

**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.

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

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53 1. REGULAR MEMBERS shall be responsible for all dues and assessments as
54 outlined in Article III.
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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.
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60 D. Membership Financial Obligations

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

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- 95 B. Special meetings may be held at the Temple or virtual as designated in advance.
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- 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.
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- 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.
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- 108 E. The President may call special meetings.
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- 110 1. A special meeting requested by a congregant shall be scheduled at the written
111 petition of fifteen (15) members of the Congregation.
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- 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.
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- 116 F. One more than fifty percent (50%) of the Board of Directors is required to conduct
117 Board of Directors' business.
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- 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.
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122 **ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

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- 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.
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- 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.
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- 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.
137

- 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.
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- 164 3. All elected Officers and Directors shall take office at the beginning of the applicable
165 fiscal year.
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- 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.
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- 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

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

- 186
- 187 a. The Chairperson shall notify the Congregation of available Board positions
- 188 by electronic mail, newsletter and/or alternative means within the Temple.
- 189 b. No member of the Committee may run for office.
- 190 c. Members of the Committee may not resign to run for any office.
- 191 d. The Nominating Committee shall notify the Congregation by electronic mail,
- 192 newsletter and/or alternative means of the slate of candidates at least thirty
- 193 (30) days prior to the April Congregation meeting.
- 194 e. If, after due diligence, the Committee cannot fill a position and there are no
- 195 candidates, then Article IV, Section C 1 shall not be in effect.
- 196 f. Members of the Committee shall designate the position for which each
- 197 candidate has been nominated.
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199 9. There shall be no nominations from the floor.

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201 10. There shall be an Election Committee consisting of five (5) Congregation

202 members in good standing who are not Board members. The President, or co-

203 Presidents shall appoint the Chairperson. The Committee Chairperson shall

204 select the other four members. In addition, a Financial Officer and the Recording

205 Secretary shall be ex-officio members. This Committee shall prepare the ballots

206 and supervise the elections.

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

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

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- 217 1. The candidates for all positions shall be listed in alphabetical order, by position.
- 218
- 219 2. The Election Committee shall maintain a log for the control of absentee ballots. It
- 220 shall include a control number, the name of the member requesting a ballot, the
- 221 date the request was received, the date the ballot was issued and the name of the
- 222 Committee member issuing the ballot.
- 223
- 224 a. The names of the members provided with absentee ballots shall be noted on the
- 225 voter registration lists. Persons who have been provided with absentee ballots
- 226 shall not receive ballots at the election meeting should they attend.
- 227 b. Absentee votes shall be valid for the election of Officers and Director. A member
- 228 entitled to vote who expects to be absent on Election Day may request an
- 229 absentee ballot from the Election Committee at least fourteen (14) days before

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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.
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- 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.
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- 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.
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- 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.
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- 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 b. Existing committees shall be grand fathered. Vacancies will be filled according
307 to the constitution.
 - 308 c. If, after due diligence, the Director cannot fill the committee, the previous
309 section shall not be in effect.
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 - 311 2. To appoint Chairpersons of sub-committees.
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 - 313 3. To schedule meetings as prescribed by the Board of Directors or by the
314 Constitution and By-Laws.
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 - 316 4. To supervise the activities of the committees and sub-committees. To bring to the
317 Board of Directors for consideration all reports and recommendations, in writing,
318 of his/her committee or sub-committee.
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 - 320 5. To advise the President or co-presidents and assigned Vice-President of the time
321 and place of each committee meeting at least 5 days in advance.

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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.

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

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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.

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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.

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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.

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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

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356 **ARTICLE VI - BOARD OF DIRECTORS**

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358 A. The Board of Directors shall consist of: The Executive Board, elected officers of the
359 Congregation, (See Article IV, A) and Article V, B) and the ten (10) Directors (See Article
360 IV, B).

