

temple tikvah

constitution

ST. CATHARINES, ONTARIO

CONSTITUTION

BY-LAWS OF TEMPLE TIKVAH

BY-LAW No. 1. NAME AND PURPOSE

Section 1. This congregation shall be known as Temple Tikvah.

Section 2. Temple Tikvah is a liberal congregation following the basic principles of Judaism to adopt and develop guidelines preserving the spiritual and cultural heritage of our people and by remaining loyal to our traditions and values within a contemporary framework. This will be enhanced by the education and enrichment of the family as a unit in which all will feel that they belong to a group which accepts them, assumes a measure of responsibility for them and makes certain demands on them.

BY-LAW No. 2. SEAL

Section 1. The seal of the congregation shall have inscribed thereon the following words: - Temple Tikvah. The facsimile of the seal of the congregation shall be as appears hereunder.



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BY-LAW No. 3. MEMBERSHIP

Section 1. Any person of the Jewish faith, eighteen years or older, may be admitted as a member upon approval of his application by a majority of the Board of Directors.

Section 2. For purposes of dues, the unit of membership shall be the family, in the case of persons forming a family unit, and shall be the individual, in all other cases, provided that a Member's child over the age of eighteen and who is self-supporting, shall be deemed an individual member.

When only one spouse of a family is Jewish, the family may elect to pay a family assessment, in return for which all members of the family will be granted the right to use all Temple facilities, and to participate in all Temple activities, with the exception that the family members who are not Jewish shall not have the right to vote nor to hold office. If such a family does elect to pay a family assessment, then the Board of Directors shall consider this as a full and complete payment in lieu of the fee that would otherwise be assessed for any member or members of that family who decided to undergo conversion and use Temple Tikvah's facilities. (See By-Law No. 4, Section 4.)

Section 3. Failing Section 2, there shall be the following classes of membership with the voting rights indicated:

- a) Spouses of a deceased member, the membership being in good standing, shall have all the rights and privileges as defined by this constitution, and the matter of dues shall come up for immediate review by the Members of the Board of Directors.



- b) Sons and daughters of members of the congregation in good standing shall have free membership for one year from the date of their marriage, with full voting rights and privileges as a member in good standing (such free membership to terminate on the first anniversary date of such marriage).
- c) Full-time students attending a post-secondary institution shall have free individual membership with all rights and privileges except that of voting.
- d) Associate members will be accepted by the Board of Directors at its discretion, and according to guidelines to be determined by the Board. Such associate members shall have rights, privileges and obligations to be determined by the Board.

Section 4. A full member is a member in good standing according to By-Law 17, and shall be entitled to all privileges including voting rights.

Section 5. Memberships are not transferrable.

Section 6. A unit of membership has a maximum of two votes, husband or wife or both.

Section 7. A list containing the names and mailing addresses of the members shall be kept at the Administration Office of the Congregation to be used only for addressing communications to the members respecting Congregational business and activities and shall be the property of the Congregation. The Board of Directors shall have power when written application to it is made therefore, to permit said list to be used for other purposes on such terms and conditions as the Board may fix.

BY-LAW No. 4. DUES

Section 1. A member shall pay annual dues and assessment as recommended by the Board of Directors and approved by the membership at an annual meeting, according to a graduated scale commensurate with his or her financial abilities. One-third of the dues will be payable every 90 days (3 months) or before, beginning July 1. Any other arrangements will be subject to the approval of the Finance Committee.

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Section 2. Dues shall be pro-rated for members admitted in direct proportion to the fiscal year in question.

Section 3. New members having financial commitments to another synagogue or temple, prior to admission to membership, shall be assessed dues as determined by the Board of Directors until such obligation has been fulfilled, not exceeding one year from date of admission.

Section 4. An individual not a member of Temple Tikvah, undergoing conversion and using Temple Tikvah's facilities will be assessed a fee as determined by the Board of Directors.

Section 5. Pledge cards for dues will be sent out no later than June 30 of each year, and returned by July 15.

