

# **CONSTITUTION**

**OF**

## **CONGREGATION HESKA AMUNA**

### Constitution Committee Congregation Heska Amuna

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- Amended 2013
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- Amended 2020

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## **CONSTITUTION OF CONGREGATION HESKA AMUNA**

- *Adopted 2001*
- *Amended 2020, 2019, 2013, 2012, 2020*

### **PREAMBLE**

For the purpose of promoting the cause of Judaism and maintaining a Jewish Congregation in the City of Knoxville, Tennessee, (and cemetery connected therewith), this Congregation was incorporated under the special act of the Legislature of the State of Tennessee, passed October 13, 1890, to be known as Congregation Heska Amuna.

### **ARTICLE 1 -- NAME, PURPOSE, AND MISSION STATEMENT**

**NAME.** This congregation shall be known as Congregation Heska Amuna.

**PURPOSE.** This Congregation shall be designated and function as a Conservative Jewish Congregation. This Congregation has been established to build and maintain a synagogue -- the Jewish people's Beit HaKnesset, Beit HaMidrash and Beit HaTefillah -- as a house of assembly, study and prayer.

**MISSION.** The mission of the Congregation is to meet the needs of its members and the Jewish community in general, by providing opportunities through religious services, educational formats, cultural, social and recreational activities for the Jews of the community, and appropriate burial and funeral practices in the tradition of Conservative Judaism.

The Congregation is committed to the principles and values of Conservative Judaism. The Congregation is dedicated to:

- The sanctification of one God as part of a people chosen to seek His laws
- The study of *Torah* which leads to the observance of the *mitzvot*
- The principle of *Klal Yisrael* which focuses the Congregation to reach out to all Jews irrespective of affiliation
- The Land of Israel, *Eretz Yisrael*, which is seen as the historic homeland of the Jewish people, a spiritual resource for Torah learning, the center of a Jew's liturgical attention and for the ingathering of Jews -- physically and spiritually

The Congregation seeks to:

- Transform the lives of Jews through the observance and teaching of *mitzvot*
- Refine the moral and ethical behavior of all people by Jewish teaching demonstrated by Torah and Talmudic descriptions



- Create a *kehillah*, a Jewish village, which molds a child and an adult into a responsible citizen of the world.

## **ARTICLE 2 -- AFFILIATION**

**2.1** The Congregation shall follow the forms, practices, and usages of Conservative Judaism and shall be guided by the principles of the United Synagogue of Conservative Judaism.

**2.2** Any decision to affiliate with or to end affiliation with a national association of congregations shall be made by the membership at a special meeting called for this purpose.

## **ARTICLE 3 -- MEMBERSHIP AND PRIVILEGES**

### **3.1 ELIGIBILITY**

**3.1.1** Any Jewish person who is eighteen years of age is eligible for regular membership.

**3.1.2** A person born of a Jewish mother or who has been converted to Judaism according to *Halakhic* requirements is a Jew.

**3.1.3** Additional criteria for membership may be established by the Board of Trustees.

### **3.2 METHOD OF APPLICATION AND ELECTION**

**3.2.1** An applicant for membership shall make application through the Membership Committee.

**3.2.2** The applicant's name shall be presented at a regular meeting of the Board of Trustees or at a regular meeting of the Congregation, and the applicant shall satisfy the current requirements for membership applications as approved in advance by the Board of Trustees.

**3.2.3** A majority vote of the members of the Board of Trustees present at a meeting of the Board shall be required for approval of membership in the Congregation. Election of the member may take place by a closed ballot.

**3.2.4** If an applicant is delinquent in paying financial obligations to any other

Congregation, he or she must resolve such delinquency and furnish evidence that such delinquency has been resolved.

### **3.3 GOOD STANDING**

A member shall cease to be in good standing if his or her financial obligations are not paid by the due date established by the Board of Trustees.

### **3.4 PRIVILEGES AND RIGHTS OF A MEMBER**

**3.4.1** Any member in good standing may have the use of the Synagogue building for *Minyan*, marriage ceremony, funeral service, or other appropriate life cycle event or celebration, upon arrangement with the Chair or the Chair's designee subject to such fees, charges and rules and regulations as adopted by the Board of Trustees from time to time.

