

**TEMPLE BETH DAVID JEWISH CENTER, INC.
CONSTITUTION AND BYLAWS**

ARTICLE 1 - NAME AND PURPOSE

Name: The name of this organization shall be Temple Beth David Jewish Center, Inc. hereinafter referred to as TBD.

Purpose: Its purpose shall be

1. To establish and maintain a focal point of Jewish identity in Hernando County, Florida, and surrounding area.
2. To provide Reform religious services for the Jewish community.
3. To promote and encourage Judaism and Jewish interaction.

ARTICLE II - MEMBERSHIP

A. Eligibility: To be a member of TBD a person must fulfill at least one of the following criteria:

1. Be Jewish by matrilineal or patrilineal descent or a convert to Judaism.
2. Be a Jewish individual and his/her spouse/companion.
3. Be part of a family with at least one Jewish family member.
4. Be a parent, grandparent, great-grandparent or legal guardian of a Jewish child.
5. Be an individual who desires to raise his or her Jewish children in the Jewish faith.

In the event of the loss of a Jewish or non-Jewish member's spouse or companion through death, divorce or separation, the surviving or remaining eligible spouse or companion shall continue to be eligible to continue membership.

B. All applications for membership shall be made in writing to the Membership Committee and reviewed by the President and Financial Officers. Following this review, applicants shall be presented to TBD's Board of Directors (hereinafter referred to as the Board) for appropriate action.

- 46 1. A majority vote of the members present at a regular or special meeting of the
47 Board shall be required to elect an applicant to membership. An applicant denied
48 membership may appeal the decision to the Congregation at the next regularly
49 scheduled Congregation meeting.

50
51 C. There shall be two categories of members: Regular and Honorary.

- 52
53 1. REGULAR MEMBERS shall be responsible for all dues and assessments as
54 outlined in Article III.
55
56 2. HONORARY MEMBERS may not vote nor hold any elective office. The Rabbi and
57 the Rabbi's immediate family and the Rabbi Emeritus and spouse shall be
58 considered honorary members.
59

60 D. Membership Financial Obligations

- 61
62 1. Members shall be required to pay annual dues, assessments and other fees as
63 determined by the Board and approved at a Congregation meeting, as per Article
64 III, (C) Meetings, by a two-thirds (2/3) majority of the votes. As the fiscal year
65 shall be from July 1 to June 30, all financial obligations are due by June 30.
66
67 2. A member who fails to satisfy agreed upon financial obligations due TBD by the
68 end of each fiscal quarter of the fiscal year may be denied all membership rights
69 and privileges only after personal contact through telephone, regular mail,
70 electronic mail or in person. The member will be notified by electronic mail and/or
71 certified mail sent to the last known address provided to TBD.
72
73 3. The President, or the Financial Officers may be petitioned by a member to modify
74 any financial obligation, exclusive of building fund and Bar/Bat Mitzvah obligations
75 on an annual basis.
76
77 4. New members may join TBD at any time on a prorata charge of annual dues and
78 building fund at time of application.
79
80 5. A former member wishing to be reinstated may accomplish this by paying the
81 current year's dues and outstanding building fund obligation.
82
83 6. Regular members, on a seasonal basis, may join TBD by payment of a prorata
84 charge of annual dues and building fund at time of application.
85

86 E. Within the first two years of membership new members shall be encouraged to serve
87 on a committee of their choice.
88
89

90 **ARTICLE III - MEETINGS**

- 91 A. Congregation meetings shall be held the first Wednesday of October, February and

92 April of each year. If necessary, the President shall set an alternative date for the
93 meeting.

94
95 B. Special meetings may be held at the Temple or virtual as designated in advance.

96
97 C. Twenty-five percent (25%) of the membership in good standing is required to conduct
98 business. If there is not Twenty-five percent (25%) of the membership in good
99 standing, the President with reasonable time and notice, shall call another such
100 meeting, pursuant to this Constitution and Bylaws. If there is not Twenty-five percent
101 (25%) of the membership in good standing at the second meeting, the members
102 present shall transact the business, which would have come before said meetings.

103
104 D. All meetings shall follow the Constitution and By-Laws. Subjects not covered herein
105 are to be guided by Robert's Rules of Order, Newly Revised and by the
106 Parliamentarian.

107
108 E. The President may call special meetings.

109
110 1. A special meeting requested by a congregant shall be scheduled at the written
111 petition of fifteen (15) members of the Congregation.

