

THE CONSTITUTION OF  
CONGREGATION BETH ISRAEL

As amended June 3, 2008

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ARTICLE I - GENERAL PROVISIONS

Section 1. Name: The name of this Congregation shall be Congregation Beth Israel.

Section 2. Objectives of the Congregation.

The Congregation seeks to transform the lives of its members through spiritual growth, observance, and mitzvot; and to create a kehillah, a Jewish village, which molds responsible citizens of the world.

The Congregation is committed to the principles and values of Conservative Judaism. Its objectives are to promote an understanding of the fundamental principles of Judaism through education and active participation; to provide educational facilities for instruction of children and adults in Jewish history, religion, traditions and values; to pursue cultural, social and charitable activities; to foster interracial, interdenominational and community understanding; to provide support for the State of Israel, the homeland of the Jewish people; and to instill strong social, moral, ethical and intellectual principles in the members of the Jewish community.

To achieve these goals the Congregation shall maintain a Synagogue as a house of assembly, study, and prayer. The Congregation shall provide opportunities to its members through religious services, education, and cultural, social, and recreational activities.

Section 3. Fiscal Year.

The fiscal year of the Congregation shall begin on the first day of July and end on the last day of June.

ARTICLE II - MEMBERSHIP

Section 1. Eligibility.

Any person of the Jewish faith who believes in the objectives of this Congregation as stated in Article I, Section 2, shall be eligible for membership.

Section 2. Membership Units.

a. Family Unit.

1) A married couple, with at least one spouse age 30 or over, with or without dependent children.

2) A same-sex couple that maintains a household together and has either entered into a union recognized under civil law or held a Jewish commitment ceremony or similar event as approved by the Rabbi.

3) A single adult age 30 or over with dependent children.

b. Single Unit.

A single adult age 30 or over with no dependent children.

c. Young Family Unit.

A single adult, married couple, or same-sex couple as defined in this Section 2, where all adults are under the age of 30 and all dependent children, if any, are under Hebrew school age (3rd grade - Aleph).

d. Young Single Unit.

A single adult under the age of 30.

e. Associate Member.

A previous member of the Congregation as listed in Article II, Section 2a or b, who resides permanently in another state or more than 50 miles away in the same state, or is affiliated with another Synagogue. These members shall have the right to purchase High Holiday tickets at a cost determined by the Board of Trustees. These members do not have voting rights, cannot have permanent seats, and are not entitled to use the religious school.

f. Honorary Member. Honorary membership shall be afforded to the following individuals:

The Rabbi  
The Rabbi Emeritus  
The Cantor

The Executive Director  
The Director of Education  
The spouses and dependent children of the above  
individuals

- 1) The Board of Trustees may, upon majority vote, designate other individuals as Honorary Members.
- 2) Honorary Members shall be ineligible to hold elected office or to vote. They shall not be required to pay dues, but shall be afforded all other privileges of membership in the Congregation.

g. For purposes of this Section 2, age shall be determined as of the first day of the Congregation's fiscal year.

h. "Dependent children" shall mean unmarried children under the age of 26.

i. The foregoing membership unit categories, to the extent they differ from existing membership unit categories, shall become effective upon the first day of the Congregation's fiscal year following the adoption of the amendments to this Constitution contained in this Article II.

Section 3. Applications: Application for membership shall be made in writing and reported to the Membership Committee. Membership shall commence upon a member's agreement in writing to abide by this Constitution and to meet the member's financial obligations to the Congregation.

Section 4. General Rights and Privileges: Each member in good standing shall be entitled to the following privileges:

a. To vote at all membership meetings of the Congregation. A Membership Unit shall be entitled to one vote at membership meetings, to be made by an adult present. "Adult" shall mean an individual member other than a dependent child.

b. To hold any office to which he/she may be elected or appointed.

c. To seats at High Holy Day religious services of the Congregation upon such terms as may be prescribed by the Board of Trustees.

- d. To instruction of their dependent children in the Sunday and/or Hebrew School/religious school maintained by the Congregation upon such terms as may be prescribed by the Board of Trustees.
- e. To purchase gravesites owned by the Congregation upon such terms as prescribed by the Cemetery Committee and approved by the Board of Trustees.
- f. To partake of any social or charitable activities of the Congregation subject to conditions imposed by the pertinent committees.
- g. To use the facilities of the Synagogue property for any religious ceremony, upon such terms as shall be provided by the Board of Trustees.
- h. To use the facilities of the Synagogue property, upon such terms as shall be provided by the Board of Trustees.
- i. To such other rights and privileges which are usual and incidental to members of this Congregation.