361 B. The immediate Past President or co-Presidents unless he or she resigned or was
362 removed from office.

363 C. The Presidents of the Brotherhood and Sisterhood, or their single designees shall be
364 voting members, as long as these entities are operational (i.e., have meetings, collect
365 dues, and participate in Temple activities as a group).

366 D. The Parliamentarian shall be an ex-officio member appointed by the President, or co-
367 Presidents.

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370 **ARTICLE VII - BROTHERHOOD AND SISTERHOOD**

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- A. The Brotherhood and Sisterhood shall have all facilities of the Temple available to them for meetings and other activities provided such functions are previously scheduled.
- B. Presidents of Brotherhood and Sisterhood shall be responsible for funds associated with each group.
- C. Brotherhood and Sisterhood shall submit annual written reports to the Board of Directors at its May meeting, to include a summary of activities and a full accounting of all financial matters.
- D. Functional operations of Brotherhood and Sisterhood shall be the same.

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

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

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- A. Determine if a quorum () is present.
- B. A Prayer
- C. Reading and approval of minutes of the previous meeting
- D. Report of Treasurer
- E. Report of President or co-Presidents
- F. Report of Financial Secretary
- G. Reports of Brotherhood and Sisterhood
- H. Reports of Directors, including their respective sub-committees
- I. Reports of Special Committees
- J. Congregation Participation
- K. Continuation of Old Business
- L. New Business

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M. Good and Welfare

N. Adjournment

ARTICLE IX - RESIGNATION AND REMOVAL OF OFFICERS AND DIRECTORS

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

- B. If a sitting President, or co-Presidents resigns or is removed before his/her term of office expires, then that person shall not assume the title of immediate Past President or co-Presidents.
 - 1. Any Board of Directors member who resigns may not be appointed to another position on the Board of Directors during his or her original term of office; however, a transfer into a vacant position is permissible.
 - 2. A Board of Directors member who is not in compliance with Article II, Section D2 must become compliant within 30 days of discovery or be removed from office.

- C. Removal procedure:
 - 1. Any member of the Board of Directors may be removed for willful violation of the Constitution and By-Laws or for conduct prejudicial to the best interest of TBD. Charges shall be made in writing, signed by five members of the Congregation and shall be presented to the Board of Directors.
 - 2. Within seven (7) days after receiving the charges, the highest-ranking officer not involved in the charge shall appoint a committee of five TBD members to review the charges. If the committee, by a majority vote, decides that the charges have merit, the Board of Directors shall send a copy of the charges to the person in question via certified mail with return receipt requested.
 - 3. The committee shall hear the complaint(s) and permit the person(s) in question, in person or through representatives, to cross-examine the complainants and to bring his or her own testimony. The committee shall report its findings to the Board of Directors, and if its report states that there is merit to the charges, a special meeting of TBD shall be called.
 - 4. The Board of Directors may suspend the person(s) from the office in question, by a majority vote of its' members. A majority of the members present and

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

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- 463 D. Any member of the Board of Directors absent from three consecutive Board of
464 Directors meetings without a granted leave may be removed from the Board of
465 Directors upon a majority vote of all other Board of Directors members.
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- 467 E. At the discretion of the President, or co-Presidents a leave of absence may be
468 granted to a Board of Directors member.
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471 **ARTICLE X - VACANCIES IN OFFICE**

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- 473 A. In the event of a vacancy of an elected position the President, or co-Presidents
474 with the approval of the Board of Directors, shall appoint a member of the
475 Congregation to fill the vacancy for the remainder of the term in accordance with
476 Article IV, 3. Those filling the position can run for an additional two terms of the office
477 they are filling.
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- 479 B. In the event of a vacancy in the office of President or co-Presidents, the First Vice
480 President shall assume the office of President.
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- 482 C. In the event the vacancy is in the office of First Vice President, the Second Vice
483 President shall assume the office of First Vice President and the President, or co-
484 Presidents will appoint a person to replace the second vice president
- 485
- 486 D. In the event that these above-mentioned officers resign, an emergency meeting
487 of the Congregation shall be called.
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490 **ARTICLE XI - DIRECTORS**

