

Congregation Beth El
249 Arch Street
Sunbury, Pennsylvania

CONSTITUTION

PREAMBLE

We the People of the Jewish faith residing in the area and vicinity of Sunbury, Pennsylvania, do hereby establish Congregation Beth-El, in order to:

1. Maintain a synagogue and center for Divine worship and religious observance according to the tenets and precepts of the Jewish faith.
2. Conduct classes for instruction in the religious doctrines and traditions of Judaism;
3. Encourage the cultivation of American ideals;
4. Encourage social service, and cultivate social interaction as a means of fostering Jewish sentiment.

ARTICLE I AFFILIATION

SECTION 1. Congregation Beth-El shall be guided by the principles and precepts of the Jewish faith.

SECTION 2. Whenever there shall be raised a difference of opinion among members regarding any religious law or custom bearing on Congregational activities, proposed or established, the question at issue shall, on the petition of at least one-third of the members, be submitted to the Board of Trustees and the Rabbi for proper analysis and decision; and the decision of this Board shall be binding on the Congregation.

ARTICLE II MEMBERSHIP

SECTION 1. Any Jew or spouse of a Jew age 18 or over shall be eligible for membership.

SECTION 2. There shall be several categories of membership:

a. Family Membership. Such membership shall be extended to couples and shall entitle each to all membership privileges. (The couple shall be entitled to two votes, provided both are present at the place and time of voting). Such membership shall include their children under age 18 and their unmarried children age 18 or older attending school on a full time basis.

b. Individual Membership. Such membership shall be extended to individual men and women. (Each shall have one vote). Such membership shall include their children under age 18 and their unmarried children age 18 or older attending school on a full time basis.

c. Honorary Membership. Such membership may be extended by the Board of Trustees to any deserving persons in the community, and shall include the Rabbi and family.

d. Associate Membership. Such membership shall be available to individuals and families who reside within 50 miles of the synagogue and who are full members in good standing at another religious congregation located within 50 miles of the synagogue.

e. Non-resident Membership. Such membership shall be available to former members in good standing who reside more than 50 miles from the synagogue.

SECTION 3. Applications for membership shall be made in writing to the Membership Committee, which shall report on each application to the Board of Trustees for appropriate action.

SECTION 4. A member may be suspended or expelled by a two-thirds vote of the Board of Trustees at any regular or special meeting for failure to pay dues for a period of four quarters or more (unless exonerated by the Finance and Budget Committee) or for conduct which brings discredit upon the Congregation.

SECTION 5. A member suspended for non payment of dues who makes application for reinstatement may be reinstated by a majority vote of the Board of Trustees. Such application for reinstatement must be accompanied by the amount in arrears for which the member was suspended unless the Board of Trustees at its discretion deems otherwise.

SECTION 6. PRIVILEGES OF MEMBERSHIP include:

a. the right to attend all general, special, and congregational meetings of the Congregation.

b. the right to vote:

(1) is contingent upon the category of membership, at all general, special, and congregational meetings of the Congregation, as follows:

- (a) Family Membership: each spouse shall have one vote.
- (b) Individual Membership: one vote.
- (c) Honorary Membership: no voting rights.
- (d) Associate Membership: no voting rights.
- (e) Non-resident Membership: no voting rights.

(2) Must be exercised in attendance at the meeting. No proxies or absentee ballot votes are permitted.

c. The right to be nominated, to be elected, and to hold office, except this right is not afforded to non-Jews, Honorary Members, Associate Members, or Non-resident Members.

d. The right to attend and participate in religious services, subject to the rules and regulations established by the Board of Trustees.

e. The right to enroll members of the family in the Religious School of the Congregation.

f. The right to utilize the facilities and professional staff of the Congregation, subject to the rules and regulations established by the Board of Trustees.

ARTICLE III: DUES

All categories of membership shall pay such dues as shall be determined from time to time by the Board of Trustees.

