

# **CONSTITUTION FOR SHIR AMI MEN'S CLUB**

## **PREAMBLE**

We, the men of Shir Ami Men's Club, affirming our faithful attachment to Reform Judaism, do hereby join together and declare this to be our constitution.

## **ARTICLE I**

### **NAME**

The name of this organization shall be: Shir Ami Men's Club.

## **ARTICLE II**

### **PURPOSE/MISSION STATEMENT**

The purpose of this Men's Club shall be to serve as an auxiliary of the Shir Ami Bucks County Jewish Congregation. There are four areas of focus:

1. Educational Endeavors – Develop spiritual, cultural and educational opportunities amongst our members beyond regularly scheduled classes.
2. Synagogue – Support the various synagogue projects through the methods of contribution or donated time by club members.
3. Extracurricular Activities – Provide dinners, sporting events, competitive events and other types of social gatherings to foster comradery among our members.
4. Community – Sponsor either through contributions or donated time by the club members to assist the community.

Men's Club will select and maintain an affiliation with an accredited national organization. An example of this is The National Federation of Temple Brotherhoods.

## **ARTICLE III**

### **MEMBERSHIP**

Any man who affirms his support of Reform Judaism and who subscribes to the purposes of this Men's Club shall be eligible for membership.

## **ARTICLE IV**

### **OFFICERS AND DIRECTORS**

Sec. 1. The officers shall be a President, Vice President(s), Secretary, Treasurer.

Sec 2. Officers must be members in good standing of the congregation and the Men's Club. Good standing is defined as being a paid up member of the Synagogue and the men's Club.

Sec. 3. The duties of said officers shall be those usually incumbent upon their respective positions or as specified in the By-laws.

Sec. 4. All officers shall be elected at an annual meeting of the Men's Club. The President, Vice-President(s), Secretary and Treasurer shall hold office for two (2) years. These officers will constitute the Executive Board.

Sec. 5. No officer shall hold the same office for more than two (2) consecutive terms except as specified in the By-laws.

Sec. 6. The President shall appoint, at least two (2) months prior to such annual meeting, a nominating committee whose duty it shall be to present a list of nominees for all offices to be filled. Such a list shall be sent to the membership at least one month preceding such annual meeting. Additional nominations may be made by written notice directed to the chairman of the nominating committee not less than two (2) weeks prior to such annual meeting, signed by not less than five (5) members in good standing. The chairman shall send a list of such further nominations to the membership at least one (1) week prior to annual meeting.

## **ARTICLE V**

### **COMMITTEES**

Sec. 1. Committees shall be appointed at the discretion of the President

## **ARTICLE VI**

### **MEETINGS**

Sec. 1. The annual meeting shall be held during the month of December; notice of the date of said meeting shall be mailed to the membership no later than two (2) weeks previous to the meeting.

Sec 2. The President shall schedule monthly General Board meetings. All attendees in good standing will constitute the General Board.

Sec. 3. Special meetings of the membership may be called at the discretion of the President, or otherwise as provided in the By-laws.

**ARTICLE VII**

**QUORUM**

Sec. 1. 40% of the paid up membership shall constitute a quorum for the transaction of business at the annual meeting of the Men's Club

Sec. 2. The President (or an officer appointed by the President) along with at least two (2) other members in good standing in attendance at the monthly general board meeting shall constitute a quorum.

**ARTICLE VIII**

**AMENDMENTS**

This constitution may be amended by a two-thirds vote of members in attendance at any meeting of the membership, provided that a copy of the proposed amendment shall be sent to each member at least one month prior to the meeting at which such action is to be taken, and further provided that the proposed amendment is read at the meeting preceding the meeting at which such action is to be taken.

**ARTICLE IX**

**GOVERNANCE**

In all cases of governance not specifically covered by this constitution, Robert's Rules of Order, as revised, shall be accepted as authority.

**MODEL**  
**BY-LAWS OF THE**  
**SHIRAMI MEN'S CLUB**

**ARTICLE 1**

**FISCAL YEAR**

The fiscal year of the Men's Club shall begin on the first day of July and end on the last day of June each year.