112
113 2. On the call of the President, a special Congregation meeting may be held, provided
114 a seven (7) calendar day written or electronic notice has been given to members.

115
116 F. One more than fifty percent (50%) of the Board of Directors is required to conduct
117 Board of Directors' business.

118
119 G. Other than the election of officers and as otherwise provided herein, all methods of
120 voting shall be at the discretion of the President.

121
122
123 **ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

124
125 A. The elected officers of TBD shall be: President, or co-Presidents First Vice- President,
126 Second Vice-President, Recording Secretary, Financial Secretary and Treasurer.

127
128 1. To provide for leadership continuity the President, Co-President and First Vice
129 President shall be elected in alternating years.

130
131 2. To provide for leadership continuity the Financial Secretary and Treasurer shall serve
132 a term of three (3) years and be elected in different years.

133
134 3. To implement items IV A1 and A2, the First Vice President or whichever Vice President
135 has severed the shortest time in the position, and Treasurer shall have one year added
136 to their term of office.

- 138 B. Ten (10) Directors shall be elected for terms of two (2) years and shall serve as
139 Chairpersons of the following standing committees: Membership, Fund Raising,
140 Building and Grounds, Budget and Finance, Ritual, Education, Public Relations,
141 Caring, Cultural arts, and Strategic Planning.
142
- 143 1. The Ritual, Building and Grounds, Education, Membership and Strategic Planning
144 Directors shall be elected in even numbered years and the Fund Raising, Budget
145 and Financing, Public Relations, Caring and Cultural Arts Directors shall be elected
146 in odd numbered years.
147
- 148 C. With the exception of Treasure and Financial Secretary who serve three years (3),
149 Each elected or appointed official and Directors shall serve for a period of two (2)
150 years. No one shall serve more than two (2) consecutive terms in the same position.
151 A midterm appointed official shall finish the term for the position he/she were
152 appointed and after may serve two full elected terms in the position. In extraordinary
153 circumstances, this provision may be waived by the Board of Directors but, must
154 adhere to Article IV A Sections 1 and 2.
155
- 156 1. No family members may serve on the Board of Directors or run for office
157 simultaneously. If, after due diligence (refer to definition section of Policy and
158 Procedures Manual), and the absence of any petitioners, the family member
159 provision may be waived by the Board of Directors.
160
- 161 2. A candidate for election to the Board of Directors shall be a member in good
162 standing.
163
- 164 3. All elected Officers and Directors shall take office at the beginning of the applicable
165 fiscal year.
166
- 167 4. Existing terms of office shall not be affected by a revision of the Constitution or
168 by Constitutional amendments unless specifically mentioned.
169
- 170 5. Candidates for the Offices of President, or co-Presidents and First Vice
171 President shall have served at least one (1) year as an elected member of the
172 Board of Directors.
173
- 174 6. The President, co-Presidents, Vice Presidents, Ritual Director and Education
175 Director shall be of the Jewish faith.
176
- 177 7. Candidates may be elected when not in attendance during the elections meeting
178 provided the candidates have informed the Nominating Committee, in writing, of
179 the candidate's willingness to serve.
180
- 181 8. The President, or co-Presidents shall, at the October Congregation meeting,
182 appoint a Nominating Committee Chairperson. The Chairperson shall select the
183 remaining four (4) members of the Committee. Only one member may be on the

Board of Directors. The Board of Directors shall be notified of the selection of the Committee at the January meeting.

- a. The Chairperson shall notify the Congregation of available Board positions by electronic mail, newsletter and/or alternative means within the Temple.
- b. No member of the Committee may run for office.
- c. Members of the Committee may not resign to run for any office.
- d. The Nominating Committee shall notify the Congregation by electronic mail, newsletter and/or alternative means of the slate of candidates at least thirty (30) days prior to the April Congregation meeting.
- e. If, after due diligence, the Committee cannot fill a position and there are no candidates, then Article IV, Section C 1 shall not be in effect.
- f. Members of the Committee shall designate the position for which each candidate has been nominated.

9. There shall be no nominations from the floor.

10. There shall be an Election Committee consisting of five (5) Congregation members in good standing who are not Board members. The President, or co-Presidents shall appoint the Chairperson. The Committee Chairperson shall select the other four members. In addition, a Financial Officer and the Recording Secretary shall be ex-officio members. This Committee shall prepare the ballots and supervise the elections.

D. Elections shall be the first order of business at the April Congregation meeting.

1. Voting shall be by closed ballot if there are contested positions.
2. A candidate for election in contested positions may address the Congregation for a period of time not to exceed five (5) minutes regarding his/her qualifications.