BY-LAW No. 5. BOARD OF DIRECTORS

Section 1. The activities of the Congregation shall be guided and managed by a Board of Directors, and it shall act in all matters of policy by majority vote as follows:

- a) Approve applications for membership in the congregation.
- b) Engage employees and fix their duties and remuneration. A Rabbi and a Cantor shall be deemed employees under this section.
- c) Recommend all dues and assessments; determine and fix subscriptions for memorials, and the manner of payment thereof, and settle, waive, compromise or remit the whole or any portion of any dues, assessments, payments or donations as may be determined at any meeting of the Board.
- d) Convene a general meeting of the Congregation whenever it may be deemed necessary upon proper notice.
- e) Remove any member from the Board for non-fulfillment of duties, or other just cause, provided 2/3 of all Directors vote for such removal. This vote should be taken at a meeting of which notice of the purpose of such meeting has been duly given.
- f) Fill any vacancy occurring in the Board of Directors or Officers.

- g) Adopt an appropriate seal which shall be affixed to all documents requiring the use of a seal.
- h) Appoint such committees and delegates as the Board may deem advisable from time to time.

Section 2. The Board of Directors shall consist of the Executive Committee made up of the President of the Board, First Vice-President, Second Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Immediate Past-President of the Board; and a general committee consisting of six members elected at large. These six members shall be elected as chairmen of the following six standing committees:-

- 1- Adult Education
- 2- Board of Religious Education
- 3- Ritual Committee
- 4- Bulletin Committee
- 5- Property Committee
- 6- Social Action Committee

Section 3. The Board of Directors shall retain office for a term of one year.

Section 4. All members of the Congregation may attend all meetings of the Board of Directors as observers. They may be allowed to speak with the concurrence of the Board.

Section 5. A simple majority of members of the Board shall constitute a Quorum.

Section 6. The Board of Directors shall meet at least once each month except during the months of July and August, unless a special meeting is called pursuant to Section 7.

Section 7. The President, or in his absence, the First Vice-President, may call a meeting of the Board of Directors in accordance with Section 8 and in addition, a meeting of the Board of Directors may be called by three members thereof in writing by virtue of a letter sent to all members of the Board containing all three signatures.

Section 8. Each member of the Board of Directors shall be notified not less than ten days prior to a Board Meeting; and provided further that an emergency meeting of the Board of Directors may be convened by means of notifying the members by telephone of the holding of such emergency meeting. Where a simple majority of

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the Executive Committee or of the Board of Directors agree that an emergency exists, then in such case an emergency meeting may be convened by telephone or by letter on less than ten days notice as the exigencies may dictate.

Section 9. The Board of Directors may delegate any of its powers to a committee or committees; the composition of such committee shall be at the discretion of the Board of Directors, provided that each such committee shall have as its chairman a member of the Board of Directors and shall exercise the powers so delegated to it in strict conformity with any regulations imposed by the Board of Directors; and this section shall apply mutatis mutandis to standing committees.

Section 10. A member of the Board of Directors must be a Member in good standing of Temple Tikvah.

Section 11. A resolution signed or ratified in writing by all members of the Board of Directors shall be valid and effective as if it had been passed at a meeting of the Board of Directors.

Section 12. All officers, committee chairmen, and committees -- whether members of the Board of Directors or not -- shall assume office at the Budget Meeting each year.

BY-LAW No. 6. OFFICERS

Section 1. The Executive Committee of the Board shall be constituted by the following officers: - President, First Vice-President, Second Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, and the Immediate Past President.

Section 2. Save as to the immediate past President, all officers shall be elected annually at an annual meeting of the Congregation. The President and Vice-President may not hold office for more than three consecutive years and no other officer for more than five consecutive terms in the same office. After the President has held this office up to a maximum of three consecutive years, he shall become immediate past President and hold no other office on the Board of Directors for a period of one year. Thereafter, he/she is eligible for election to any office.

Section 3. The President shall: Preside at all meetings of the congregation and of the Board of Directors,

and shall otherwise fulfill the duties incumbent upon him and in keeping with the office of senior officer of the congregation.

Section 4. The First Vice-President shall in the absence of the President preside at all meetings of the congregation and of the Board of Directors and assume all duties pertaining to the office of President, serve as Chairman of the Finance Committee, and be an ex-officio member of the Board of Religious Education.

Section 5. The Second Vice-President shall in the absence of the First Vice-President fulfill the duties of the First Vice-President, serve as Chairman of the Membership Committee, and appoint a Temple Historian.