**ARTICLE II**

**MEETINGS**

Sec. 1. ANNUAL MEETINGS OF MEMBERS. The annual meeting of members shall be held during the month of December, the exact date to be fixed by the President. The meetings shall be held at such place as the President may designate.

Sec. 2. SPECIAL MEETINGS of the membership may be called by the President when deemed advisable or necessary to have such meetings in order to promote the purpose of the Men's Club.

Sec. 3. NOTICE OF MEETINGS. Notice of the time and place of all meetings of membership shall be given by the President or Secretary. The notice of each annual/special meeting shall be printed in the Temple Bulletin or shall be emailed to each member at his last known email address, as it appears on the books of the Men's Club, no later than two (2) weeks before the date of the meeting.

**ARTICLE III**

**OFFICERS**

Sec. 1. The officers shall be the President, Vice President(s), a Secretary and a Treasurer.

Sec. 2. No one shall be eligible to hold any office unless he is a member in good standing of the Shir Ami Men's Club and the Congregation.

Sec. 3. All officers shall be elected at the annual meeting of the Men's Club held in the odd numbered years and shall hold office for two (2) years.

Sec. 4. Any officer absent for three (3) consecutive General Board meetings, without sufficient reason may at the discretion of the Executive Board forfeit his position and his office shall be considered vacant. It will be filled pursuant to Article IV Sec. 4.

Sec. 5. All vacancies, shall be filled by the President until the next annual meeting

Sec. 6. The principal duties of the officers shall be as follows:

- (a) The President shall be the general executive officer of the Men's Club. He shall attend and preside at all meetings of the Men's Club. He shall be the Men's Club representative to the Board of Directors of Congregation Shir Ami. He shall attend meetings of said board and shall make a report of such proceedings at the subsequent meeting of the General Board. He shall be an ex-officio member of each committee and shall perform such other duties as may be prescribed by the By-laws. The President shall have the authority to assign specific roles to all officers of the Executive Board.
- (b) The Executive Vice-President shall serve as chairman or co-chairman of each standing committee and shall perform such other duties as may be directed by the President. Additional Vice-Presidents may be nominated by the nominating committee and assigned responsibilities by the President.
- (c) The Secretary shall keep a record of all transactions of the meetings of the membership. He will make minutes from General Board meetings available to all members of Men's Club and will present minutes at next meeting for final approval. He shall also perform such other duties as prescribed by the By-laws or at the direction of the President.
- (d) The Treasurer shall have charge of the financial affairs and books of the Men's Club, and shall render to the President, Directors and members whenever required a report of the financial condition of the organization. He will be part of the Budget Committee and assist the President in proposing the budget for fiscal year. He shall also perform such other duties as may be required of him by the By-laws, or at the direction of the officers.

Sec. 7. The President and the Vice-President shall not be permitted to hold office for more than two (2) consecutive terms. The Secretary and Treasurer shall be permitted to hold their offices for an unlimited number of consecutive terms.

**ARTICLE IV**

**FINANCIAL**

Sec. 1. The President is authorized to approve any (all) expenditures under \$101. Checks under \$250 may be issued with one authorized signature. All checks of \$251 and over require two (2) authorized signatures. Authorized signatures are President, Executive Vice-President, Treasurer and at the discretion of the President, the immediate Past President

**ARTICLE V**

**COMMITTEES**

Sec. 1. Committees shall be established by the President.

**ARTICLE VI**

**GOVERNANCE**

In all cases of governance not specifically covered by the constitution, Robert's Rules of Order, as revised, shall be accepted as authority.

**ARTICLE VII**

**DUES**

Sec. 1. Annual dues shall be established by the Executive Board.

Sec. 2. Any member who has failed to pay his dues for the current fiscal year by February 1<sup>st</sup> of that fiscal year shall automatically be dropped from the membership roster. Such members will then be re-admitted to membership upon payment of the dues for the current fiscal year in which he applies for membership.

**ARTICLE VIII**

No amendment of these By-laws shall be made unless the proposed amendment is made in writing to the Executive Board. The proposed amendment shall be read and entered into the minutes of the meeting at which such proposal was submitted; to be laid over

until the next General Board meeting. It shall then be acted upon. Upon approval of an affirmative vote of two-thirds (2/3) of the members present and voting, it shall be adopted.

**Revised and Approved: July 21, 2005**