Section 5. Loss of Membership:

- a. Any Membership Unit delinquent at the end of the fiscal year in the payment of its annual dues, Hebrew School/Akiba Academy tuition, or any other obligation to the Congregation shall no longer be considered a Membership Unit in good standing, and may be considered eligible for expulsion from membership.
- b. Upon any Membership Unit becoming eligible for expulsion for non-payment of Congregation obligations, the President may refer its name to the Finance Committee for investigation, and make a report to the Executive Committee at a regularly scheduled meeting. At least thirty (30) days prior to such meeting, the Executive Committee will notify such Membership Unit in writing, by regular and certified mail, that its case will be acted upon by the Executive Committee and that it may exercise its right to be heard at that meeting. The expulsion of such Membership Unit shall be acted upon by the Executive Committee. A written notice of an expulsion vote will be made immediately after the Executive Committee meeting at which the vote is taken.
- c. Expulsion shall not relieve such Membership Unit from its indebtedness to the Congregation.

Section 6. Membership Meetings.

a. Two meetings of the entire membership shall be held each year ("general membership meetings"). One meeting, during the month of June, shall be designated the annual meeting. The second meeting shall occur during the month of December, or such other date as determined by the Board of Trustees. The two general membership meetings may be held in conjunction with the monthly Board of Trustees meetings scheduled for those months.

b. Special meetings of the membership shall be called at the discretion of the Board of Trustees, or the President, or upon petition in writing addressed to the President and signed by at least one third of the Membership Units in good standing.

c. Written notice of any general membership meeting shall be given at least fourteen (14) days in advance to each Membership Unit in good standing. Written notice of any special membership meeting shall be given at least seven (7) days in advance except that special membership meetings called by petition require at least fourteen (14) days written advance notice.

d. A quorum at any general or special membership meeting shall consist of at least 10 percent of the number of Membership Units in good standing. In the event a quorum is not present, the meeting may be called to order for the purpose of adjourning the meeting to another date.

e. At all special membership meetings only such business as shall have been stated in the notice of such meeting shall be transacted.

f. At each general meeting of the membership there shall be a report from the Rabbi, Cantor, President, Treasurer, Executive Director and the chairs of committees designated by the President, and such business transacted as will have been stated in the notice of such meeting.

g. Notwithstanding Section 4(a) above of this Article, votes at membership meetings may be made by written proxy, subject to adherence to procedures established by the Board of Directors.

ARTICLE III - BOARD OF TRUSTEES

Section 1. Composition:

a. The Board of Trustees shall consist of all past Presidents of the Congregation, the current officers, a Trustee selected by the Men's Club, a Trustee selected by the Sisterhood, a Trustee selected by the United Synagogue Youth unit, a Trustee selected by HAZAK, plus a number of Trustees, elected by the general membership, equal to one representative for each 15 Membership Units. The number of Trustees elected in this manner is not to exceed 35.

b. No person shall be eligible to become an officer or a member of the Board unless he/she has been a member in good standing at least one year immediately prior to his/her election, except this subsection shall not apply to the trustee selected by the United Synagogue Youth unit provided that this trustee is part of a Family Membership Unit in good standing.

c. The Men's Club, the Sisterhood, the United Synagogue Youth unit of the Congregation, and HAZAK shall each elect an alternate trustee to represent them on the Board in the absence of their regular trustee.

Section 2. Powers.

a. The Board of Trustees shall administer the affairs of the Congregation and shall supervise, manage, and control the funds and properties of the Congregation and shall authorize and control all expenditures. The Board of Trustees shall approve an annual budget and present it to the Congregation at the annual meeting.

b. The authority of, as well as the conduct and action of, each committee (except the Nominating Committee) shall be at all times and in all respects subject to the control of the Board of Trustees.

c. The decision of the Board of Trustees shall be fully binding with respect to all questions relating to the construction and interpretation of this Constitution.

d. The Board of Trustees may, at its discretion, create additional categories of membership in this Congregation and upon such terms as it shall seem fit.

e. Employment of a Rabbi, a Cantor, an Executive Director, a Director of Education/Hebrew school principal, and all

officials and employees of the Congregation, shall at all times and in all respects be subject to the approval and control of the Board of Trustees.

f. Dues shall be payable at such times and in such amounts as the Board of Trustees shall prescribe.

g. The Board of Trustees shall have the right to determine the size of all Standing Committees and the term of membership thereon.

h. The powers of the Board of Trustees herein expressed are not limited hereby, and the Board of Trustees shall have all other powers not inconsistent with the Certificate of Incorporation of this Congregation and this Constitution.