**3.4.2** Members in good standing shall also enjoy the following privileges subject to such fees, charges, rules and regulations as may be established by, or pursuant to the authority of, the Board of Trustees:

- *Talmud Torah* (studies) for the member's dependent children
- the religious and counseling services of the Rabbi as provided by the Congregation
- the use of the *Mikveh*, if any
- a burial space in the Congregation's cemetery as set forth in Article 15
- the right to reserve a specific cemetery lot at a price agreed upon with the Cemetery Committee as provided in Article 15
- the right to participate in *Tefillot* (religious services) and *Talmud Torah* (studies) conducted or sponsored by the Congregation
- the right to celebrate the *Bar Mitzvah* or *Bat Mitzvah* of a member or a member's child
- the right to secure seating for all religious services
- the right to participate in the educational, cultural and social programs of the Congregation
- the right to attend all meetings of the Congregation and to have a voice and a vote at such meetings
- the right to call on the *Klei Kodesh* (Rabbi and/or Cantor, if any) and professional staff for Jewish needs and Jewish life cycle events
- the right to hold office in the Congregation when eligible and duly elected or appointed

- the right to enjoy such other privileges as are permitted by a vote of the Board of Trustees or by a vote of the membership of the Congregation

Each partner in a member family unit otherwise eligible for membership is entitled to all the privileges and rights of membership.

### **3.5 RESIGNATION OF A MEMBER**

**3.5.1** The resignation of a member shall be presented at the next regular meeting of the Board of Trustees and noted in the minutes. *(Approved June 2019)*

**3.5.2** Any former member who has resigned may reapply for membership provided all past obligations shall have been paid. Said application shall follow the procedure as herein set forth.

### **3.6 FAILURE TO RESIGN AFTER MOVING**

**3.6.1** A member who has moved his or her residence more than one county away from Knox County, Tennessee, without submitting a letter of resignation, and who is, or becomes, delinquent in the payment of any financial obligations to the Congregation shall be deemed to have resigned after written notice is given to the delinquent member at the last address registered with the Congregation.

**3.6.2** The Board of Trustees shall determine the length of notice to be given before such resignation takes effect, and the Board of Trustees or its designee may make such determinations either on a case by case basis or as a matter of general policy as the Board of Trustees deems appropriate.

**3.6.3** In the event the Board of Trustees fails to provide for such notice, then such resignation shall be deemed effective at the expiration of the thirtieth (30th) day following the date of written notice of such delinquency which notice shall be sufficient if either delivered personally or otherwise delivered or mailed by United States mail, First Class, postage prepaid.

### **3.7 SUSPENSION AND EXPULSION OF A MEMBER**

**3.7.1** A member in arrears of any financial obligations for three (3) months shall be given notice by the Financial Vice Chair for the amount of his or her indebtedness. The Board of Trustees shall determine when financial obligations are due, and that determination shall be deemed to establish the time from which arrearages accrue.

**3.7.2** If said member does not pay the amount of his or her indebtedness within thirty (30) days of such notice, or give satisfactory reasons for not so doing to the Board of Trustees or its designee, in the absolute discretion of the Board of Trustees, it shall be the duty of the Board of Trustees to declare said member suspended at its next regular meeting following the expiration of the said thirty (30) day notice.

**3.7.3** A member, so suspended by the Board of Trustees, shall not have any of the privileges of a regular member.

**3.7.4** A notice of the suspension shall be mailed or delivered to the member, and the membership rights of the member shall be terminated automatically and without further action in the event the member does not deliver to the Congregation payment in full of all of the member's indebtedness (including indebtedness due but not delinquent) through the date of the notice of suspension.

**3.7.5** In the event such indebtedness is not paid in full within such sixty (60) day period, then the membership shall be deemed terminated and the member shall be deemed expelled from the Congregation.

**3.7.6** If an expelled member wishes to reapply for membership, the member may do so by making proper application for membership accompanied by payment of all obligations to the Congregation up to the date of the member's expulsion, and the member's application shall follow the regular course as provided in this Article.

**3.7.7** In addition to the foregoing, burial rights and privileges shall be deemed suspended, and shall not be an obligation of this Congregation, for any member in arrears and said member's household unless such arrearages are paid before any such funeral or burial services are rendered or arrangements are made for the payment of such obligations satisfactory to the Board of Trustees or its designee. (***Wording change approved June 2019***)

**3.7.8** Any membership may be suspended or terminated for conduct which the Board of Trustees deems to bring discredit upon Jews, the Congregation, or the Jewish community.

**3.7.8.1** Such suspension or termination shall be proposed at any regular or special meeting of the Board of Trustees. If passed, the proposal shall be heard again at the next regular meeting of the Board of Trustees. The suspension or termination shall be effective immediately upon passage by a vote of the two thirds of the total aggregate number of members of the Board of Trustees.

**3.7.9** This form of suspension or termination is in addition to, and not a limitation of prior forms in this Article.

### **3.8 DEATH OF A MEMBER**

Upon the death of a member, his or her membership in this Congregation shall cease. The provisions of Article 3.7.7 shall apply.