ARTICLE IV: MEETINGS

SECTION 1. There shall be two ("Semiannual") Meetings of the Congregation each year, on such days as the Board of Trustees may designate:

a. The Fall/Winter Meeting of the Congregation shall be held no later than January of each year.

b. The Spring/Summer Meeting of the Congregation shall be held no later than June of each year. Elections shall be held for positions of Office (elected to **two** year terms), and for those positions on the Board of Trustees which expire, and/or are otherwise vacant, at the Spring/Summer Meeting of the Congregation.

c. Notice of Meetings shall be given in writing, by mail, to all members of the Congregation, directed to their addresses as it appears on the books of the Congregation, and sent not less than fourteen (14) days prior to such meeting.

SECTION 2. "Special" Meetings of the Congregation:

a. may be called by the President whenever deemed necessary.

b. must be called by the President (except as set forth in Article IX) at the special written request of ten (10) members of the Congregation, in good standing, or at the written request of five (5) members of the Board of Trustees; said request, submitted to and received by the President, shall state the reason for and the purpose of the Special Meeting. In the event that the President fails to issue a call for a Special Meeting within five (5) days after being duly requested to do so, any other Officer or Trustee may issue the call for the Special Meeting in response to the request duly submitted to and received by the President previously.

c. No business shall be transacted at a Special Meeting, except for the purposes stated in the call. Notice of such a Special Meeting shall be given by the Secretary of the Congregation, by mail, to all members of the Congregation, directed to their addresses as they appear on the books of the Congregation, sent not less than fourteen(14) nor more than forty (40) days prior to such meeting.

SECTION 3. At all Meetings of the Congregation, Semiannual or Special (except as set forth in Article IX), a quorum for the transaction of business shall consist of twenty-five (25) members of the Congregation, including officers present, but in the absence of a quorum, a lesser number may adjourn the meeting to some future time not less than seven (7), nor more than twenty-one (21), days from the date thereof, and the Secretary shall thereupon give at least three (3) days notice by mail of such adjourned meeting to all members of the Congregation.

ARTICLE V: BOARD OF TRUSTEES

SECTION 1. The management and administration of the affairs of the Congregation shall be vested in a Board of Trustees. Matters of religious significance shall be considered by the Board of Trustees in consultation with the Rabbi.

SECTION 2: The Board of Trustees shall have full charge of the business of the Congregation.

- a. It shall have the power to handle all matters requiring immediate action and shall prepare for proper submission to the membership of the Congregation any suggestions, motions, or resolutions as it may deem necessary to further the work of the Congregation.
- b. It shall have jurisdiction over admissions, resignations and suspensions of members as limited by Article V Section 4 herein, and shall have jurisdiction over removal charges against Officers as provided for in Article V Section 4 herein.
- c. It shall have control over the Religious School conducted by the Congregation and shall have the power to engage Religious School teachers.
- d. It shall have the power to engage a temporary Rabbi, a temporary Cantor, and all other employees of the Congregation.

SECTION 3. The Board of Trustees shall consist of:

- a. Twelve (12) "at-large" members elected by the Congregation at a Spring/Summer Meeting of the Congregation, for a term of three (3) years to commence July 1st, overlapping in such a manner that the terms of office of each year's set of four (4) elected Trustees shall expire every three (3) years.
- b. One(1) member elected by Sisterhood annually.
- c. One(1) member elected by Men's Club annually.
- d. The Officers of the Congregation (that is, the President, Vice-President, Secretary, and Treasurer, each elected at the biennial Spring/Summer Meeting of the Congregation to a two (2) year term of office commencing July 1st) are ex-officio members of the Board, with voting rights
- e. The Past Presidents of the Congregation.

f. Honorary Board members (with voting rights), named annually at the discretion of the Board, the number of which shall not be more than four (4) at any given time.