E. Balloting procedures:

1. The candidates for all positions shall be listed in alphabetical order, by position.
2. The Election Committee shall maintain a log for the control of absentee ballots. It shall include a control number, the name of the member requesting a ballot, the date the request was received, the date the ballot was issued and the name of the Committee member issuing the ballot.
 - a. The names of the members provided with absentee ballots shall be noted on the voter registration lists. Persons who have been provided with absentee ballots shall not receive ballots at the election meeting should they attend.
 - b. Absentee votes shall be valid for the election of Officers and Director. A member entitled to vote who expects to be absent on Election Day may request an absentee ballot from the Election Committee at least fourteen (14) days before

the election. The ballot must be completed and returned to TBD, to the attention of the Election Committee, at least seven (7) days before the election.

- c. Although absentee ballots shall be provided in person, by regular mail, or electronic mail, the responsibility for timely receipt and return to the Election Committee shall rest with the voter.

3. The above balloting procedures shall be followed for all TBD voting processes allowing absentee ballots.

4. Proxy votes shall not be accepted.

Only members in good standing may vote. A member in good standing is defined as a member who is current in the payment of annual dues, assessments and other fees as determined in Article II (Membership), Sec. D1; or who has made a special arrangement to modify any financial obligations with the President or co-Presidents and Financial Officers.

ARTICLE V - DUTIES AND RESPONSIBILITIES

- A. The Board shall have the responsibility to:

1. enforce all articles of the Constitution;
2. undertake and follow sound fiduciary practices;
3. pay attention to and consider needs of the Congregation;
4. set reasonable goals;
5. provide a strong organizational structure that includes sound management practices; and
6. plan for the future.

- B. The Executive Board, which is comprised of the elected officers, is subordinate to the Board of Directors. Minutes shall be kept of all Executive Board Meetings and provided to the Board of Directors for review and discussion.

- C. The President or co-Presidents shall serve as administrative officer(s) and shall have the responsibility to:

1. Preside at all Board of Director, Executive Board, Congregation and Special Meetings
2. Appoint all special committees

- 276 3. The First Vice-President shall preside at meetings in the absence of the President
277 or co-Presidents and assist the President or co-Presidents as so directed.
278
- 279 D. The Second Vice-President shall preside at meetings in the absence of the President
280 or co-Presidents and First Vice-President and perform other duties as directed by the
281 President or co-Presidents.
282
- 283 E. The Recording Secretary shall serve on the Board of Directors, Executive Board and
284 at Congregation meetings, read the minutes of previous meetings, and record the
285 proceedings of the meetings; record the election results, maintain and keep up-to-
286 date the Policy and Procedures Manual.
287
- 288 F. The Financial Secretary shall make deposits, keep records of dues, Capital Fund and
289 other obligations, mail statements and assist the Treasurer. The Financial Secretary
290 is a financial officer.
291
- 292 G. The Treasurer shall maintain records of all TBD funds, give monthly reports at
293 Congregation and Board meetings, disperse monies owed and assist the Financial
294 Secretary. The Treasurer is a financial officer.
295
- 296 H. Each Director, in the capacity of Chairperson of a standing committee, shall have the
297 following duties and responsibilities:
298
- 299 1. To appoint members of the Congregation to the respective committee and select
300 an Assistant Director for continuity.
301
- 302 a. Each committee or sub-committee shall have an odd number of members,
303 including the Director. A maximum of one-third (1/3) of the committee
304 members may be members of the Board. The remaining members shall be from
305 the general membership.
306
- 307 b. Existing committees shall be grand fathered. Vacancies will be filled according
308 to the constitution.
309
- 310 c. If, after due diligence, the Director cannot fill the committee, the previous
311 section shall not be in effect.
312
- 313 2. To appoint Chairpersons of sub-committees.
314
- 315 3. To schedule meetings as prescribed by the Board of Directors or by the
316 Constitution and By-Laws.
317
- 318 4. To supervise the activities of the committees and sub-committees. To bring to the
319 Board of Directors for consideration all reports and recommendations, in writing,
320 of his/her committee or sub-committee.
321
- 320 5. To advise the President or co-presidents and assigned Vice-President of the time
and place of each committee meeting at least 5 days in advance.

