint a Parliamentarian from the Board of Trustees or Congregation to oversee procedure at all meetings of the Board of Trustees and the Congregation. The Parliamentarian may be replaced at the discretion of the President.

**Section 7.5: RESIGNATION FROM THE BOARD OF TRUSTEES:**

A Board member, Officer or Trustee, may resign at any time by giving written notice to the Board of Trustees; any such resignation shall take effect at the time specified therein or, if the time is not specified, then upon its acceptance by the Board of Trustees.

**Section 7.6: REMOVAL FROM OFFICE:**

**A. A Board member, Officer or Trustee, shall be removed from the Board of Trustees in the event any of the following shall occur:**

- i. Failure to satisfy the attendance requirements as set forth in *Article VII Section 7.4*, hereof; to the extent *Article VII Section 7.4* is applicable to such Board member.
- ii. Failure to serve on at least one (1) standing committee each year.
- iii. Failure to satisfy the requirements of membership set forth in *Article V Section 5.3*.

**B. A Request for the removal from office of any Trustee or Officer may be made by a petition:**

- i. The petition must be signed by fifteen (15%) percent of the total members of the Congregation in good standing or thirty (30) members of the Congregation in good standing, whichever number is larger.

ii. Specific reasons and/or charges must be itemized in the petition and relate to the duties of that persons office.

iii. The petition is to be treated as a call for a Special Meeting of the Congregation, as specified in *Article VI Section 6.2*. No other business shall be transacted at the meeting.

iv. At the meeting said Trustee or Officer shall have the right to present to the membership any arguments, reasons or statements in support of his/her desire to continue as a Trustee or Officer.

v. Voting shall be by closed ballot.

vi. A two-thirds (2/3) majority vote of the members voting at the special meeting shall remove the Trustee or Officer from office.

## **ARTICLE VIII**

### **RABBI**

**Section 8.1:** an ordained Rabbi shall occupy the pulpit.

**Section 8.2:** The selection of the Rabbi shall be approved by vote in accordance with *Article VI Section 6.6*, by the Congregation at a meeting called for that purpose, upon the recommendation of the Board of Trustees and in accordance with the guidelines set out by the United Synagogue of Conservative Judaism.

**Section 8.3:** Duties and responsibilities of the Rabbi.

i. The Rabbi shall enjoy the freedom of the pulpit.

ii. The Rabbi shall seek the advice and guidance of the Board of Trustees when necessary.

iii. The Rabbi shall be the Halakhah authority of the Congregation.

iv. The Rabbi shall be an ex-officio member of all committees.

v. The Rabbi and the President shall notify each other in writing on or before August 1 preceding the end of the term of the agreement of the desire, if any, to continue the relationship. The party, so notified shall in turn respond to this in writing on or before September 1. If the parties agree to negotiate in regard to the renewal of the agreement, such negotiations shall commence as soon as possible after September 1 and be concluded prior to December 31.

vi. The agreement may be terminated by the Rabbi in the event of any material breach or violation by the Synagogue of any of the terms and provisions of the agreement. The agreement may be terminated by the Synagogue in the event of a material breach or violation by the Rabbi of any of the terms of the agreement. The agreement may be terminated by the Synagogue in the event of any act or omission by the Rabbi that materially violates accepted standards of moral conduct, fraud or other material willful misconduct.

vii. The determination as to whether to renew or terminate the Rabbi's agreement is at the discretion of the Board of Trustees; monetary negotiations, however, are at the discretion of the Executive Committee.

**Section 8.4:** The above duties and responsibilities of the Rabbi shall be set forth more fully in a written contract executed by the Rabbi and the President of the Board of Trustees.

## **ARTICLE IX**

### **CANTOR**

**Section 9.1:** If at any time the Congregation decides to hire a full-time Cantor, the Ritual Committee shall make a recommendation to the Executive Committee, who in turn shall make such recommendation to the Board of Trustees, and a Special Meeting of the Congregation shall be called and a vote taken for this purpose.

**Section 9.2:** The Ritual Committee shall recommend the retention of any part-time Cantor to the Board of Trustees for approval by the Board of Trustees.

**Section 9.3:** Duties and responsibilities of the Cantor.

- i. The Cantor shall be responsible with the Rabbi for the religious services and the musical program and activities of the Congregation.
- ii. The Cantor shall be accountable in the performance of all duties to the Rabbi and the Ritual Committee.