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

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497 A. The Ritual Director shall:

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

- 505 b. work in conjunction with the Rabbi regarding ritual policies,
506 c. oversee Yahrzeits, Scroll of Remembrance and the Choir (if applicable),
507
508 3. Bring to the Board of Directors attention all matters relating to the engagement of
509 religious personnel, including contract information, with input from the Ritual
510 Committee;
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512 4. Be responsible for providing ushers for High Holy Day religious services;
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514 5. Present to the Board of Directors any proposals for major changes in TBD ritual
515 with input from the Ritual Committee;
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517 6. Conduct a semiannual review of the Rabbi, along with the President, or co-
518 Presidents and one (1) member of the Ritual Committee (November/December
519 and May/June);
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521 7. With input from the Ritual Committee, make a recommendation to the Board of
522 Directors as to the Rabbi' s contract renewal at least six (6) months prior to the
523 completion of the Rabbi' s contract;
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525 8. In conjunction with the administration and the Rabbi, be responsible for the
526 arrangement of honors at all religious services, including High Holy Day Services;
527
528 9. Serve as chairperson or appoint a designee for the Rabbinic Search Committee.
529 The Rabbinic Search Committee will have a membership comprised of the Ritual
530 Director, fifty percent (50%) from the Ritual Committee and fifty percent (50%) from
531 the general Congregation.
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533 B. The Education Director shall:
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- 535 1. Appoint and chair an Education Committee and select an Assistant Director to fill the
536 position in the absence of the Director.
537 a. The Education Committee shall have a minimum of 5 members, no more than
538 half of the committee membership shall be directly affiliated with the religious
539 school (i.e., teachers, aides, assistants, etc.). In addition, there should be at
540 least one relative (i.e., parent, grandparent or great grandparent) of a current
541 religious school child and one a recent graduate of Religious School between the
542 age of 14-20.
543
544 2. Appoint the principal of the Religious School
545 a. The principal of the Religious School shall supervise the Religious School, with
546 input from the Education Committee
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548 3. With input from the Education Committee, outline school policy and regulations,
549 subject to final approval of the Board of Directors,

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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.

- 594 3. Advise the President, or co-Presidents and Board of Directors of specific aptitudes
595 and interests of members who may serve on committees fitting their interests,
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597 4. With assistance of the Membership Committee, seek means of involving members
598 who do not participate in TBD activities,
599
600 5. Receive and process applications for membership and present them to the
601 Membership Committee and Board of Directors for appropriate action, as per
602 Article II (B) Membership.
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604 E. The Budget and Finance Director shall:

- 605
606 1. Appoint and chair a Budget and Finance Committee, consisting of TBD's financial
607 officers.
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609 2. With input from Temple Committee Directors, create and submit a proposed
610 budget to the Board of Directors for approval t by their February meeting,
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612 3. By the February/March Congregation meeting submit the Board of Directors approved
613 budget for action.
614 a. The Congregation shall receive copies of the proposed budget at least seven
615 (7) days in advance of the meeting,
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617 4. Present to the Board of Directors at any time of the year any new needs exceeding
618 five hundred dollars (\$500) not covered by the approved budget, with
619 recommendations for meeting them,
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621 5. Annually review the method by which dues are determined, paid, and make
622 recommendations to the Board of Directors.
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624 6. Evaluate strategies to enhance the Temple's finances. Including but not limited to
bids, loans, insurance, investments, mortgage and other banking requirements.