322
323 6 To submit a written annual report to the Board of Directors at its May meeting and
324 submit a report to the Congregational meeting.
325

326 I. The President, or co-Presidents, First Vice President and Treasurer are the only
327 officers authorized to sign legal documents (i.e., mortgages, deeds, contracts,
328 checks, bonds, vouchers) and other financial instruments.
329

330 J. The President shall be an ex-officio member of all committees.
331

332 K. The President or co-Presidents shall assign areas of committee responsibility to the
333 First and Second Vice Presidents. They shall be ex-officio, non-voting members of
334 their assigned committees.
335

336 L. The Board of Directors shall meet monthly. At the November Board of Directors
337 meeting each Director shall submit to the Budget and Finance Committee his/her
338 respective committee's proposed budget for the upcoming fiscal year, following the
339 guidelines set down by the Budget and Finance Committee.
340

341 M. At the regular or special Board of Directors meeting during the month of December,
342 the Budget and Finance Committee shall present the proposed budget for the
343 incoming fiscal year for Board of Director approval.
344

345 N. A committee may not exceed any budgeted item. Any further expenditure must have
346 approval in advance from the Board of Directors, after receiving a recommendation
347 from the Budget and Finance Committee, at a regular meeting or a special meeting
348 called for that purpose.
349

350 O. In the event of an emergency, upon approval of the President, or co-Presidents any
351 budgeted item may be exceeded by the amount necessary. However, at the next
352 regular meeting of the Congregation, the Congregation must be informed as to the
353 reason for the expenditure and the full amount expended
354
355

356 **ARTICLE VI - BOARD OF DIRECTORS**

357

358 A. The Board of Directors shall consist of: The Officers of the Congregation - President
359 or co-Presidents, First Vice President, Second Vice President, Financial Secretary,
360 Treasurer and Recording Secretary, which comprise the Executive Board. The
361 Offices of the Congregation and Directors of Membership, Ritual, Building and Grounds,
362 Fund Raising, Budget and Finance, Education, Caring, Strategic Planning, Cultural Arts,
363 Public Relations and Marketing shall comprise TBD's Board of Directors.
364

365 B. The immediate Past President or co-Presidents unless he or she resigned or was
366 removed from office
367

- 368 C. The Presidents of the Brotherhood and Sisterhood, or their appointed representatives
369 shall be ex-officio non-voting members.
370
371 D. The Parliamentarian shall be an ex-officio member appointed by the President, or co-
372 Presidents.
373
374

375 **ARTICLE VII - BROTHERHOOD AND SISTERHOOD**
376

- 377 A. The Brotherhood and Sisterhood shall have all facilities of the Temple available to
378 them for meetings and other activities provided such functions are previously
379 scheduled.
380
381

382 **ARTICLE VIII - AGENDA FOR REGULARLY SCHEDULED CONGREGATION**
383 **MEETINGS**
384

385 The need for a meeting shall be determined by the Temple's President, or co-Presidents in
386 the absence of the President the first Vice President may determine the need for a meeting.
387 With the exception of an emergency, notification of the meeting shall be provided to members
388 no later than seven (7) days in advance.
389

390 A. Determine if a quorum (One more than 50% of the Congregation.) is present.
391

392 B. A Prayer
393

394 C. Reading and approval of minutes of the previous meeting
395

396 D. Report of Treasurer
397

398 E. Report of President or co-Presidents
399

400 F. Report of Financial Secretary
401

402 G. Reports of Brotherhood and Sisterhood
403

404 H. Reports of Directors, including their respective sub-committees
405

406 I. Reports of Special Committees
407

408 J. Congregation Participation
409

410 K. Continuation of Old Business
411

412 L. New Business
413

414 M. Good and Welfare

415
416 N. Adjournment
417
418

419 **ARTICLE IX - RESIGNATION AND REMOVAL OF OFFICERS AND DIRECTORS**
420

421 A. Any Officer or Director elected by the Congregation may resign at any time by
422 giving written notice to the Board of Directors, the President, or co-Presidents, or
423 Recording Secretary. Any such resignation shall take effect at the time specified
424 therein, or if time is not specified, upon its acceptance by the Board of Directors.
425

426 B. If a sitting President, or co-Presidents resigns or is removed before his/her term
427 of office expires, then that person shall not assume the title of immediate Past
428 President or co-Presidents.
429

430 1. Any Board of Directors member who resigns may not be appointed to another
431 position on the Board of Directors during his or her original term of office; however,
432 a transfer into a vacant position is permissible.
433

434 2. A Board of Directors member who is not in compliance with Article II, Section
435 D2 must become compliant within 30 days of discovery or be removed from
436 office.
437