Section 6. The Treasurer shall:

- a) Have charge of all monies belonging to the congregation and give receipts therefore, and all monies so received shall be deposited in the name of the congregation in such banks as the Board of Directors may direct.
- b) Provide for payments of all accounts as approved by the Board of Directors. All cheques shall be signed by the President and the Treasurer.
- c) Cause to be kept a current account of all receipts and disbursements and present a written report of the state of the finance of the congregation at every regular meeting of the Board of Directors.
- d) Cause to be kept a record of all members and the rate of their dues and a ledger containing an account with each member of the congregation.
- e) At every regular meeting of the Board of Directors furnish the Board with a list of the names of the members more than three months in arrears in their dues and the respective amounts of their indebtedness to the congregation.
- f) At the expiration of his/her term deliver to his/her successor all monies and other property in his/her custody and any books or documents pertaining to his/her office and which may be in his/her possession or under his/her control.

Section 7. The Recording Secretary shall:

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- a) Give notice of all meetings whenever directed so to do, in accordance with these by-laws.
- b) Deliver written minutes, reports, internal communications, and keep or cause to be kept accurate minutes of all proceedings at all such meetings in the books for that purpose.
- c) Have the books and correspondence at the disposal of the Board of Directors whenever requested.
- d) Perform such other duties as the office demands and which the Board of Directors may require.
- e) At the expiration of the term, deliver to the successor when duly qualified all books and records pertaining to the office.
- f) The duties of the Recording Secretary shall also encompass the duties of a co-ordinating secretary.

Section 8. The Corresponding Secretary shall be responsible for all external correspondence of the Temple, and, in the absence of the Recording Secretary, shall perform and assume all duties pertaining to the office of Recording Secretary as designated in Section 7.

Section 9. In the absence of the President, First Vice-President or Second Vice-President, the immediate past President, if present, shall preside and rule, but shall not otherwise assume the duties of the President.

BY-LAW No. 7. SIGNING POWERS

Section 1. The President or First Vice-President together with the Second Vice-President, Treasurer or Recording Secretary, or such person as may be authorized by resolution of the Board of Directors from time to time, shall have power to sign the contracts and agreements on behalf of the congregation and to sign all documents required to be signed by the congregation from time to time.

BY-LAW No. 8. GENERAL MEETINGS

Section 1. The Annual Meeting of the congregation shall be held each year no later than the 5th of May. The Annual Meeting shall include as a minimum the Rabbi's

report, the President's report, the Treasurer's report, reports from committee chairmen, and the annual elections. The Budget Meeting shall be held within 45 days for installation of officers and presentation of the proposed budget. It shall be the responsibility of the Board-Elect to prepare the proposed budget for presentation at this meeting. A copy of the proposed budget shall be mailed to all members of the congregation along with notice for this meeting, such notice to be given 21 days in advance.

Section 2. A simple majority of voting members shall constitute a quorum of any meeting of the congregation.

Section 3. A meeting of the members of the congregation may be formally called by the President at any convenient place.

Section 4. Notice of the Annual Meeting shall be mailed to each member of the congregation, not less than 21 days before the meeting is to take place. Such notice shall be deemed to have been given on being mailed to the last known address of the member as appears on the records of the congregation.

- Section 5.
- a) The President shall only call other general meetings of the members of the congregation when required to do so by:-
 - 1- A majority of the Board of Directors
 - 2- At least twenty-five percent of members in good standing, who by notice in writing, duly signed and addressed to the Recording Secretary, request the holding of such meeting.
 - b) If such meeting is not called by the President within thirty days, then the majority of the Board of Directors or Officers or the said twenty-five percent of members, may themselves call and convene such a meeting. The same notice shall be given for the calling of such meeting as if called by the President, and the Recording Secretary shall make a list of the members of the congregation available as required for such purpose.
 - c) The call for other general meetings shall set forth the purpose of the meeting and written notice thereof shall

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be mailed to members at least ten days prior to the time of such meeting. No business shall be transacted at such meeting except that specified in the call.

Section 6. For any meeting other than the Annual Meeting and the Budget Meeting, ten days notice shall be sufficient.

Section 7. Where a simple majority of the Executive Committee or of the Board of Directors or of the congregation agree that an emergency exists, then in such case an emergency meeting may be convened by the telephone or by letter on less than ten days notice as the exigencies may dictate.

Section 8. The procedure at meetings shall be governed by Robert's Rules of Procedure and a copy of same shall be provided by the Recording Secretary for use at each meeting.

BY-LAW No. 9. ELECTIONS & VOTING

Section 1. Election of members of the Board of Directors shall be by secret ballot, by those members present in person at the annual election meeting.

Section 2. Voting by the congregation as to the determination of by-laws and resolution may be either by secret ballot or by open vote.