625 F. The Building and Grounds Director shall:

- 626 1. Appoint and chair a Building and Grounds Committee, and select an Assistant Director
627 to fill the position in the absence of the Director.
628
629 2. Provide for the regular maintenance and upkeep of TBD premises.
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631 3. Supervise the work of the maintenance providers.
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633 4. Obtain and present to the Board of Directors estimates for any repairs and
634 improvements to TBD premises and upon approval of the Board, bid contracts for
635 and oversee the execution and completion of such work.
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637 5. Present to the Board of Directors for approval, a scale of charges for the use of

638 TBD premises.

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

643

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

646

647 G. The Caring Director shall:

648

649 1. Appoint and chair a Caring Committee, and appoint an Assistant Director to fill the
650 position in the absence of the Director.

651

652 2. Appoint and oversee the following sub-committees: Caring, Calling, Cards, and
653 Bereavement.

654 a. Appoint the chair of the Caring subcommittee, which shall bring cheer to any
655 ailing member, whether at home or in the hospital; pay condolence calls.

656 b. Assist the Rabbi with calls as needed; provide outreach to others of Jewish
657 faith in the community who are hospitalized or critically ill, or need assistance.

658

659 H. The Public Relations and Marketing Director shall:

660

661 1. Chair the Public Relations and Marketing Committee, and appoint an Assistant Director
662 to fill the position in the absence of the Director.

663

664 2 Promote Judaism and Jewish interaction in the community and maintain a focal
665 point of Jewish identity to the County,

666

667 3. Oversee TBD marketing efforts, including print, regular mail, electronic mailing,
668 electronic marketing digital marketing and social media.

669

670 4. Appoint the chair of the Library subcommittee, which shall be responsible for all
671 books and materials in the TBD library, maintain the collection, develop a system
672 of lending, return books and other materials. Increase the books and other
673 material inventory, and publicize the Library in the TBD newsletter.

674

675 5. Appoint and oversee the following subcommittee: Historian Committee, which
676 shall be responsible for maintaining a permanent record of TBD activities,
677 collecting and maintaining historical documents, pictures, yearbooks and similar
678 memorabilia.

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680 6. Appoint an editor for the Chailights and oversee the production of TBD's newsletter.

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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

728 selection of a rabbi.

- 729
- 730 1. The candidate rabbi shall be nominated to the Board of Directors by the Ritual
731 Director at the conclusion of the investigation by the Rabbinic Search Committee.
732
 - 733 2. Upon the approval of the Board of Directors, the recommended rabbi and
734 negotiated contract shall be presented to the congregation at a regular or special
735 meeting. The congregation shall be made aware of the findings of the Rabbinic
736 Search Committee prior to the vote.
737
 - 738 3. A two-thirds majority of the votes cast by the eligible congregation members voting
739 shall be required to act upon the recommendations.
740
 - 741 4. The Board of Directors may retain the rabbi currently occupying the pulpit under
742 a newly negotiated contract until the new rabbi begins. The congregation, at a
743 regular or special meeting, must approve this contract by a two-thirds majority
744 vote cast by the eligible congregation members voting. (See Article II, for a
745 description of a member in good standing).
746

747 D. The Rabbi shall:

- 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

761 E. A rabbi or any other religious functionary of TBD may be removed before the
762 expiration of an existing contract for willful violation of the Constitution and By-Laws
763 or conduct prejudicial to the best interests of the congregation. Charges shall be
764 made in writing, signed by five members of the congregation and shall be presented
765 to the Board of Directors.
766

- 767 1. Immediately after receiving the charges, the Board of Directors shall appoint a
768 Committee of five members consisting of the President or co-Presidents, First Vice
769 President and three members of the Congregation not having been on the
770 Rabbinic Search Committee to hear the charges. If the Committee feels the
771 charges have merit, the Board of Directors shall mail by regular or electron mail a
772 copy of the charges to the person charged.
773

- 774 2. The Committee shall hear the complaints and permit the person charged, in
775 person or through counsel, to cross-examine and to bring forth testimony. The
776 Committee shall report its findings to the Board of Directors, and if its report
777 states that there is merit to the charges, a special meeting of the congregation
778 shall be called.
779 a. Voting shall be by closed ballot only. A two-thirds majority of the members in
780 good standing present and voting at the meeting shall be required to remove
781 the accused from office.
782
783

784 **ARTICLE XIII - FUNDS**
785

786 A. The General Fund consists of revenue from dues, activities and functions for the
787 purpose of providing funds for the operation of TBD. All pre-approved expenses shall
788 be reimbursed by TBD. Its income is shown as revenue in the operating budget, and
789 any expenses for the production of such revenues will appear in the operating budget
790 as an expense.