### **3.9 FORMS OF MEMBERSHIP**

**3.9.1 VOTING RIGHTS.** Each regular or honorary member shall be entitled to one vote.

#### **3.9.2 REGULAR MEMBERSHIP**

**3.9.2.1** Regular membership may be extended to any Jewish person who is age eighteen (18) or older.

**3.9.2.2** Regular membership shall entitle such person to all membership privileges.

**3.9.2.3** The Jewish child or children of a member may be considered Special Members, who shall not be entitled to vote. Such child or children shall be considered as special members in the event they are either (i) under the age of 18, (ii) a full time student and under the age of twenty-five and not married, or (iii) under the age of twenty-five and either residing with such parent or parents or residing in an institution and not able to earn a minimally self supporting income by reason of a mental or physical medical condition.

**3.9.2.4** Notwithstanding anything to the contrary elsewhere in this Constitution, members who are married to each other shall be, and hereby are, jointly and severally liable for all of their respective financial obligations to the Congregation incurred by either of them during their marriage.

**3.9.2.5** Membership for those under 33. Membership dues of \$180, which includes dues, Sisterhood dues, and no Building Fund. (***Approved August 9, 2012***)

### **3.9.3 HONORARY MEMBERSHIP**

**3.9.3.1** To be eligible for honorary membership, a person must also be eligible for regular membership, and shall have worked in the interest of the Congregation sufficiently to deserve this special honor. An honorary member may be relieved of the payment of dues.

**3.9.3.2** An honorary membership may be proposed by nomination by the Board of Trustees and approved by any regular meeting of the general membership.

### **3.9.4 SPECIAL, NONVOTING MEMBERSHIPS**

The Board of Trustees may also elect special members in the following categories, and voting privileges shall not attach to the following categories of membership.

**3.9.4.1 JUNIOR MEMBERSHIP.** Any Jewish boy or girl between the ages of 13 and 18 may be eligible for Junior Membership, with all privileges, including Cemetery privileges, upon payment of dues as provided by the Ways and Means Committee.

**3.9.4.2 PROFESSIONAL MEMBERSHIP.** This membership may be conferred upon the following: the Rabbi of the Congregation, and spouse and children of the Rabbi; the Cantor of the Congregation and spouse and children of the Cantor; other members of the professional staff of the Congregation such as Educational Director, Youth Director, Executive Director and spouse and children of such professional staff; or any or none of them.

**3.9.4.3 TZEDEK, TZEDEK, TIRDOF.** The Board of Trustees or the Members (by vote at a meeting) may extend special membership to such persons who, by reason of a mental or physical medical condition, are entitled to *Tzedakah* as members of the community of Jews.

### **3.9.4.4 DUAL MEMBERSHIP**

**3.9.4.4.1** Persons who would otherwise be regular members under this Article may be afforded dual membership status as provided in this Section.

**3.9.4.4.2** To hold dual membership, the member shall declare in writing in a manner prescribed by the Board of Trustees that Heska Amuna congregation is the member's secondary congregational membership and that the following regular membership privileges are waived and relinquished: *Talmud Torah* for the member's dependent children; celebration of *Bar Mitzvah* or *Bat Mitzvah* of a child of a member; burial privileges otherwise provided in Article 15.

**3.9.4.4.3** To be eligible for dual membership, the member must hold a primary membership for life cycle activities in another institution or congregation, and the dual members shall agree to maintain such other primary membership or, upon terminating such other membership, to declare Heska Amuna congregation as the primary membership.

**3.9.4.4.4** During such time as Heska Amuna is properly the secondary membership of the member, the dues and assessment obligations may be reduced to such amount as the Board of Trustees deems appropriate, but no less than one-half (1/2) of the amount that would otherwise be charged to a regular member in reasonably comparable circumstances as those circumstances are determined by the Board of Trustees or its delegatee.

**3.9.4.4.5** Approval of secondary membership shall be conditioned on all financial obligations to the primary congregation being paid in full and evidence of such shall be submitted with the application for secondary membership.

#### **3.9.4.5 APPLICATION FOR SPECIAL MEMBERSHIP**

An application for special membership shall be made in writing to the Membership Committee. In the cases of children over the age of eighteen and of applicants based on the principles of *Tzedakah*, as well as any other classes of membership to the extent relevant, the membership committee or Chair (or the designee of the Chair) shall be entitled to inquire and to obtain verification with respect to the medical condition of the applicant, the participation of the applicant's family members in the greater Knoxville, Tennessee Jewish community, and its financial resources.

### **ARTICLE 4 -- FINANCIAL OBLIGATIONS**

**4.1** In accordance with the directives and policies of the Board of Trustees, financial commitments shall be set in such amounts to meet the Congregation's financial

requirements.