SECTION 4: Vacancy, Resignation and Removal

a. Any Officer or Trustee absent from three (3) consecutive meetings of the Board, without sufficient cause, shall be deemed to have relinquished their office, subject to the final decision of the Board of Trustees. Should the Board find that such absences were willfull and without sufficient cause, it shall declare the office vacant.

b. Removal from Office: charges against any Officer or Trustee of neglect of duty or conduct detrimental to the welfare of the Congregation or its reputation must be made in writing to the Board of Trustees by the the President or by any five (5) members of the Congregation in good standing. A copy of the charges shall be served upon the person so charged by Certified Mail, who shall be invited to a Special Meeting of the Board of Trustees at which time the charges shall be heard. Service of the charges upon the person so charged shall be made not less than seven (7) days prior to the date of said Meeting, for hearing. The person(s) bringing the charge(s) shall be required to appear and submit proper evidence sustaining the charge(s) in the presence of the person so charged, who shall then be given full opportunity to defend themself. They may be represented by a member of the Congregation in the presentation of their defense. The President shall preside at all such hearings, except in cases where he is personally involved. A decision of the Board of Trustees shall be arrivedat by secret ballot and a majority vote of the Trustees present and voting shall be necessary for a decision. The may provide for censure or removal.

SECTION 5: The Board of Trustees shall be charged with and assume control of all of the property of the Congregation; shall designate the bank or banks wherein the funds of the Congregation shall be deposited; shall be responsible for all expenditures and disposal of Congregational funds and property, but shall not invest any of the funds of the Congregation in any investments which are not authorized for investment by fiduciaries in the Commonwealth of Pennsylvania.

SECTION 6: The Board of Trustees shall make such rules and regulations, consistent with this Constitution, as they may deem advisable, for the proper conduct of their meetings and for the furtherance of the general purposes of the Congregation.

SECTION 7: The Board of Trustees shall meet monthly (except during the month of July), and by resolution at other times as the Board may designate. A quorum of the Board of Trustees shall be nine (9). No matter may be decided upon by the Board except by a majority vote of Board members present.

SECTION 8: Special Meetings of the Board of Trustees may be called by the President at his or her discretion, and must be called by them at the written request of three (3) Board members. Said request shall state the reason for and the purpose of the meeting. In the event that the President fails to issue a call for a Special Meeting within five (5) days after being requested to do so, any other Officer or Board Member may issue such a call.

SECTION 9: In the event of the death, resignation or removal of an Officer or of a Trustee of the Board, a successor shall be elected by the remaining Board to fill the Office or Trustee's position for the unexpired term.

SECTION 10: No consolidation with any other congregation, and no sale, purchase, or mortgage of real estate or lease in excess of two (2) years shall be effected by the Board of Trustees without a majority vote of the membership of the Congregation.

SECTION 11: The Board of Trustees shall hire or contract with all personnel and shall have the authority to renew or to discharge personnel, EXCEPT the Rabbi as set forth in Article IX.

ARTICLE VI OFFICERS

SECTION 1: The elected Officers of the Congregation shall be the President, Vice-President, Secretary, and Treasurer. Each Officer is elected to a two year term to commence July 1st following the biennial Spring/Summer Meeting of the Congregation when all Officers are elected.

SECTION 2: The PRESIDENT

a. shall preside over all meetings of the Congregation (as President) and Board of Trustees (as Chairperson); shall call all Meetings of the Congregation and of the Board of Trustees, except as set forth in Article IV, Section 3; sign all agreements, contracts, deeds and other documents for the Congregation, pursuant to appropriate resolutions by the Congregation or the Board of Trustees; countersign all checks, vouchers and notes, together with the

Treasurer, as may be directed by the Congregation or the Board of Trustees; and appoint all committees.

b. shall be an ex-officio member of all committees without the right to vote.

SECTION 3: The VICE-PRESIDENT shall assist the President in the discharge of their duties; and, in the case of the President's absence, resignation, death or disability, shall discharge all of the duties of the President.

SECTION 4: The SECRETARY shall keep a record of the members of the Congregation as well as of the Officers and Board members; the Secretary shall furnish the Treasurer with the names of all persons who have become members of the Congregation. The Secretary shall keep accurate Minutes of the proceedings of Meetings of the Congregation and the Board of Trustees and shall issue all notices for such meetings; formally correspond on behalf of the Congregation and the Board of Trustees; sign such instruments or documents as may be necessary to effectuate the proper directions and instructions of the Congregation, the President, and the Board of Trustees.

