

Congregation Beth El

Potsdam, NY

Constitution

Article 1

Name

The Congregation shall be known as the Congregation Beth El.

Article 2

Purpose

The purpose of the Congregation shall be to maintain a house of worship and provide religious services for the Jewish community of Potsdam, New York and its environs. In addition, the Congregation shall engage in such other educational, charitable, cultural and social activities normally associated with a Jewish religious community.

Article 3

Membership

Section 1

Any adult of the Jewish faith is eligible for membership, as are other adult members of that person's family or household.

Section 2

Children of members are non-voting members of the Congregation.

Section 3

Application for membership shall be made by submitting an application to a member of the Executive Board. Acceptance is indicated by being sent a dues bill or written notification of membership.

Section 4

Each member of the Congregation is entitled to one vote at meetings and elections.

Section 5

Members may be dropped in the event of the persistent and/or extremely disruptive conduct unbecoming a Jew.

Section 6

The procedure to be followed in the dropping of a member shall be the following:

- a. The Executive Board shall make a thorough investigation including, if appropriate, discussion with the member.
- b. If the Executive Board decides to drop the member for persistent or extremely disruptive conduct, it shall notify the member. The member has 30 days to request a full meeting of the membership. The full meeting of the membership shall be held within two weeks after the date of the notification of such a meeting.
- c. The membership may drop the member by a two-thirds vote of the members present. Proxy votes shall be permitted.

Article 4

Student Membership

Section 1

Students in residence at Clarkson University, SUNY College at Potsdam, St. Lawrence University, and SUNY College at Canton are eligible for student membership.

Section 2

Student members are not required to pay dues and are accepted into membership upon submission of an application form or letter of request. Student members do not have the privilege of voting in Congregation affairs. However, they do have the option of joining as regular, dues paying members, in which case they are afforded all of the rights and privileges of membership.

Article 5

Meetings of the Membership

Section 1

There shall be at least one annual meeting of the membership, held in May or June so that all members will be able to attend. Notice of the meeting and its agenda shall be provided to members via newsletter or other written notice at least two weeks in advance of the meeting.

There shall be no quorum required at the annual meeting of the membership to act upon items that were on the written agenda provided to members. Failure to attend the meeting shall be interpreted as assent to the actions of the attending members. A simple majority of those present will determine the outcome of a vote. Items not on the agenda can only be acted on if a majority of the membership is present.

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Section 2

Other meetings may be held at the call of the Executive Board or at the request of eight members of the Congregation. Upon receipt of a written request, the Executive Board shall schedule a membership meeting to be held within 30 days of the next meeting of the Executive Board.

Section 3

Members unable to attend meetings may authorize another voting member to vote on their behalf. The authorization must be on a form provided by the Executive Board.

Article 6

Organization

Section 1

In accord with the New York State laws regulating religious corporations, there shall be a Board of Trustees consisting of six members. The sole duty of the Board of Trustees is to preside over the dissolution of the Congregation should that event ever occur.

Section 2

There shall be an Executive Board consisting of seven members. The Executive Board shall oversee the maintenance of the synagogue, manage the operating funds, and establish policies for the operation of the congregation. The Executive Board shall consist of four officers, a President, Vice President, Secretary and Treasurer – and three at-large members of the congregation. Officers may also be members of the Board of Trustees.

Article 7

Manner of Election and Term of Office

Section 1

The officers and at-large members of the Executive Board shall serve for a term of two years beginning on the first of the month following the annual meeting.

Section 2

Four of the Trustees shall be the officers of the Congregation and the other two Trustees will be senior members of the Congregation as selected by the Executive Board. The senior members shall be appointed for a two-year term in alternating years, renewable without limit, beginning on the first of the month following the annual meeting.

Section 3

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Vacancies before the completion of the first year of a term shall be filled by an election at the next occurring membership meeting. At its discretion, the Executive Board may appoint an interim substitute.

Vacancies by a member of the Executive Board after completion of the first year of a term shall be filled by appointment of the Executive Board.

The Executive Board may grant a leave of absence of up to four months to a member at its discretion when a member anticipates being absent without resignation. Five consecutive unexcused absences will be considered as a withdrawal from the Board by the absent member.

Section 4

Elections shall take place at the regular annual membership meeting held in May or June. Election to the Executive Board shall be by a majority of the votes cast including proxy votes.

Section 5

The Executive Board shall nominate members to run in the elections or it may appoint a committee to make nominations. Members interested in serving on the Executive Board should express their interest to the Executive Board or the member may be nominated from the floor at the membership meeting at which elections are occurring.

Article 8

Duties of the Officers and the Executive Board

Section 1

The president (or in the absence of the president, the vice president) shall preside at all meetings of the Congregation and at all meetings of the Executive Board. The president and vice president shall perform such other duties as the Executive Board or the Congregation may assign to them. The vice president shall discharge all duties of the president in case of absence, death, inability or refusal to perform the duties of the presidency.

Section 2

The treasurer shall have charge of the finances of the Congregation and shall keep its books and accounts, and shall collect and disburse all funds. The treasurer's books and records shall be available for audit. The treasurer is not responsible for the other funds of the Congregation, such as the Sunday School and Gift Shop accounts. The treasurer shall issue a report on the finances of the Congregation at the annual meeting. Custodians of the other funds of the Congregation shall also report at the annual meeting and shall make their reports available to the treasurer.

Section 3

The secretary shall keep minutes of all meetings of the Congregation and of the Executive Board, shall notify the members of their acceptance, shall notify the officers of their election, issue notices for all

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meetings of the Congregation, conduct the correspondence thereof, and keep all corporate records except those pertaining to the office of the treasurer, and perform such other duties as may be delegated by the Congregation and the Executive Board.

Section 4

All written contracts and obligations of the Congregation shall be signed by two officers of the Congregation. These shall be the president and secretary or in their absence, the vice president and/or the treasurer.

Section 5

A quorum of the Executive Board shall consist of four members, including proxy votes by members of the Executive Board. A simple majority of the votes cast determines the outcome of a vote. Authorization for the proxy votes by the Executive Board members may be oral.

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Section 6

The Executive Board shall be the governing body of the Congregation and as such shall have full power to conduct, manage and direct the business and affairs of the Congregation in accordance with this constitution.

Section 7

The Executive Board shall fix the membership dues and all assessments on the membership, provided the written notice is given to the membership and that no one requests a membership meeting within 30 days of the receipt of the notice. If such a meeting is requested in writing by eight or more members, then the Executive Board proposal must be approved by a majority of those present at such meeting.

Article 9

Amendments

Section 1

A proposed amendment to this constitution, which can be offered by any member, must be approved by a majority of the Executive Board. The entire membership will be furnished with copies of the proposed amendment at the time when the notice of the next general meeting is given. A proposed amendment will require the approval of two-thirds of those in attendance at the general meeting. Voting by proxy is permitted.

Section 2

↓ In the event that the Executive Board does not approve a proposed amendment, it shall be submitted to the membership by the secretary in the same manner upon written petition of eight members.

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Article 10

By Laws

The secretary will keep a record of the By Laws of the Congregation. These By Laws may be voted by a majority present at any meeting and may be repealed or altered in the same manner.

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