438 C. Removal procedure:
439

440 1. Any member of the Board of Directors may be removed for willful violation of
441 the Constitution and By-Laws or for conduct prejudicial to the best interest of
442 TBD. Charges shall be made in writing, signed by five members of the
443 Congregation and shall be presented to the Board of Directors.
444

445 2. Within seven (7) days after receiving the charges, the highest-ranking officer
446 not involved in the charge shall appoint a committee of five TBD members to
447 review the charges. If the committee, by a majority vote, decides that the
448 charges have merit, the Board of Directors shall send a copy of the charges to
449 the person in question via certified mail with return receipt requested.
450

451 3. The committee shall hear the complaint(s) and permit the person(s) in
452 question, in person or through representatives, to cross-examine the
453 complainants and to bring his or her own testimony. The committee shall
454 report its findings to the Board of Directors, and if its report states that there is
455 merit to the charges, a special meeting of TBD shall be called.
456

457 4. The Board of Directors may suspend the person(s) from the office in question,
458 by a majority vote of its' members. A majority of the members present and

voting, by written ballot, at the meeting of TBD shall be required to remove the person(s) from office.

- D. Any member of the Board of Directors absent from three consecutive Board of Directors meetings without a granted leave may be removed from the Board of Directors upon a majority vote of all other Board of Directors members.
- E. At the discretion of the President, or co-Presidents a leave of absence may be granted to a Board of Directors member.

ARTICLE X - VACANCIES IN OFFICE

- A. In the event of a vacancy of an elected position the President, or co-Presidents with the approval of the Board of Directors, shall appoint a member of the Congregation to fill the vacancy for the remainder of the term in accordance with Article IV, 3. Those filling the position can run for an additional two terms of the office they are filling.
- B. In the event of a vacancy in the office of President or co-Presidents, the First Vice President shall assume the office of President.
- C. In the event the vacancy is in the office of First Vice President, the Second Vice President shall assume the office of First Vice President and the President, or co-Presidents will appoint a person to replace the second vice president
- D. In the event that these above-mentioned officers resign, an emergency meeting of the Congregation shall be called.

ARTICLE XI - DIRECTORS

The Directors are for: Ritual, Education, Fund Raising, Membership, Budget & Finance, Building & Grounds, Caring, Public Relations and Marketing, Strategic Planning, and Cultural Arts. Directors shall appoint an Assistant Directors at the first committees meeting who will take on their duties if needed.

A. The Ritual Director shall:

1. Appoint and chair the Ritual Committee and select an Assistant Director to fill the position in the absence of the Director.
2. Be responsible for all religious services, subject to the approval of the Rabbi,
 - a. formulate rules and regulations for all such services, subject to the approval of the Rabbi,

- b. work in conjunction with the Rabbi regarding ritual policies,
 - c. oversee Yahrzeits, Scroll of Remembrance and the Choir (if applicable),
3. Bring to the Board of Directors attention all matters relating to the engagement of religious personnel, including contract information, with input from the Ritual Committee;
 4. Be responsible for providing ushers for High Holy Day religious services;
 5. Present to the Board of Directors any proposals for major changes in TBD ritual with input from the Ritual Committee;
 6. Conduct a semiannual review of the Rabbi, along with the President, or co-Presidents and one (1) member of the Ritual Committee (November/December and May/June);
 7. With input from the Ritual Committee, make a recommendation to the Board of Directors as to the Rabbi's contract renewal at least six (6) months prior to the completion of the Rabbi's contract;
 8. In conjunction with the administration and the Rabbi, be responsible for the arrangement of honors at all religious services, including High Holy Day Services;
 9. Serve as chairperson or appoint a designee for the Rabbinic Search Committee. The Rabbinic Search Committee will have a membership comprised of the Ritual Director, fifty percent (50%) from the Ritual Committee and fifty percent (50%) from the general Congregation.

