

Constitution Governing The Owen Sound Hebrew Community

1

Article I This organization to be known as the Owen Sound Hebrew Congregation

Article II This organization has been formed

- (a) To promote unity among the Jewish families of Owen Sound & district
- (b) To serve as a governing body to administer to the needs and maintenance of Beth Ezekial Synagogue
- (c) To plan and encourage Jewish Education
- (d) To represent Owen Sound & district Jewish community in its connection with other Jewish organizations, both national and international.
- (e) To assist in promoting neighbourly relations and understanding, including interfaith activity, in the city of Owen Sound.

Article III Membership

There shall be provision for 5 classes of membership, Via:

- (a) General membership
Any individual of Jewish faith, resident in Owen Sound, may become a general member who is introduced into the organization by the Membership Committee, and who will subscribe to the duties and obligations contained by this constitution
- (b) Honorary Yearly Membership
Any individual of Jewish faith may be honored with an Honorary yearly membership in this organization when introduced to the organization by the Membership Committee and acceptable to the general membership by closed vote of 2/3rd of the general membership at any one meeting
- (c) Honorary Life Membership
Any individual of Jewish faith may be honored with an "Honorary Lifetime Membership" in this organization under identical conditions of the Honorary yearly membership
- x (d) Out-of-town Membership
- x (e) Junior Membership

Article IV Rules of Membership

- (1) Dues
Yearly dues shall be set by the finance committee and approved by the majority in a closed vote of the general body, for both general membership and out of town membership
- (2) Activities
Members only shall be entitled to the privileges and activities of the organization and use of its recreational facilities. Synagogue facilities, however, shall be available to members and non-members alike.
Guests or visitors so designated by the membership committee shall have the privilege of recreational facilities extended to them.
- (3) Resignations
Resignations shall become effective two weeks from the date of receipt of a written notice of resignation to the membership committee. A grievance committee shall attempt to dissuade a member from resigning.
- (4) Special Dues
No individual may be refused membership as a result of a true inability to afford the membership dues. Any individual may appeal in private to the grievance committee for the privilege of having his or her dues reduced without requiring the approval or bringing such reduction to the attention of the general body.

Constitution Governing The Owen Sound Hebrew Community

2

Article V

Section (1) Officers

- a..President
- b..Vice-president
- c..Secretary
- d..Treasurer
- e..Past president

Article V

cont'd Section (2) Duties of Officers

(a) President

- 1..Preside over all meetings of the general membership
- 2..Call all special meetings of general membership of executive
- 3..The president or his appointee from the executive will be a member of all committees
- 4..Signing Officer
- 5..The president's duty at a general meeting is to maintain order, impartially conduct the discussion, sum up the arguments of both sides
- 6..In the case of a tied vote, the president may cast the deciding ballot.

(b) Vice President

- 1..Preside over all executive meetings
- 2..In the absence of the President assume all the President's duties
- 3..Signing Officer
- 4..Cast the deciding ballot in the case of a tie vote in an executive meeting

(c) Secretary

- 1..Shall maintain a suitable minute book and record in it the prepared minutes of all regular and special meetings of the general membership and of the executive
- 2..Shall carry out the written correspondence of the organization's business
- 3..Shall see that written or verbal notice be given of all meetings of the organization
- 4..Shall be the head of the phoning committee
- 5..Shall prepare and supply ballots for elections of the officers, as well as for all other closed votes

Constitution Governing The Owen Sound Hebrew Community

(d) Treasurer

- 1..Will keep all accounts of the club in a suitable ledger, in accordance with accounting principles
- 2..Shall be a signing officer
- 3..At each regular meeting he shall report the state the organization's finances in the following form
A/C Receivable
 dues
 others:::
A/C payable
 cash on hand
- 4.. He shall prepare for each quarter yearly meeting a complete and detailed statement of the organization's financial status--in duplicate--one copy of which be posted on a bulletin board
- 5.. Shall have the right to approach and collect dues from the general membership at places and times as he choose but he must exercise caution at all times neither to embarrass or disclose to non-concerned individuals his purpose.
- 6.. He may not disclose to any member the details of amounts collected or outstanding on dues, except that which effects the member requesting such information
- 7.. The general ledger shall be made available for inspection by the treasurer, to any or all members upon reasonable notice