### Section 3. Meetings.

a. Regular meetings of the Board of Trustees shall be held at regularly scheduled monthly intervals for the transaction of any and all business which may come before the meeting.

b. Special meetings of the Board may be held at the call of the President or upon presentation of written petition to the President by any ten trustees stating the objectives of such meeting. In the event the President fails to issue a call for a special meeting within five days after receiving a petition to do so, any other officer may issue such call. Written or verbal notice of special meetings, stating the objectives thereof, shall be given at least seven (7) days in advance to each member of the Board.

c. A quorum shall consist of a majority of the Trustees, excluding past Presidents.

d. Any decision reached by a majority of the Trustees present shall be binding upon the entire Board.

e. Board of Trustees meetings shall be open to members of the Congregation, but without the right to vote.

### Section 4. Duties.

a. It shall be the duty of each elected Trustee to be the chairperson or an active member of at least one committee of the Congregation. The failure of a Trustee to accept an assignment by the President to so serve as chair or member of such committee shall be cause for suspension or

removal of the Trustee by the affirmative vote of the majority of the members of the Board present at a duly constituted Board meeting.

b. It shall be the duty of each elected Trustee to attend Board meetings. Any member of the Board of Trustees who fails to attend four consecutive regular and special meetings may be removed from the Board upon motion duly made and the affirmative vote of the majority of the members of the Board present.

c. It shall be the duty of each elected Trustee to participate in the religious services of the Congregation whenever possible.

d. No Trustee shall receive compensation for services performed by him/her in any capacity for the Congregation, nor be directly or indirectly interested in any contract made by the Congregation, except with the approval of a majority of the members of the Board, present and voting at a meeting called to discuss such matter.

#### Section 5. Executive Committee.

a. The Executive Committee shall consist of the President, Executive Vice President, all Vice Presidents, the Treasurer, the Assistant Treasurer, the Recording Secretary and the Corresponding Secretary.

b. It shall be the duty of the Executive Committee to make recommendations to the Board of Trustees; hear reports concerning the welfare of the Congregation; and evaluate the policies and programs of the Congregation.

c. The Executive Committee shall have the authority to exercise the powers of the Board of Trustees between meetings of the Board of Trustees when immediate action is required. The exercise of such powers requires the presence of a quorum of four and a unanimous vote.

d. The Executive Committee shall meet regularly at dates, times and places set by the President.

### ARTICLE IV - OFFICERS

#### Section 1. Designation.

The officers of this Congregation shall be President, Executive Vice President, three Vice Presidents,

Treasurer, Assistant Treasurer, Recording Secretary, and Corresponding Secretary.

Section 2. Duties.

a. President. It shall be the duty of the President:

1) to preside over all of the meetings of the membership, the Board of Trustees, and the Executive Committee.

2) to establish, with the approval of the Board of Trustees, such other committees the President shall deem necessary to carry out the business of the Congregation.

3) to appoint all of the chairs of the Standing Committees and such other Committees as may be required, to remove any chair(s) or member(s) from any of such Committees, and to assign the supervision of each committee to the Executive Vice President, a Vice President, or to him/herself.

4) to vote at all meetings at which he/she presides only in the event of a tie.

5) to act ex-officio as a member of all Standing Committees and other committees established by him/her.

6) to oversee the day to day operations of the Congregation.

7) to resolve, in conjunction with a member of the Finance Committee designated by the Chair of the Finance Committee, cases of financial hardship with respect to membership dues and assessments.

8) to have all the rights and duties of the President of a religious corporation not inconsistent with the provisions of this Constitution and applicable laws.

b. Executive Vice President and Vice Presidents. It shall be the duty of the Executive Vice President and Vice Presidents:

1) to assist the President in overseeing the affairs of the Congregation.

2) to supervise those committees designated by the President.

3) to preside over meetings of the membership, the Board of Trustees and the Executive Committee in the absence of the President.

c. Treasurer and Assistant Treasurer. It shall be the duty of the Treasurer and Assistant Treasurer:

1) to implement such systems and procedures as required in order to safeguard the Congregation's assets, record all liabilities and accurately record all financial transactions entered into by the Congregation and its committees.

2) to supervise the accurate recording of all financial transactions of the Congregation.

3) to render a statement to the Board of Trustees of all income and expenses compared to the budget, as well as a statement of the Congregation's assets and liabilities, twice a year.