B. The Education Director shall:

1. Appoint and chair an Education Committee and select an Assistant Director to fill the position in the absence of the Director.
 - a. The Education Committee shall have a minimum of 5 members, no more than half of the committee membership shall be directly affiliated with the religious school (i.e., teachers, aides, assistants, etc.). In addition, there should be at least one relative (i.e., parent, grandparent or great grandparent) of a current religious school child and one a recent graduate of Religious School between the age of 14-20.
2. Appoint the principal of the Religious School
 - a. The principal of the Religious School shall supervise the Religious School, with input from the Education Committee
3. With input from the Education Committee, outline school policy and regulations, subject to final approval of the Board of Directors,

4. With the assistance of the religious school principal, fulfill staffing requirements,
5. Supervise the school's expenditures in accordance with the approved budget,
6. With input from the Education Committee and the principal of the Religious School, aid in the preparation of school curricula,
7. With input from the Religious School principal, and teachers select textbooks and other materials and supplies needed for implementation of the school curricula,
8. Maintain liaison with other committees to integrate the school into the total program of TBD.
9. Be responsible for arrangements for Bar and Bat Mitzvot.
10. Appoint and oversee an Adult Education Sub Committee
 - a. Appoint the chair of the Adult Education subcommittee, in consultation with the Rabbi, establish classes addressing all areas of Jewish life; spread Jewish knowledge among congregants by means of study groups, lectures, symposia, pamphlets, etc., cooperate with other Temples or Synagogues and organizations sponsoring adult education programs, create, maintain and promote educational programs for adults.
11. Oversee the Temple's Youth Group if applicable. Appoint an adult Youth Group leader if a youth group exists.

C. The Fund-Raising Director shall:

1. Appoint and chair a Fund-Raising Committee, and select an Assistant Director to fill the position in the absence of the Director.
2. With input from the Fund-Raising Committee, recommend to the Board of Directors ways and means of raising funds other than dues and assessments,
3. Appoint and oversee the Gift Shop manager and subcommittee.

D. The Membership Director shall:

1. Appoint and chair a Membership Committee, and select an Assistant Director to fill the position in the absence of the Director.
2. With assistance of the Membership Committee, plan and develop programs to increase and retain TBD membership, seeking and encouraging the affiliation of non-affiliated Jewish residents from the Nature Coast.

3. Advise the President, or co-Presidents and Board of Directors of specific aptitudes and interests of members who may serve on committees fitting their interests,
4. With assistance of the Membership Committee, seek means of involving members who do not participate in TBD activities,
5. Receive and process applications for membership and present them to the Membership Committee and Board of Directors for appropriate action, as per Article II (B) Membership.

E. The Budget and Finance Director shall:

1. Appoint and chair a Budget and Finance Committee, consisting of TBD's financial officers.
2. With input from Temple Committee Directors, create and submit a proposed budget to the Board of Directors for approval t by their February meeting,
3. By the February/March Congregation meeting submit the Board of Directors approved budget for action.
 - a. The Congregation shall receive copies of the proposed budget at least seven (7) days in advance of the meeting,
4. Present to the Board of Directors at any time of the year any new needs exceeding five hundred dollars (\$500) not covered by the approved budget, with recommendations for meeting them,
5. Annually review the method by which dues are determined, paid, and make recommendations to the Board of Directors.
6. Evaluate strategies to enhance the Temple's finances. Including but not limited to bids, loans, insurance, investments, mortgage and other banking requirements.

F. The Building and Grounds Director shall:

1. Appoint and chair a Building and Grounds Committee, and select an Assistant Director to fill the position in the absence of the Director.
2. Provide for the regular maintenance and upkeep of TBD premises.
3. Supervise the work of the maintenance providers.
4. Obtain and present to the Board of Directors estimates for any repairs and improvements to TBD premises and upon approval of the Board, bid contracts for and oversee the execution and completion of such work.
5. Present to the Board of Directors for approval, a scale of charges for the use of

TBD premises.

6. Maintain an up-to-date inventory of paper goods and serving materials in the kitchen, including the ordering of such materials as and when necessary, and oversee the orderliness and cleanliness of the kitchen.

Appoint and oversee the following sub-committees: Landscape, Design/Beautification, Cooking, Kitchen Clean-up and Security.

G. The Caring Director shall:

1. Appoint and chair a Caring Committee, and appoint an Assistant Director to fill the position in the absence of the Director.
2. Appoint and oversee the following sub-committees: Caring, Calling, Cards, and Bereavement
 - a. Appoint the chair of the Caring subcommittee, which shall bring cheer to any ailing member, whether at home or in the hospital; pay condolence calls.
 - b. Assist the Rabbi with calls as needed; provide outreach to others of Jewish faith in the community who are hospitalized or critically ill, or need assistance.