**Section 9.4:** The above duties and responsibilities of the Cantor shall be set forth more fully in a written agreement of employment executed by the Cantor and the President of the Board of Trustees.

## **ARTICLE X**

### **EDUCATION DIRECTOR**

**Section 10.1:** The Educational Director (Principal) of the synagogue school shall be selected by the Religious School Committee and the Rabbi. After selection a recommendation of the candidate shall be made to the Board of Trustees for approval of the selection.

**Section 10.2:** Duties and responsibilities of the Education Director.

- i. The Educational Director shall be responsible for the Jewish education of the children of the Congregation, including the development of the curriculum, and the overall administration of the school.

- ii. The Education Director shall hire and terminate the employment of all faculty of the Religious School.
- iii. In the event that the Education Director determines that a faculty member demonstrates material violations of accepted standards of moral conduct, fraud, material willful misconduct, negligence, insubordination or incompetence, and the Education Director determines that the faculty member's employment must be terminated, the Education Director must notify the Executive Committee of his/her intentions. The Education Director, together with one other person preferably the Chair of the Religious School Committee, must carry out the termination.
- iv. The Education Director shall be responsible to the Religious School Committee and the Rabbi. The Educational Director shall report on the progress of the school at the Religious School Committee meetings as well as at least annually to the Board of Trustees.
- v. The Education Director may be asked to teach at least one class each semester in the congregation's adult education program.
- vi. The Education Director shall be a member of the Jewish Educators Assembly or shall apply for membership no later than the time of the renewal of the contractual relationship with the congregation. All fees associated with such membership will be paid for by the Congregation.
- vii. The Education Director shall represent the Congregation at meetings of the local Bureau of Jewish Education and at the Jewish Educators Assembly, and at other organizations advancing Jewish education.

**Section 10.3: Termination**

In the event that the Religious School Board and the Rabbi determine that The Education Director demonstrates material violations of accepted standards of moral conduct, fraud, material willful misconduct, negligence, insubordination or incompetence The Religious School Board Chair and/or the Rabbi shall so notify the Executive Committee of his/her/their recommendation to terminate the Education Director. The Executive Committee will make its recommendation to the Board of Trustees who shall approve the termination of the employment of the Educational Director.

**Section 10.4:** The above duties and responsibilities of the Education Director shall be set forth more fully in a written agreement of employment executed by the Education Director and the President of the Board of Trustees. The Education Director shall remain an "at will employee" of the Congregation.

## **ARTICLE XI**

### **COMMITTEES**

#### **Section 11.1: Standing Committees**

**i** Finance Committee

The Finance Committee is a restricted committee consisting of the Treasurer, Financial Secretary and the Second Vice President.

This shall be a closed committee and shall conduct its meetings in private session.

**ii.** Membership Committee

**iii.** Ritual Committee

**iv.** Fund-Raising Committee

**v.** House and Grounds Committee

**vi.** Youth Activities Committee

**vii.** Religious Education Committee

**viii.** Israel Action Committee

**ix.** Nominating Committee

**x.** Executive Committee

This Committee shall be a restricted committee consisting of the President, the First Vice President, the Second Vice President, the Treasurer, the Financial Secretary, the Recording Secretary, and the Immediate Past President.

This committee shall meet on a monthly basis prior to the monthly Board of Trustees meeting.

In the event of an emergency between Board of Trustee meetings, the Executive Committee shall have the power of the Board of Trustees.

All actions of the Executive Committee shall be reported to the Board of Trustees.

#### **Section 11.2: Ad Hoc Committees**

Ad Hoc Committees may be formed by the President and/or the Board of Trustees for special purposes not covered by the Standing Committees.

**Section 11.3:** The duties of each committee shall be delineated in the Addendum to this document. Other duties may be assigned by the President and/or Board of Trustees.

**Section 11.4:** Participation in committees shall not be limited to Board of Trustee members. Any member of the Congregation, in good standing, may serve on a Standing or Ad Hoc Committee, excluding the Finance Committee and the Executive Committee.

## **ARTICLE XII**

### **FINANCES OF THE CONGREGATION**

**Section 12.1:** All funds of the Congregation shall be deposited to the credit of the Congregation in such banks as the Board of Trustees may select.