Article V

cont'd.....Section (2) Duties of Officers

(e) Immediate Past President

He shall be a Director, and shall assist and advise wherever possible

Section (3) The Director's Meetings

- (a) The directors shall hold executive meetings twice monthly at times and places most convenient for the directors
- (b) A majority vote of the directors shall be necessary for the passing of resolutions. In the event of a deadlock the vice-president shall cast the deciding vote
- (c) The executive shall prepare an agenda for the general meetings
- (d) The executive may authorize the expenditure of funds up to the amount of \$25.00, and such expenditure shall be ~~prop~~ reported by the treasurer at the following general meeting
- (e) The executive shall approve the programme committee programmes for general meetings and special affairs
- (f) The president, or vice-president may invite committee chairman or other persons to an executive meeting when their presence is deemed relevant. However, these persons shall have no vote at this meeting.

Article VI

Nominations and Elections (General)

- (a) The term of office of an executive shall be for one year, more or less, from the date of taking office
- (b) Nominations shall take place at the first general meeting following Yom Kipur each year
- (c) Elections shall take place at the second meeting following Yom Kipur each year
- (d) The executive may serve more than one consecutive term
- (e) The last past president will serve as a member of the executive automatically. In the event that a president serves two or more years consecutively--the **past** president shall do so automatically also
- (f) In the event that no past president exists, the general membership shall elect an officer to fill this vacancy
- (g) Special mid-year elections may be held during a year to elect an officer in case a vacancy shall occur. Both nominations and elections may take place on the same evening providing notice of special elections is given with the notice of meeting. Such an officer will be elected to complete the unexpired portion of the current yearly term of office.

Nominations

- (a) Any member may be nominated to an executive position provided there is a nominator and seconder. The nominator shall at that time, if he wishes give his reasons for making his nomination
- (b) Nominations shall be called for all executive positions in term
- (c) When there are no further nominations for any single position, the president only shall have the power to declare nominations closed
- (d) A member may nominate or second only one member for one particular office

Elections

- (a) Elections shall be carried out by written closed ballot
- (b) The president shall appoint two individuals as returning officers to count the ballots
- (c) The president shall announce only the successful candidate, and the actual vote count is to be kept confidential

Elections (cont'd)

- (d) The president shall destroy the ballots after elections
- (e) In the event that the president is nominated for an executive position, he must relinquish chairmanship of the meeting preferably to another member of the past executive who has not been nominated, and who in turn shall appoint the returning officers.
- (f) Preferential voting shall be used when three or more members have been nominated for one office

Article VII

Meetings

- (a) Notification.....written notifications by mail shall be given to all members at least three days before all meetings of the general membership
- (b) Time and place.....all meetings of the general membership shall be held in the recreation room of the synagogue at least once each month.
- (c) Special meetings.....special meetings may be called by the executive

Article VIII

Special By-Laws

Sec. 1

- (i) balloting.....
 - (a) Any member may request a closed ballot at any meeting on any issue. If such a request is supported by two other members, the president must call a closed ballot vote
 - (b) a 2/3rd majority vote will be required to -- change or repeal a constitutional by-law, authorize any expenditure over \$100.00, repeal of all motions
 - (c) A majority vote on general matters other than stated in (b) shall be sufficient to pass a motion

Sec. II

Quorum.....a quorum for a meeting shall be required for a meeting of not less than 1/3 of the general membership

Sec. III

Repealing....No motions or by-laws may be repealed within three months after such motion has been duly passed

Sec. IV

Synagogue Business.....Business of a religious nature or connotation including the hiring and firing of personnel will be carried out at general meetings by a vote of male members only. The executive shall decide whether a motion falls under this category and declare same before such motion is discussed

Constitution Governing The Owen Sound Hebrew Community

Sec. V The Limits on Discussion.....The president can limit the length of discussion on any one subject after fifteen minutes, at his own discretion by declaring a time limit on each speaker, or calling the motion to a vote

Sec. VI Close of Meeting.....Any member may make a motion to close a meeting in the usual way. Such a motion may be brought to a vote after business on the floor at the time of such motion is completed in the usual manner through normal channels.