4) to serve on the Finance Committee.

d. Recording Secretary. It shall be the duty of the Recording Secretary:

1) to attend all meetings of the membership and the Board of Trustees and keep an accurate record of the proceedings of such meetings.

2) to enter all such proceedings in a minute book kept for that purpose and to submit the minutes of each meeting for approval to the respective body which conducted said meeting at the following meeting, and enter all corrections made, if any.

3) to maintain a continuous record of the proceedings of the Congregation and of the Board of Trustees and arrange for the safekeeping of such records at the office of the Congregation.

4) to oversee the maintenance of filing facilities wherein all of the documents, instruments, contracts, records, and other papers of the Congregation shall be kept.

5) to prepare an adequate summary of each general or special membership meeting for publication in the following issue of a Congregation newsletter or other publication of general circulation to the general membership.

e. Corresponding Secretary. It shall be the duty of the Corresponding Secretary:

1) to make available to all members in good standing a copy of the Constitution and amendments.

2) to supervise and take care of all correspondence necessary to the proper functioning of the Congregation and to perform such duties as the President or Board of Trustees may prescribe.

### Section 3. Removal from Office.

An officer may be removed for cause by a majority vote of the members of the Congregation. The Board of Trustees may suspend an officer for cause pending a final determination by the members of the Congregation that cause exists for removal. The term "for cause" shall include, but not be limited to, (i) unexcused absences from scheduled meetings of the Board of Trustees for a continuous period of four (4) months or more; (ii) failure to remain a member in good standing of the Congregation; and (iii) engaging in conduct that reflects discredit to the member's officer position.

## ARTICLE V - NOMINATIONS, ELECTIONS, TERM OF OFFICE AND INDEMNIFICATION

### Section 1. Nominations.

a. The President shall appoint a Nominating Committee of at least five members, two of whom, if available, shall be trustees or past officers. The Nominating Committee shall be responsible for identifying the new leadership of the Congregation. The Committee shall solicit interest from the entire membership, from current Board members, from the Rabbi, Cantor, and other professionals, and shall interview interested members.

b. The Committee shall develop a slate of trustees and officers annually. The slate shall be presented to the Congregation at least fourteen (14) days prior to the June general membership meeting. Additional nominations may be made and seconded from the floor of the meeting, after which nominations shall be closed.

c. A candidate may be nominated for only two offices and can be elected to only one.

Section 2. Elections.

a. Elections shall be by closed ballot, if requested, at the June general membership meeting.

b. A plurality vote of those present at the June general membership meeting shall be necessary for the election of any officer or trustee.

Section 3. Term of office.

a. Each of the officers of the Congregation shall be elected to serve a term of two years. All officers shall be elected to serve concurrent terms.

b. The persons elected as trustees by the general membership shall serve a term of two years with one-half of the Trustees elected each year.

c. The trustees elected by the Men's Club, Sisterhood, United Synagogue Youth unit of the Congregation, and HAZAK shall each serve a number of years determined by their respective organizations.

d. The term of office shall start on the first day of the fiscal year following election.

Section 4. Indemnification and Hold Harmless.

All officers and trustees of the Congregation shall be indemnified by the Congregation against all expenses and liabilities, including attorney's fees, reasonably incurred in connection with any legal proceeding or settlement thereof, in which they may be named as parties by reason of holding such office or position. The Congregation may purchase and maintain appropriate policies of insurance on behalf of all officers and trustees against any liability asserted against them or incurred by them in their capacity as officers and trustees or arising out of their status as such.

ARTICLE VI - SUCCESSION OF OFFICE

Section 1. Trustees and Certain Officers.

In the event of a vacancy on the Board of Trustees or in an office of the Congregation, by reason of death, disability, resignation, removal or otherwise, (except in the Office of the President) the President shall fill any such vacancy as may occur from the membership of the

Congregation, subject to the approval of the Board of Trustees. Said new incumbent shall hold office to fill the unexpired term.

Section 2. President.

In the event of the death, disability, resignation, removal or otherwise of the President, the Executive Vice President shall assume the office and perform the duties of the President for the duration of the unexpired term. In the case of absence or incapacity of the President, the Executive Vice President shall exercise the powers and perform the duties of the President until the President is able to resume his/her responsibilities.

Section 3. President and Executive Vice President.

In the event of the death, disability, resignation, removal or otherwise, of both the President and the Executive Vice President, then and only in such event, the Board of Trustees shall elect an acting President from the remaining Vice Presidents, to hold office until a successor is elected and qualified at the next general membership meeting or special membership meeting called for the purpose of conducting the election. The term of office shall be the balance of the unexpired term.