H. The Public Relations and Marketing Director shall:

1. Chair the Public Relations and Marketing Committee, and appoint an Assistant Director to fill the position in the absence of the Director.
2. Promote Judaism and Jewish interaction in the community and maintain a focal point of Jewish identity to the County,
3. Oversee TBD marketing efforts, including print, regular mail, electronic mailing, electronic marketing digital marketing and social media.
4. Appoint the chair of the Library subcommittee, which shall be responsible for all books and materials in the TBD library, maintain the collection, develop a system of lending, return books and other materials. Increase the books and other material inventory, and publicize the Library in the TBD newsletter.
5. Appoint and oversee the following subcommittee: Historian Committee, which shall be responsible for maintaining a permanent record of TBD activities, collecting and maintaining historical documents, pictures, yearbooks and similar memorabilia.
6. Appoint an editor for the Chailights and oversee the production of TBD's newsletter.

I. The Strategic Planning Director shall:

1. Appoint and chair a Strategic Planning Committee, and appoint an Assistant Director to fill the position in the absence of the Director.
2. With the assistance of the Strategic Planning Committee, clarify and review the Congregation's vision, mission and goals, annually.
3. With the assistance of the Strategic Planning Committee, devise, recommend and review annually plans for the Congregation to better provide its desired services and activities,
4. With the assistance of the Strategic Planning Committee, devise and recommend plans for programs and services the Congregation will be called upon to provide in the future.
5. With the assistance of the Strategic Planning Committee, Review the Strategic Plan annual, suggest changes and make revisions if required on a yearly basis if needed, which will be presented to the congregation, and Board of Directors for approval.
6. Create and oversee a grants Sub Committee.

J. The Cultural Arts Director shall:

1. Appoint and chair the Cultural Arts Committee, and appoint an Assistant Director to fill the position in the absence of the Director.
2. With the help of the Cultural Arts Committee, look for opportunities to present cultural arts activities.
3. Abide by the precepts and directives of the founding "Whereas Document" of March 21, 2018; specifically, to advance cultural arts, and raise funds for TBD.

ARTICLE XII - THE RABBI

- A. A rabbi ordained by a recognized institute of Jewish theological study shall occupy the pulpit of this congregation.
- B. If no rabbi is available for services, a qualified lay person may occupy the pulpit. The Ritual Committee shall be responsible for all religious services of TBD.
- C. In the event of a vacancy on the pulpit or non-renewal of the current rabbi's contract, the Board of Directors shall immediately ask the Ritual Director to form a Search Committee in accordance with Article XI Section H, to recommend the

727 selection of a rabbi.
728

- 729 1. The candidate rabbi shall be nominated to the Board of Directors by the Ritual
730 Director at the conclusion of the investigation by the Rabbinic Search Committee.
731
- 732 2. Upon the approval of the Board of Directors, the recommended rabbi and
733 negotiated contract shall be presented to the congregation at a regular or special
734 meeting. The congregation shall be made aware of the findings of the Rabbinic
735 Search Committee prior to the vote.
736
- 737 3. A two-thirds majority of the votes cast by the eligible congregation members voting
738 shall be required to act upon the recommendations.
739
- 740 4. The Board of Directors may retain the rabbi currently occupying the pulpit under
741 a newly negotiated contract until the new rabbi begins. The congregation, at a
742 regular or special meeting, must approve this contract by a two-thirds majority
743 vote cast by the eligible congregation members voting. (See Article II, for a
744 description of a member in good standing).
745

746 D. The Rabbi shall:

- 747
- 748 1. Have the overall responsibility of implementing the religious goals and objectives
749 of TBD. Be responsible for non-Religious School educational events.
750
- 751 2. Enjoy the freedom of the pulpit. At the same time, the rabbi shall seek the advice
752 and direction of the Ritual Committee and/or the Board of Directors; and consider
753 the views of the congregation for the most effective way of discharging Rabbinic
754 duties.
755
- 756 3. Be an ex-officio member of the Ritual and Educational Committees.
757 a. Consult with the Education Director, Religious School Principal and the faculty
758 regarding the Religious School and Adult Education programs.
759

760 E. A rabbi or any other religious functionary of TBD may be removed before the
761 expiration of an existing contract for willful violation of the Constitution and By-Laws
762 or conduct prejudicial to the best interests of the congregation. Charges shall be
763 made in writing, signed by five members of the congregation and shall be presented
764 to the Board of Directors.
765

- 766 1. Immediately after receiving the charges, the Board of Directors shall appoint a
767 Committee of five members consisting of the President or co-Presidents, First Vice
768 President and three members of the Congregation not having been on the
769 Rabbinic Search Committee to hear the charges. If the Committee feels the
770 charges have merit, the Board of Directors shall mail by regular or electron mail a
771 copy of the charges to the person charged.
772