Section 3. The election of members of the Board of Directors shall take place at the annual general meeting.

Section 4. At least 60 days before the annual meeting, the Board of Directors shall appoint a Nomination Committee consisting of the immediate past Chairman and one other Board member and three members of the congregation, not members of the Board, and such Nomination Committee shall prepare a slate of nominees consisting of one nomination for each office and for each position on the Board of Directors, and three members of the Social Relations Committee, and notice of the said nomination shall be mailed to the congregation along with the notice for the annual general meeting; the Nomination Committee shall also prepare ballots for use at the annual general meeting, and such ballots shall contain provision for nominations from the floor.

Section 5. Nominations from the floor for candidates for the Board of Directors shall require the support of at least one additional member. The consent of each person nominated from the floor must be signified at the election meeting either in writing or by the Nominee in person.

Section 6. All members of the Nominating Committee, all nominees, and nominators, must be members of the congregation in good standing.

BY-LAW No. 10. RABBI

Section 1. The Rabbi shall perform all such duties as are incumbent on a Rabbi, occupying a pulpit in a Jewish Reform Temple or Synagogue.

Section 2. The Rabbi shall be an ex-officio member of the congregation and of the Board of Directors but shall not be entitled to vote.

BY-LAW No. 11. YOUTH GROUP

Section 1. The Board of Directors shall make provision for the formation of a Youth Group associated with the North Eastern Lake Federation Temple Youth, (NELFTY), and the Canadian Federation of Temple Youth, (CANFETY). The Board shall appoint Youth Advisors, taking into consideration the recommendation of the Youth Group, who will be ex-officio members of the Board, but shall not be entitled to vote.

Section 2. The Youth Group shall be empowered to make its own constitution provided that its constitution is not contrary to the constitution of Temple Tikvah.

Section 3. The president of the Youth Group shall be a voting member of the Board of Directors.

BY-LAW No. 12. COMMITTEES

Section 1. There shall be the following standing committees of the Board:

- a) Finance Committee responsible for Finance, Resources, Donations, and Long-Range Planning, chaired by the First Vice-President.
- b) Membership Committee in charge of Membership, Membership Retention, and Public Relations,

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chaired by the Second Vice-President.

- c) Ritual Committee, to include a sub-committee on Holidays.
- d) Adult Education Committee - (Library).
- e) Board of Religious Education (see By-Law 13)- (Library)
- f) Social Action Committee
- g) Bulletin Committee
- h) Property Committee

Section 2. Social Relations Committee. The Social Relations Committee may be called upon to handle social problems within the congregation. Three members will be elected at the annual meeting. They will elect their own chairman, and establish their own rules of procedure. The chairman of the Social Relations Committee shall have the right to speak at Board Meetings, but shall not have the right to vote at Board Meetings.

Section 3. Members of committees shall be appointed by the committee chairperson if:

- a) An individual volunteers,
- b) And/or the committee chairperson requests an individual to serve,
- c) And/or special skills or abilities make it desirable to co-opt a member for a certain committee,

and the Board of Directors approves of the membership of the committee.

Section 4. Each committee chairman is responsible to the Board of Directors for the administration of all funds allocated to his/her committee. Each committee chairman is further responsible for presenting a written financial statement together with his/her report at the annual meeting.

BY-LAW No. 13. BOARD OF RELIGIOUS EDUCATION

Section 1. The Board of Religious Education is responsible for and shall arrange for the religious education of the children of the members of the congregation.

Section 2. With the consent of the congregation, the Board of Directors may appoint a Director of Education whose duties and salaries shall be determined by the

Board of Directors.

Section 3. The President of the congregation may waive the requirement that the parent of any child attending the Religious School shall be a member of the congregation, and may admit children of non-members on a tuition basis, if, in the opinion of a special committee consisting of the Rabbi, the Chairman of the Board of Religious Education, the Chairman of the Membership Committee, the Director of Education, and the President of the congregation, there are special circumstances justifying such action.

Section 4.