ARTICLE VII - RABBI

Section 1. Qualifications:

The Rabbi shall be duly ordained by a recognized rabbinical institute.

Section 2. Service:

The Rabbi may serve either with or without contract and for such period and under such terms as the Board of Trustees shall determine.

Section 3. Duties:

a. It shall be the duty of the Rabbi to conduct the divine services of the Congregation, superintend the religious instruction of the children, and labor for the spiritual and religious welfare of the Congregation. He/she shall also perform such other duties as are usual and incidental to his/her office, or as required by the terms of his/her contract with the Congregation.

b. The Rabbi may communicate with the Executive Committee and the Board of Trustees, in person or in writing, make such recommendations or reports as he/she may desire from time to time, and may serve as a member ex-officio of committees, the functions of which come within the purview of his/her office.

c. The Rabbi shall be the authority on all matters relating to ritual and religious observance.

#### ARTICLE VIII - CANTOR

##### Section 1. Qualifications:

The Cantor shall be duly ordained by a recognized cantorial institute.

##### Section 2. Service:

The Cantor may serve either with or without contract and for such period and under such terms as the Board of Trustees shall determine.

##### Section 3. Duties:

a. It shall be the duty of the Cantor to guide the Congregation in all matters affecting its Jewish musical activities; to participate in all religious rites and services of the Congregation; and to lead the Congregation in prayer. He/she shall also perform such other duties as are usual and incidental to his/her office, or as required by the terms of his/her contract with the Congregation.

b. The Cantor may communicate with the Executive Committee and the Board of Trustees, in person or in writing, make such recommendations or reports as he/she may desire from time to time, and he/she may serve as a member ex-officio of committees, the functions of which come within the purview of his/her office.

c. The Cantor shall be the authority on all matters relating to liturgical chant.

#### ARTICLE IX - COMMITTEES

##### Section 1. Standing Committees.

The following shall be standing committees:

- a. Finance
- b. Membership
- c. House and Grounds
- d. Education
- e. Ritual
- f. Cemetery
- g. Foundation/Scholarship
- h. Ways and Means
- i. Long Range Planning
- j. Israel Support
- k. Technology, Safety and Security

Section 2. Duties of Standing Committees.

a. Finance Committee. It shall be the duties of this committee to:

1) prepare and present a budget to the Board of Trustees reporting in detail the anticipated income and expenses of the Congregation for the ensuing year, based on the requests and requirements of the Congregation's committees and the recommendations of the Finance Committee.

2) implement such procedures as are necessary to minimize the number and amount of delinquent Membership Units and to report on same twice a year.

3) designate the financial institutions that are to receive all money paid to the Congregation and its committees.

4) investigate, plan, implement and oversee the investment of all investment assets of the Congregation and its committees, and to report on the changes in value, twice a year.

5) perform any and all duties relating to the finances of the Congregation, not otherwise provided for.

b. Membership Committee. It shall be the duties of this committee to:

1) promote and retain membership in the Congregation.

2) review written application from prospective members and make recommendations to the Board of Trustees as provided in Article II, Section 3.

3) oversee the collection of all pertinent data with respect to Membership Units, necessary and appropriate to the operation of the Congregation, and to oversee the preservation, maintenance and updating of such records.

c. House and Grounds Committee. It shall be the duties of this committee to:

1) supervise the construction, alterations, additions, repairs, and maintenance of Congregation property, equipment, and grounds as approved by the Board of Trustees.

2) supervise the rental of Congregation owned equipment and facilities upon such terms and for such purposes as the Board of Trustees may prescribe.

d. Education Committee. It shall be the duties of this committee to:

1) oversee the general advancement of the Congregation religious school.

2) oversee the employment of school personnel subject to the approval of, or procedures mandated by, the Board of Trustees.

3) oversee the development and implementation of pre-school educational activities.

4) create and develop rules and regulations for the operation of the Congregation religious school.

5) establish school and pre-school curricula, subject to the approval of the Rabbi.

e. Ritual Committee. It shall be the duties of this committee to:

1) supervise religious worship services so that they may conform to the customs of this Congregation.

2) procure prayer books, prayer shawls (talismim), kipot, and other religious articles to meet the needs of the Congregation.

3) supervise the proper seating of the members at religious worship services and to appoint ushers for this purpose.

4) confer with the Rabbi and Cantor relating to their participation in the religious worship services.