**Section 12.2:** All drafts issued for payment by Temple Beth Shalom shall be signed by two (2) members of the Executive Committee. All Executive Committee members excluding the Recording Secretary and the Immediate Past President shall be signatories.

**Section 12.3:** No loans shall be contracted on behalf of the Congregation unless previously authorized by the Board of Trustees and voted on by the Congregation.

**Section 12.4:** An independent accountant, not a member of the Congregation, may be engaged to audit the books and records of the Congregation annually, within sixty (60) days of the close of the fiscal year, upon the recommendation of the Board of Trustees.

**Section 12.5:** The Board of Trustees may authorize the rental of a safe deposit box for the safekeeping of securities and other valuable documents of the Congregation. The authorization shall be in the form of a resolution that shall state the Officers who shall have access to the box.

**Section 12.6:** An Annual Budget of the estimated income and disbursements for the ensuing year, recommended by the Board of Trustees, shall be presented, discussed and voted on at the Second Annual Meeting of the Congregation.

## **ARTICLE XIII**

### **NOMINATIONS AND ELECTIONS**

**Section 13.1:** The Chair of the Nominating Committee, as set forth in *Article VII Section 7 iii*, shall form the Committee at the beginning of the fiscal year. The Committee shall consist of two (2) additional Board of Trustees and four (4) members of the Congregation at large.

**Section 13.2:** The Nominating Committee shall prepare and present the slate of nominees, one for each position, for Officers and Trustees to be elected and submit it to the Congregation by April 15 for vote in accordance with *Article VI Section 6.6*.

**Section 13.3:** Each nominee shall provide a short biography to be included in the mailing to the Congregation.

**Section 13.4:** The notice of the Annual Meeting shall contain a complete list of the nominees selected by the Nominating Committee. Additional nominations may be made from the floor at the Annual meeting; a person so nominated must be present.

**Section 13.5:** In the event a vacancy of a Board of Trustee member shall occur, the Nominating Committee will present to the Board of Trustees the name of a candidate to fill that vacancy. A vote, in accordance with *Article VI Section 6.6*, of the Board of Trustees will be taken to approve the candidate so nominated. Nominations may be taken from the floor.

**Section 13.6:** No member shall be eligible to hold office or become a Trustee unless he/she is a member in good standing and a member of the Congregation for at least one (1) year prior to the election.

**Section 13.7:** The installation of Officers and Trustees shall take place on a date selected by the President.

#### **ARTICLE XIV**

#### **AUXILIARY ORGANIZATIONS**

**Section 14.1:** The Congregation shall have such auxiliary organizations as shall be authorized and constituted by the Board of Trustees.

**Section 14.2:** The activities of all auxiliary organizations shall always be conducted in such a manner as will advance the best interests of the Congregation.

**Section 14.3:** The by-laws and other regulations of all auxiliary organizations shall be consistent with the By-Laws and policies of the Congregation.

#### **ARTICLE XV**

#### **EMPLOYEES**

**Section 15.1:** No member of the Congregation may become a full-time employee, excluding the Religious School, which may engage a Religious School Director, Teachers, and other staff members from the Congregation at large.

## **ARTICLE XVI**

### **AMENDMENTS**

**Section 16.1:** These By-Laws may be modified, altered or amended by a vote of the Congregation as set forth in *Article VI Section 6.6. and 6.7*, after the wording of the proposed amendment(s) and explanation of the reason and significance of the amendment(s) have been transmitted to the Congregation in accordance with *Article VI Section 6.4*.

**Section 16.2:** These By-Laws may be modified, altered, or amended in the following manner:

- i.** The proposed amendment(s) shall have been recommended by the Board of Trustees.
- ii.** The proposed amendment(s) shall be submitted to the Board of Trustees as a written petition signed by at least thirty (30) members in good standing. The Board of Trustees shall consider such proposal(s) at its next regularly scheduled meeting. The Board of Trustees will be obligated to present the amendment, along with its recommendation for adoption, modification, or rejection, at the next Congregation meeting.

**Section 16.3:** An amendment shall be effective on the date of ratification unless by its terms it provides otherwise.

**Section 16.4:** A proposed amendment that has been rejected by the Congregation may be resubmitted for consideration of the Congregation at the next regularly scheduled Congregation meeting.

## **ARTICLE XVII**

### **EFFECTIVE DATE**

**Section 17.1:** These By-Laws shall become effective upon adoption by the Congregation.