

CONSTITUTION & BY-LAWS
(1998 Revision)

ARTICLE I. NAME

The name of this organization shall be “Temple Emanuel Men’s Club.”

ARTICLE II. PURPOSES

The purposes of this organization shall be to assist in the development of Temple Emanuel as a Reform Jewish Congregation, to promote fellowship and to provide a social, recreational, and educational medium for the Jewish men of the community.

ARTICLE III. MEMBERSHIP

1. Any male, at least 18 years of age, of the Jewish faith or a member of Temple Emanuel willing to dedicate himself to the objectives of this organization, shall be eligible for membership.
2. All applications for membership will be subject to approval by the Board of Directors.
3. Honorary memberships may be granted by the recommendation of the Board of Directors and with the approval of the membership to those individuals who have contributed in an outstanding and singular manner to the welfare and benefit of the organization and/or the Congregation. Such honorary member, however, shall neither pay dues nor be eligible to vote or hold office in the organization.
4. Male members of Temple Emanuel, at least 18 years of age, shall, at the discretion of the Board, be invited to become dues-free members of the Men’s Club during their first year of Temple membership.

ARTICLE IV. OFFICERS

1. The officers of this organization shall be a President, Membership Vice President, Programming Vice President, Ways and Means Vice President, Secretary, and a Treasurer.
2. Officers shall be elected by ballot, at the Annual Meeting held in April, for a term of two years, and shall be installed at the Men’s Club Shabbat, to be held in June of each year. The President and Vice Presidents shall be limited to two consecutive terms in their respective offices.
3. Elected Officers must be members in good standing of this organization and of the Congregation of Temple Emanuel.

4. The President shall conduct all meetings of the organization and the Board of Directors, supervise the activities of the organization, make all committee appointments and carry out the instructions of the membership in accordance with the By-Laws. He or his designated representative shall represent the membership of the Men's Club at all functions pertaining to the Congregation of Temple Emanuel and he shall serve as the Men's Club's representative on the Temple Board of Trustees. However, if he is already a member of the Temple Board of Trustees by prior election or for other reasons, another Men's Club representative shall be elected by the Men's Club membership at a regular meeting.
5. Vice Presidents - There shall be three Vice Presidents, designated by the titles Membership Vice President, Programming Vice President, and Ways and Means Vice President. None of the Vice Presidents shall have a higher position in the hierarchy, and shall collectively or individually fulfill the duties of the President in the absence or incapacity of the President. Ideally, one or more of the Vice Presidents should be willing to serve as President immediately following his present term.
 - a. The Membership Vice President shall serve as Chairman and be responsible for the Membership committee.
 - b. The Programming Vice President shall serve as Chairman and be responsible for the Programming committee.
 - c. The Ways & Means Vice President shall serve as Chairman and be responsible for the Ways & Means Committee.
6. The Secretary shall keep an accurate record of the minutes of the meetings of the organization and the Board of Directors, and shall be responsible for the correspondence of the organization and for keeping complete and accurate records thereof. He shall notify members of the date, time and place of all meetings.
7. The Treasurer shall accept all dues and moneys for the organization, and shall keep complete and accurate records of all financial transactions. He shall be custodian of the funds and shall deposit all funds received in an account as approved by the Board of Directors. He shall pay all bills as directed by the Board of Directors and shall submit his records for examination to the President or an President's appointed auditing committee upon demand. The Treasurer shall prepare a financial report each September, and shall prepare other financial reports at the request of the President or the Ways & Means Vice President.
8. Vacancies occurring during the term of office of any officer or member of the Board of Directors shall be filled by appointment by the President with confirmation by the Board of Directors. Such appointee shall serve for the remainder of the unexpired term.