5) confer with the Education Committee on those aspects of the Congregation religious worship services and rituals which involve the participation of school children.

6) establish guidelines for participation in religious worship services by a student becoming Bar or Bat Mitzvah.

7) perform any and all other duties relating to the religious worship services of the Congregation.

f. Cemetery Committee. It shall be the duties of this committee to:

1) make available to Congregation members cemetery plots owned by the Congregation.

2) report to the Congregation, twice a year, on moneys received and the number of plots purchased, sold and on hand.

g. Foundation/Scholarship Committee. It shall be the duties of this committee to:

1) make recommendations to the Board of Trustees as to the amount of grants and awards to be made from the funds available for such purposes.

2) report to the Congregation, twice a year, on moneys received and the number and amount of grants and awards disbursed.

h. Ways and Means Committee. It shall be the duties of this committee to coordinate and implement the fundraising policy and activities of the Congregation.

i. Long Range Planning Committee. It shall be the duties of this committee to take all necessary steps, including but not limited to, conducting meetings, surveys and other activities on a continuing basis to examine, plan for and recommend to the Board of Trustees appropriate actions for the continuing welfare and development of the Congregation, its professional staff, physical facilities, finances and any other matter of concern to the Congregation.

j. Israel Support Committee. It shall be the duties of this committee to promote the dissemination of information on, and Congregational interest in, all matters affecting the State of Israel, and to plan, implement and encourage support by the Congregation and its members of such programs and activities affecting the interests of the State of Israel as may be appropriate to the functions and interests of this Congregation.

k. Technology, Safety and Security Committee. It shall be the duties of this committee to:

1) oversee the selection and maintenance of the Congregation's electronic systems, software, audio and visual systems, telephone system, and other similar equipment.

2) review, recommend to the Board of Trustees and implement procedures designed to ensure the safety and security of individuals on and around Congregation premises, and that all municipal and state regulations pertaining to safety and security matters are adhered to.

### Section 3. General Duties of All Committees.

a. Each committee chair shall be responsible for the recruitment of members for, and appointment of members to, his/her committee.

b. Each committee chair shall (i) keep and maintain minutes of each of his/her scheduled committee meetings, and (ii) present a verbal or written summary of his/her committee meetings to the President. Such a summary shall be presented no later than 10 days after a meeting.

c. Each committee chair, or an alternate, shall be present at all general membership and Board of Trustees meetings prepared to present a report of the committee's activities.

d. Each committee chair shall, at the request of the Finance Committee, prepare and present an annual budget for his/her committee.

### ARTICLE X - MEN'S CLUB AND SISTERHOOD

The Congregation shall maintain, and assist where appropriate in the activities and functions of, a Men's Club and Sisterhood. All persons who become members of the Men's Club or Sisterhood shall become affiliated with

the Congregation as members in good standing after they join their respective organizations within a time period as shall be determined by the Board of Trustees. Continued membership in the Men's Club or Sisterhood shall be contingent upon fulfillment of this requirement.

#### ARTICLE XI - PARLIAMENTARY PRACTICE AND CODE OF BEHAVIOR

All general and special membership and Board of Trustees meetings shall be conducted in accordance with Robert's Rules of Order. Values of *derech eretz* and *kavod*, mutual respect and honor, shall guide discussions and deliberations.

#### ARTICLE XII - AMENDMENTS

##### Section 1. Adoption

This Constitution or any amendments hereof may be altered, amended, or repealed at any general or special membership meeting upon the affirmative vote of two-thirds of the membership in good standing present at such meeting.

##### Section 2. Procedures

No such alteration, amendment, or repeal shall be adopted or be effective unless at least twenty days prior to such membership meeting:

a. written notice of such proposed action shall have been mailed to each Membership Unit, and

b. copies of such provision to be amended and of the proposed change shall have been posted on the Congregation bulletin board, posted on the Congregation website, and made available in the Congregation business office.

##### Section 3. Initiation

1. Any alteration, amendment, or repeal must be initiated by:

a. the Board of Trustees as a result of its own action duly taken, or

b. upon a petition presented to the Board of Trustees and signed by at least one-fifth of the total Membership

Units of the Congregation in good standing. At least three-fourths of such petitioners must be present at such meeting.

2. Upon presentation of a qualified petition to the Board of Trustees the President shall call a membership meeting to take place within 30 days (unless a general membership meeting is already scheduled) to present the petition for a vote by the membership. Procedures set forth in Article XII, Section 2 shall be followed.

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