SECTION 5: The TREASURER shall keep an accurate and correct record of the receipts and expenditures of the Congregation and of the accounts between the Congregation and its members and others, the record of which shall be open for inspection by the Board of Trustees and the Finance Committee at all times; notify all members of the Congregation of their indebtedness to it; receive all monies which shall, from time to time, be payable to the Congregation, giving receipt thereof, and cause the same to be deposited or invested in the Congregation's name, as directed by the Board of Trustees. The Treasurer shall make withdrawals upon order from the President, attested to by the Secretary, and then only by check or voucher, signed by himself and countersigned by the President. The Treasurer is responsible for reporting any member to the Finance and Budget Committee who fails to pay dues any two consecutive quarters. The Treasurer shall render a written report of the finances of the Congregation at all meetings of the Board of Trustees, at the Spring/Summer and the Fall/Winter Meetings of the Congregation, and at such other meetings or occasions as directed by the President and/ or the Board of Trustees, and such report shall be affixed to the minutes of the meeting at which such is presented. And, at the Treasurer's discretion, compensation may be requested, in the form of free Congregation membership, for efforts on behalf of the Congregation, subject to Board approval.

ARTICLE VII NOMINATIONS AND ELECTIONS

SECTION 1: Nominations for officers and trustees shall be made by a Nominating Committee appointed by the President at least sixty (60) days prior to the Spring/Summer Meeting of the Congregation for the election of Officers and Trustees.

SECTION 2: The Nominating Committee shall consist of at least five (5) members of the Congregation, one of whom shall be designated as Chairperson.

SECTION 3: The Nominating Committee shall nominate one candidate for each office identified in "Article VI: OFFICERS" and for each of the "at large" members of the Board of Trustees identified in "Article V: BOARD OF TRUSTEES. SECTION 3a" up for election in that year.

SECTION 4: Thirty (30) days prior to the election, the Nominating Committee shall post in a conspicuous place in the synagogue, and shall mail to all members of the Congregation in good standing, a list of the nominees for Officers and Trustees to be voted upon.

SECTION 5: Members of the Congregation in good standing shall have the right to make additional nominations for Officers and for Trustees by petitioning the Board of Trustees in writing thirty (30) days prior to the election so that such nominees can be posted by the Board. In addition, nominations from the floor, appropriately moved and seconded, may be made from the floor prior to a vote.

SECTION 6: Each nominee must be present at the time of the election or have signified their intention to hold office or to sit on the Board if elected.

SECTION 7: No one shall be eligible for nomination, to hold office or be a trustee or vote in any election unless they are a member in good standing of the Congregation.

SECTION 8: Elections for each Office and for each Trustee position shall be by secret ballot or open vote, depending on the desires of a majority of those present at the Meeting of the Congregation. The President shall appoint not less than two (2) supervisors for the election, none of whom shall be nominees or members of the Nominating Committee. The candidates receiving a plurality of valid votes cast for each Office and for each Trustee position shall be declared elected to that position.

SECTION 9: Newly elected Officers and Trustees shall assume their duties and be installed on or before July 1st of each year as determined by the Board.

ARTICLE VIII COMMITTEES

SECTION 1: The EXECUTIVE COMMITTEE shall consist of the President as Chairperson and each of the other Officers of the Congregation identified in "ARTICLE VI: OFFICERS."

SECTION 2: The President shall appoint all Chairpersons and Members of each of the STANDING COMMITTEES of the Congregation; the Chairperson must be a member of the Board of Trustees. Members of the STANDING COMMITTEES shall be appointed to a three year term.

SECTION 3: The STANDING COMMITTEES of Congregation Beth-El shall be:

a. The MEMBERSHIP COMMITTEE shall have the responsibility of obtaining, integrating and retaining members, and shall make available appropriate relevant information about such members to the Officers and Trustees.

b. The FUNDRAISING COMMITTEE shall seek to develop suitable means for raising money for the welfare of the Congregation, subject to approval of the Board of Trustees.

c. THE EDUCATION COMMITTEES shall include:

(1). The ADULT EDUCATION COMMITTEE which shall develop educational programs for the members of the Congregation.