ARTICLE V. BOARD OF DIRECTORS

1. There shall be a Board of Directors consisting of the officers of the organization, the immediate past President and 15 members (5 members per year) elected from the membership at large. The at-large board members shall serve a three year term. Each year the five board members ending their three year term shall be required to wait one year before commencing a new three year term. This is designed to permit members-at-large to have a fair opportunity to participate on the Board.
2. The President, at his sole option and discretion, may appoint up to five additional members to a one year at-large membership on the Board of Directors. These at-large memberships are available to all members, including members who ending their three year term.
3. The Rabbis and the President of the Congregation shall be invited to attend and participate in all Board of Director's meetings, although they shall not be official members of the Board, nor shall they be permitted to vote.
4. The Board of Directors shall set the duties of the standing committees and conduct the business of the organization between regular meetings.
5. The Board of Directors shall approve all plans and projects of the standing committees and present to the membership, where feasible, for final approval.
6. The Board of Directors shall prepare the budget for the coming year and submit it to the membership for approval at the Annual Meeting.
7. Absence of any officer, member or elected member of the Board of Directors from three regular meetings in one year without reasonable cause shall vest in the Board the discretion to declare the seat vacant.

ARTICLE VI. COMMITTEES

1. An Executive Committee consisting of all officers shall meet upon the call of the President.
2. The standing committees of the organization shall be: Membership, Programming, and Ways and Means. Each committee shall be headed by one of the Vice Presidents in accordance with Article IV. Each respective Vice President shall select additional committee members as required.
3. The President may appoint a Parliamentarian from the Board of Directors who shall also serve as the chairman of the Committee on By-Laws. The Parliamentarian shall be conversant with the By-Laws and Robert's Rules of Order (Revised), and shall assist the presiding officer in ruling upon any question of parliamentary rule, order or procedure.

4. The President shall appoint a Nominating Committee in February of each year. The President should try to appoint at least two members from the general membership and three members from the Board of Directors to the Committee. Committee members shall be ineligible for nomination by committee.
5. The President may appoint additional committees as may be necessary.

ARTICLE VII. ELECTIONS

1. A nominating Committee shall submit its list of nominees to the Secretary who shall mail the nominations to the entire membership at least two weeks prior to the Annual Meeting. Additional nominations may be submitted by the written motion of any member directed to the Secretary, provided that said nomination bears the signature of 4 additional seconding members, and be received not less than 5 days prior to the Annual Meeting.
2. Balloting for officers shall take place in separate elections at the Annual Meeting. Where there are more than two nominees for any office, plurality shall be sufficient to elect. The office of the President shall be first, followed by the office of Membership Vice President, then by the office of Programming Vice President, and then by the office of Ways & Means Vice President. In the event that only one candidate has been nominated for a particular office, the Secretary shall be directed to cast his vote for that candidate, who shall be elected unanimously.
3. Directors shall be elected in a single ballot wherein voting shall be non-cumulative. Each member shall cast one vote for each vacancy to be filled, and those candidates receiving the highest number of votes shall be declared elected.
4. The officers and directors who are elected shall not function until they have been formally installed at the Men's Club Shabbat at the end of the year.

ARTICLE VIII. MEETINGS

1. Regular meetings of the organization shall be held once each month from September to May.
2. Regular meetings of the Board of Directors shall be held once each month from September to May.
3. The president may call additional special meetings as necessary with a specified agenda announced in advanced of the special meeting.
4. Upon written request from 2 officers or 20 members, the president shall call a special meeting.
5. A quorum for the legal transaction of business at a general meeting shall consist of 10

members. A quorum for the Board of Directors shall consist of 10 members. The Secretary shall determine whether a quorum exists at each meeting.

ARTICLE IX. DUES AND ASSESSMENTS

1. The annual dues of the organization shall be in such amount as may be determined by the Board of Directors and shall be announced and payable in advance of the September meeting.
2. Members who by the first of January shall have been declared in arrears in payments of dues, shall be ineligible to vote or to hold office until such payment is made, provided, however, that for extenuating circumstances, the Board of Directors may grant extension of time for such member as requests extension.
3. Special assessments may be levied upon recommendation of the Board of Directors with approval of a majority of the membership.

ARTICLE X. PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Revised) shall govern the procedure of the organization except where the By-Laws differ. In such event, the provisions of the By-Laws shall take precedence.

ARTICLE XI. REVISION OR AMENDMENT OF THE BY-LAWS

The By-Laws may be revised or amended at any regular meeting of the organization, provided that the proposed revision or amendment shall have been introduced and discussed at the regular meeting immediately preceding. An affirmative vote of a majority of members present shall be required for adoption.