Sec. VII Voting.....a paid up member only is privileged to vote on elections of officers. A paid up member is one who is not more than one month behind in arrears of dues. Dues.....shall be determined by a vote of the general membership after the executive brings in a recommendation.

Section VIII Rules of Order.....Beauchesne Rules of order 1933 Convention shall be the parliamentary authority for all matters of procedure not specifically covered in this constitution and its by-laws.

Section IX Committees

(a) Synagogue, Maintenance, and Jewish Education

- This committee will take responsibility for the physical care and supervision of the synagogue building itself. It will report on any maintenance work needed and get estimated on this work to present to membership for approval.
- This committee will further be responsible for the hiring of a Jewish teacher or rabbi whose applications they will consider to bring before the Executive for the approval of the membership.
- This committee will take the responsibility of stimulating interest in Jewish education by all the adults in the community.
- They will assist the teacher to interest the children in Jewish education.
- This group will maintain contact with the Regional Office as well as other committees on latest developments in Jewish education.
- This group will at all times look after the supplies of books necessary for the educational information of the Community.
- Will be Liaison between Jewish teacher and regular body.
- All monies to be spent by committee must go through executive which can pass up to \$25.00.
- This committee will be made up of 5 men plus the current teacher or rabbi who will act on this committee as a consultant.

(b) Interfaith activities and publicity of Public Relations

- Responsible for arrangement of inter-faith meetings between Jewish and non-Jewish groups.
- Showing of films on intercultural subjects in non-Jewish community.
- Participation in civic and patriotic activities such as Armistice Day, Empire day, etc.
- Maintenance of contact with local newspaper and radio station.
- Responsible for getting for any non-Jewish group in the Community speakers specifically asked for on special occasions, and also responsible for delegating representation of the Jewish community at non-Jewish functions of groups in the community.
- This committee shall be comprised of three members.

7

Constitution Governing The Owen Sound Hebrew Community

- (c) Welfare
- Responsible for looking after newcomers to community and see that they are made welcome.
 - That an appropriate card be sent to members on all occasions, including illness, births, simchas, etc.
 - That a basket in the amount of \$5.00 be sent to a member sitting shiva on the occasion of a bereavement.
 - This committee to comprise 3 members.
- (d) Fund-Raising
- This committee will be responsible for the annual campaign which includes all local and non-local needs.
 - To be made up of five members.
- (e) Recreation and Social Committee
- Will organize social activities for the community.
 - Will arrange entertainment and catering for special occasions in the community.
 - They will arrange cultural evening for the adults.
 - Will set up some plan for continuous interest of the general membership
 - Will keep a diary of events to take place in the recreation hall
- (e) Recreation and Social (cont'd)
- and post on the bulletin board the coming events to take place therein.
 - To be comprised of seven members.
- (f) Assessment or Grievance Committee
- Will consider appeals from the membership on the question of inability to pay the set dues.
 - Will keep all information on this appeal board strictly confidential.
 - Decisions passed by this board will be considered binding by the general membership.
 - Will approach any member who has given indication of resigning---to try and dissuade this member from so doing.
 - Will consider any grievance from any individual in the organization.
 - Will be made up of two members and the Treasurer.

The chairman of each of the above committees shall be appointed by the executive with the exception of the Assessment and Grievance Board which will be voted on by the Body.

The executive shall appoint the committees with a view to the preference of individuals for the committees that they are to serve on at the first meeting following their elections.

Dated October 21st, 1956
at Owen Sound,
Ontario.