- a) In co-operation with the Rabbi and the Director of Education, the Board of Religious Education shall supervise the religious education of the pupils in the Religious School, subject to the other provisions of this by-law. It shall be responsible for: the establishment and maintenance of the aims and objectives of the Religious School, the educational methods employed, the standards required, the distribution of books and collection of fees for texts and supplies, the Hebrew Department, the Confirmation and Post-confirmation classes and their activities, the preparation of its budget, and the submission thereof to the Board of Directors for the use of the Board of Religious Education, the employment of the faculty, the establishment of general policies for the educational program based on recommendations from the various committees and those made on its own initiative by the Board.
- b) The Board of Religious Education shall also discuss financial matters prior to the setting of the individual budgets of the various educational programs, the evaluation of the existing programs, the proposal of new ones, and all other matters related to the Religious School, and be responsible for all Religious Educational activities of the congregation, other than those delegated to the Youth Group and the Adult Education Committee.
- c) The Board of Religious Education shall be responsible for appointing a Librarian.

Section 5. The budget of the Board of Religious Education shall be submitted to the Board of Directors for

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approval at such times as the President of the Congregation shall request, and not less than once per year for the next succeeding year.

Section 6. The Board of Directors shall have the right from time to time to review all actions taken and decisions made by the Board of Religious Education in connection with its policies and on due hearing may overrule any actions or omissions of the Board of Religious Education involving policy by a two-thirds vote of the Directors present at the meeting at which such hearing is conducted.

Section 7. The Chairman of the Board of Religious Education shall be elected as such at the Annual Meeting. The Chairman of the Adult Education Committee shall be a second member of the Board of Religious Education. Two other members shall be elected at the Annual Meeting and the remaining members of the Board of Religious Education shall be appointed by the elected four members.

Section 8. As from time to time determined by the Board of Religious Education, it shall consist of not less than five nor more than nine members, including its Chairman. The First Vice-President of the Congregation shall be an ex-officio member of the Board of Religious Education.

BY-LAW No. 14. SEATING FOR RELIGIOUS SERVICES

Section 1. There shall be no reservations of seats by way of specific assignments to individuals.

BY-LAW No. 15. BURIAL

Section 1. Every member shall be entitled to cemetery rights upon such prices and upon such terms as may be prescribed from time to time by the Board of Directors.

BY-LAW 16. HONORARY OFFICERS AND DIRECTORS

Section 1. Honorary officers and directors shall be elected by the congregation and only upon the unanimous recommendation of those present at a meeting of the Board of Directors.

BY-LAW No. 17. ARREARS OF DUES

Section 1. Except in the case of new members who join during the year, participation in Temple activities is a privilege of those who have committed themselves to membership at the beginning of each fiscal year (i.e. - July 1). Any member whose dues are in arrears for three months shall be a member "not in good standing" and shall forfeit his rights and privileges as a member of the congregation. If a member owes three-months dues, his name shall be stricken from the register of members, provided that the Board of Directors shall have the right to reinstate such member upon such terms as the said Board shall deem advisable.

Section 2. Default in payment of a written pledge or contractual obligation to pay money to the Congregation as a contribution, shall constitute default in payment of dues, and where payment of such pledge is in default shall be deemed also a member "not in good standing".

Section 3. Section 1 shall appear on all bills and statements rendered to members of the congregation.

Section 4. Any action taken by the congregation against a member who is in default in payment of his dues or assessments shall not relieve such member from liability for such arrears to the end of the current fiscal year of the congregation.

BY-LAW No. 18. BY-LAW AMENDMENTS

Section 1. The By-Laws of the congregation shall not be altered or amended or revised except by a two-thirds majority favorable vote of the members of the congregation present and voting at an Annual or General Meeting of the members of the congregation provided that 21-days notice of such meeting has been given. A copy of the proposed amendments shall be inserted in the notice calling the meeting.

Section 2. To amend the By-Laws at any meeting, the following procedure shall be followed:-

- a) The proposed amendment or amendments to the By-Laws shall be introduced in the form of a written notice of motion by at least two members in good standing at a meeting of the congregation or at a meeting of the Board of Directors.

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- b) A meeting of the congregation shall be called within one month of the making of the notice of a motion, and a copy of the notice of motion shall be enclosed with or printed on the notice calling such meeting.

BY-LAW No. 19. FISCAL YEAR-END OF THE CONGREGATION

Section 1. Fiscal year-end of the congregation shall be the 30th day of June of each year.

BY-LAW No. 20. AUDITORS

Section 1. A firm of Chartered Accountants shall be appointed by the congregation at each Annual Meeting to act as independent auditors to report to the congregation on the Annual Financial Statements so presented.

BY-LAW No. 21. MISCELLANEOUS PROVISIONS

Section 1. Every three years a Constitution Committee shall be appointed by the Board to review the Constitution and make necessary recommendations to the Board.

June, 1983