(2). The RELIGIOUS SCHOOL COMMITTEE which shall, under the guidance of the Rabbi, supervise curriculum and develop and determine policy and formulate rules and regulations necessary for the operation of the Religious School, develop a yearly budget, and recruit personnel, subject to the approval of the Board of Trustees.

d. The FINANCE AND BUDGET COMMITTEE shall:

(1) consist of the Executive Committee plus other members appointed, if so desired, by the President;

(2) make periodic reviews of the financial operations of the Congregation and shall report its findings to the Meetings of the Congregation and to the meetings of the Board of Trustees; and, in the event that any expenditure over

fifty (\$50) dollars not covered by the budget become necessary, the Finance and Budget Committee shall prepare an amendment to the Budget to be submitted to the Board of Trustees for approval.

(3) present to the Board of Trustees an annual budget for the fiscal year, subject to the approval of the Board of Trustees;

(4) recommend to the Board of Trustees revisions of the dues structure, subject to the approval of the Board of Trustees;

(5) shall be responsible for contacting any member(s) who fails to pay dues for any two (2) consecutive quarters; and further, shall be responsible to report to the Board of Trustees, and recommend action, on any member(s) in arrears for four (4) or more consecutive quarters.

(6) propose fees for the use of the Congregation's facilities, professionals, schools, or other services, subject to the approval of the Board of Trustees;

(7) shall exercise jurisdiction, and set policy and procedure for collection, deposit, and investment and expenditures of all funds, subject to approval of the Board of Trustees;

(8) shall report on the nature and status of all restricted and unrestricted funds, assets, holdings, trusts and endowments established by or for the Congregation;

(9) shall be responsible to evaluate written requests from members for assistance and relief from financial obligations to the Congregation; and shall have full and sole discretion to grant, to negotiate, or to refuse such written requests for relief in whole or in part; and to deliberate confidentially in such matters; and report its recommendations to the Executive Committee.

e. The RITUAL COMMITTEE, shall act as a liaison between the Congregation and the Rabbi, and shall be responsible to educate the Board of Directors and the general membership, and to learn Jewish ritual, worship, and synagogue decorum; and shall present to the Board of Trustees for approval any proposals for significant changes in Congregation Beth-El practices.

f. The BULLETIN/PUBLIC RELATIONS COMMITTEE shall be responsible for the publication and editorial policy of the Beth-El Bulletin and for Congregation Beth-El public relations with the community.

g. The BUILDING/HOUSE COMMITTEE shall have general charge of maintenance and repair of buildings and grounds owned by the Congregation; and shall have the authority to expend sums up to fifty (\$50.00) dollars in any

month without prior approval of the Treasurer or other Executive Committee member.

h. The SOCIAL/ENTERTAINMENT COMMITTEE shall be in charge of those social events sanctioned by the Board of Trustees.

i. The CEMETERY/MEMORIAL COMMITTEE shall be charged with the responsibility to supervise, maintain, and sell plots for burial purposes; and with the responsibility to determine the features of all plaques and memorials in, on, or around other Congregation property.

SECTION 4: SPECIAL COMMITTEES may be appointed by the President , by the Executive Committee, and/or the Board of Trustees from time to time, as the need may arise for special purposes.

SECTION 5: All acts of all committees, whether Standing or Special, are at all times subject to the approval of the Board of Trustees.

ARTICLE IX: RABBI SELECTION, REAPPOINTMENT OR DISCHARGE

SECTION 1: SELECTION OF A NEW RABBI

a. The Board of Trustees shall have the responsibility of interviewing prospective new candidates for the position of Rabbi, and to make its recommendations to the Congregation.

b. The Congregation has the responsibility and authority to vote at a Special Meeting of the Congregation duly called in accordance with this Constitution and for such purpose, by secret ballot, on the selection of a new Rabbi. The Rabbi will be selected by a majority vote of those members in good standing present.