- 773 2. The Committee shall hear the complaints and permit the person charged, in
774 person or through counsel, to cross-examine and to bring forth testimony. The
775 Committee shall report its findings to the Board of Directors, and if its report
776 states that there is merit to the charges, a special meeting of the congregation
777 shall be called.
778 a. Voting shall be by closed ballot only. A two-thirds majority of the members in
779 good standing present and voting at the meeting shall be required to remove
780 the accused from office.
781
782

783 **ARTICLE XIII - FUNDS**
784

- 785 A. The General Fund consists of revenue from dues, activities and functions for the
786 purpose of providing funds for the operation of TBD. All pre-approved expenses shall
787 be reimbursed by TBD. Its income is shown as revenue in the operating budget, and
788 any expenses for the production of such revenues will appear in the operating budget
789 as an expense.
- 790
791 B. A Restricted Fund, established with a minimum of \$500, is initiated by a letter or oral
792 presentation to the Board of Directors, which will include at the minimum, the
793 proposed name of the fund and its clearly stated purpose. Once established this fund
794 may never be used as revenue for the operating budget and all contributions made
795 to it are not refundable.
796
797 1. The Capital Fund is a restricted fund used for long-term building expansion,
798 improvements and replacement of capital equipment. The money comes from
799 building fund assessments, Capital campaigns and voluntary donations to the
800 Capital Fund. This fund is not considered to be revenue for the operating Budget.
801 In case of a financial emergency, as deemed by the Board, the Capital Fund may
802 be used. At the same time a repayment plan must be made. The Congregation
803 must be notified of it within thirty (30) days by all means possible.
804
805 2. Temporary Restricted Funds are funds or donations that are temporarily restricted
806 for a specific use or purpose (An example is the Yizkor Fund).
807
808 C. Discretionary Funds
809
810 1. General Discretionary Funds are used for specific purposes and carry a
811 descriptive name which indicates its design and intent; i.e. Library Fund, Music
812 Fund, etc. Those individuals responsible for authorizing fund expenditures must
813 stay strictly within the intent of the fund. These funds are never considered to be
814 revenue for the operating budget.
815
816 2. The Rabbi's Discretionary Fund may be used for any purpose that the Rabbi feels

is appropriate as related to TBD.

- D. The Board of Directors shall manage all Funds. In September of each year the Board shall review the activity in each FUND and determine its ongoing operation. The Board of Director's finding must be reported at the October Congregation meeting.
- E. Any items given to TBD become Temple property and are not returnable.

ARTICLE XIV - AMENDMENTS

- A. Proposed amendments must be presented to the Board of Directors in writing. If approved by the Board of Directors, it shall be read and discussed at the next Congregation meeting. At the following Congregation meeting it must be read again and voted upon. A two- thirds (2/3) vote of the members voting is required for its adoption.
- B. Absentee ballots will be accepted in accordance with ballot procedures.
- C. Each amendment shall carry an effective date.
- D. When an amendment is approved, it shall immediately become part of this Constitution.
- E. Should the Board of Directors reject a proposed amendment; it may be presented for membership approval by giving the Recording Secretary a petition signed by fifteen (15) members in good standing. It must then be read to the members at the next Congregation meeting. At the following meting it must be read again and voted upon.
- F. Every household shall receive a copy of the Constitution and By-Laws when becoming members and shall receive a copy of the amendment when approved.
- G. At least every five (5) years the Constitution and By-Laws shall be reviewed, revised and/or updated and approved by the Congregation.
- H. The Constitution and By-Laws shall be adopted by a two-thirds (2/3) majority of the votes cast at a meeting called for that purpose.

ARTICLE XV - DISSOLUTION

- A. In the event TBD is unable to function or meet its financial obligations, the Board of Directors may recommend dissolution. After notifying the entire membership, a two-thirds (2/3) majority of the votes cast will be necessary for dissolution.

B. After disposition of all real estate, proceeds of any sales, the Board of Directors shall donate the monies on hand and in bank accounts to non-profit, tax-exempt Jewish charitable organizations. An accounting of the monies that have been donated shall be given to the membership. The tax exemption must comply with Florida statutes and IRS regulations, subject to limitations of existing deeds.

NOTE: THE EFFECTIVE DATE OF THIS REVISED CONSTITUTION AND BY-LAWS SHALL BE . THE CONGREGATION APPROVED THIS DOCUMENT ON .

6/09/2021

Revisions:

Constitution