791
792 B. A Restricted Fund, established with a minimum of \$500, is initiated by a letter or oral
793 presentation to the Board of Directors, which will include at the minimum, the
794 proposed name of the fund and its clearly stated purpose. Once established this fund
795 may never be used as revenue for the operating budget and all contributions made
796 to it are not refundable.

797
798 1. The Capital Fund is a restricted fund used for long-term building expansion,
799 improvements and replacement of capital equipment. The money comes from
800 building fund assessments, Capital campaigns and voluntary donations to the
801 Capital Fund. This fund is not considered to be revenue for the operating Budget.
802 In case of a financial emergency, as deemed by the Board, the Capital Fund may
803 be used. At the same time a repayment plan must be made. The Congregation
804 must be notified of it within thirty (30) days by all means possible.
805

806 2. Temporary Restricted Funds are funds or donations that are temporarily restricted
807 for a specific use or purpose (An example is the Yizkor Fund).
808

809 C. Discretionary Funds
810

811 1. General Discretionary Funds are used for specific purposes and carry a
812 descriptive name which indicates its design and intent; i.e. Library Fund, Music
813 Fund, etc. Those individuals responsible for authorizing fund expenditures must
814 stay strictly within the intent of the fund. These funds are never considered to be
815 revenue for the operating budget.
816

817 2. The Rabbi's Discretionary Fund may be used for any purpose that the Rabbi feels

818 is appropriate as related to TBD.
819

- 820 D. The Board of Directors shall manage all Funds. In September of each year the Board
821 shall review the activity in each FUND and determine its ongoing operation. The
822 Board of Director's finding must be reported at the October Congregation meeting.
823
- 824 E. Any items given to TBD become Temple property and are not returnable.
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826

827 **ARTICLE XIV - AMENDMENTS**
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- 829 A. Proposed amendments must be presented to the Board of Directors in writing. If
830 approved by the Board of Directors, it shall be read and discussed at the next
831 Congregation meeting. At the following Congregation meeting it must be read again
832 and voted upon. A two-thirds (2/3) vote of the members voting is required for its
833 adoption.
834
- 835 B. Absentee ballots will be accepted in accordance with ballot procedures.
836
- 837 C. Each amendment shall carry an effective date.
838
- 839 D. When an amendment is approved, it shall immediately become part of this
840 Constitution.
841
- 842 E. Should the Board of Directors reject a proposed amendment; it may be presented for
843 membership approval by giving the Recording Secretary a petition signed by fifteen
844 (15) members in good standing. It must then be read to the members at the next
845 Congregation meeting. At the following meeting it must be read again and voted upon.
846
- 847 F. Every household shall receive a copy of the Constitution and By-Laws when
848 becoming members and shall receive a copy of the amendment when approved.
849
- 850 G. At least every five (5) years the Constitution and By-Laws shall be reviewed, revised
851 and/or updated and approved by the Congregation.
852
853
- 854 H. The Constitution and By-Laws shall be adopted by a two-thirds (2/3) majority of the
855 votes cast at a meeting called for that purpose.
856
857

858 **ARTICLE XV - DISSOLUTION**
859

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

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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 APRIL 24, 2022. THE CONGREGATION APPROVED THIS DOCUMENT ON APRIL 24, 2022.

6/09/2021; Revised 4/24/2022
Revisions:
Constitution