SECTION 2: REAPPOINTMENT

a. A vote on the reappointment of the Rabbi shall take place periodically at the Spring/Summer Meeting of the Congregation at the discretion of the Board of Trustees. The Rabbi will be reappointed by a majority vote of those members in good standing present, by secret ballot. Should no vote be taken, the Rabbi will be reappointed until the next Spring/Summer Meeting of the Congregation.

b. Should the Rabbi not receive reappointment as specified in Article IX Section 2.a., the President must call a Special Meeting of the Congregation within five (5) days of the Spring/Summer Meeting of the Congregation; said Special Meeting on the discharge of the Rabbi must be held no sooner than thirty (30) days, nor later than sixty (60) days, after the Spring/Summer Meeting of the Congregation. Notice of said Special Meeting shall be sent by the Secretary, not less than thirty (30) days prior to the Special Meeting, by special mailing, to all members of the Congregation, at their address as it appears on the books of the Congregation. In the event the President fails to call for said Special Meeting within the five (5) days, any Officer or Trustee may issue such call.

(1). A quorum for the Special Meeting on the discharge of the Rabbi shall be fifty-one (51%) per cent of the members of the Congregation in good standing at the time of the Spring/Summer Meeting of the Congregation. Said vote shall be by secret ballot. The Rabbi will be discharged by a majority vote of those members in good standing of the Congregation as of the Spring/Summer Meeting of the Congregation present at the time of the Special Meeting.

(2) If the vote is not sufficient to discharge the Rabbi, the Rabbi shall be reappointed until the next Spring/Summer Meeting of the Congregation, except as provided in Article IX Section 3.

SECTION 3: TERMINATION

a. A Special Meeting for a vote on termination of the Rabbi shall require a petition signed by forty (40%) per cent of the members in good standing submitted to the President to issue a call for such a meeting; said call shall state the reason for and the purpose of the meeting. In the event that the President fails to issue a call for such a meeting within fourteen (14) days after being duly petitioned to do so, any other Officer may issue such call.

b. A vote for termination of the Rabbi shall require at least a fifty-one (51%) per cent majority of votes cast by members in good standing present at such a Special Meeting to terminate the Rabbi.

ARTICLE X: PARLIAMENTARY PRACTICE

Meetings of the Board of Trustees, Committees, and those official meetings of the Congregation shall be governed by Robert's Rules of Order, Revised.

ARTICLE XI AUXILIARY ORGANIZATIONS

SECTION 1: All auxiliary organizations shall be authorized by the Board of Trustees, and shall conduct their business and affairs in such manner as will advance the best interests of Congregation Beth-El as a whole.

SECTION 2: The by-laws and other regulations of all sanctioned auxiliary organizations shall be consistent with the Constitution of Congregation Beth-El as a whole.

SECTION 3: Standing auxiliary organizations of Congregation Beth-El shall include the Sisterhood and Men's Club, each of which shall have representation on the Board of Trustees, as set forth in Article V Sections 3 b. and c.

ARTICLE XII AMENDMENTS TO THE CONSTITUTION

SECTION 1: This Constitution in whole or in part may be amended as follows:

a. A proposal to amend or suspend, rewrite or create one or more Articles or Sections of this Constitution may be initiated by:

(1) not less than ten(10) members in good standing of the Congregation.and submitted in writing to the Board of Trustees for their approval; or

(2) the Board of Trustees at any regular or special meeting.

b. All such initiated proposals shall be read at two consecutive meetings of the Congregation; the proposal and the notification of the Congregation meetings shall appear in two consecutive Congregation Beth-El Bulletins.

c. A vote on the proposal shall be by open ballot and shall take place at the Congregation meeting at which the second reading is held. Such proposals, if approved by three-quarters of the members in good standing present at such Congregation meeting, shall be deemed accepted and become a part of this Constitution.

ARTICLE XIII EFFECTIVE DATE

This Constitution, as revised, shall be effective as ratified 5/7/00.

Final Draft 10/23/97

Revised 3/14/99

Corrected 9/15/00/lsg

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