**4.2** Any member may appeal his or her dues assessment by communicating in writing to the Ways and Means Committee. The decision of the Ways and Means Committee may be appealed to the Board of Trustees.

**4.3** Members resigning from the Congregation or having their memberships revoked are obligated to pay all financial obligations incurred through the month of withdrawal or revocation.

## **ARTICLE 5 -- MEETINGS OF THE CONGREGATION**

### **5.1 ANNUAL MEETING**

The annual meeting of the Congregation shall be held during the month of June, unless the Board sets a different date which does not lengthen the terms of the officers.

### **5.2 SPECIAL MEETINGS**

Special meetings of the Congregation shall be called upon thirty days written notice to all members of the Congregation by the Chair at his or her discretion, by the Board of Trustees when deemed necessary by a majority of those present at a regular or special Board meeting, or upon petition by twenty-five regular members in good standing.

**5.3 PRESIDING OFFICIAL.** The Chair shall preside at all meetings of the Congregation.

**5.4 QUORUM.** Twenty-five members in good standing, of which at least ten members must be members of the Board of Trustees, shall constitute a quorum at all meetings of the Congregation.

## **ARTICLE 6 -- BOARD OF TRUSTEES**

### **6.1 DUTIES AND EXPECTATIONS**

**6.1.1** Except as otherwise provided in this Constitution, the management and administration of all affairs of the Congregation and its property shall be vested in the Board of Trustees (sometimes referred to as "the Board").

**6.1.2** Without limiting the scope of Article 6.1.1 in any way, except as otherwise



provided in this Constitution, the Board of Trustees shall have the authority to hire and discharge employees of the Congregation and may delegate such authority.

**6.1.3** Board members are expected to assume leadership roles in the Congregation and Jewish community.

**6.1.4** Board members are expected to serve and enhance the welfare of the Congregation and its members without personal gain.

**6.1.5** Board members are expected to uphold the Constitution of this Congregation and the resolutions of the Board.

**6.1.6** Board members are expected to regularly attend all regular or special meetings of the Board or Congregation.

**6.1.7** Board members are expected to actively participate in the work of at least one committee of the Board.

**6.1.8** Board members are expected to preserve the confidences of the Board and the Congregation.

**6.1.9** See, also, Article 11 regarding budget authorization and appropriation.

## **COMPOSITION**

**6.2.1** The Board of Trustees shall consist of the following members: Chair, Chair-elect, Past Chair, President, President-Elect, Past President, Treasurer, Secretary, Financial Vice Chair, Fundraising and Development Vice Chair, Membership Vice Chair, Program Vice Chair, Youth Education Vice Chair, Adult Education Vice Chair, Facilities Vice Chair, Women's League President, Men's Club representative, and up to five (5) at-large members.

**6.2.2** The Rabbi shall be a non-voting member of the Board of Trustees.

## **6.3 ELECTION AND TERMS**

**6.3.1** At-large members of the Board of Trustees shall be elected by the Congregation at an annual meeting held in June. At-large members of the Board of Trustees shall be

elected for terms of two years. All members of the Board of Trustees shall take office immediately upon election and shall continue to serve until their successors are elected.

**6.3.2** Since their election to office is not to occur until the subsequent Board meeting, the members nominated by the Nominating Committee to be Financial Vice Chair, Program and Membership Vice Chair; Education Vice Chair; and Facilities and Human Resources Vice Chair shall initially be nominated to the Board as at-large members. If a member nominated by the Nominating Committee for one of these offices is not elected by the Congregation to the Board, or to the office by the Board, the Board shall fill the office from among its at-large members.

**6.3.3** Unless otherwise specified in this Constitution, in the event of a vacancy on the Board of Trustees, a successor shall be elected to fill the unexpired term by the Board of Trustees at its next regular meeting.

**6.3.4** At-large members of the Board of Trustees may serve a maximum of four consecutive terms as at-large members, plus any portion of an initial unexpired term.

**6.3.5** At the first general election following adoption of this Constitution, the seven members who receive the largest number of votes shall be elected for a term of two years; and the remaining six members shall be elected for a term of one year.

## **6.4 MEETINGS**

### **6.4.1 REGULAR MEETINGS**

The Board of Trustees shall meet at least six times a year. *(Amended June 2019)*

### **6.4.2 SPECIAL MEETINGS**

Special meetings of the Board of Trustees may be called by the Chair as needed on five days notice to all members of the Board of Trustees, and must be called on such notice by the Chair at the written request of seven members of the Board of Trustees. Any notice or request for a special meeting shall state the business to be conducted at the meeting, and no other business than that stated in the notice or request may be transacted at a special meeting.

### **6.4.3 QUORUM AND VOTING**

**6.4.3.1** A quorum of the Board of Trustees shall consist of a majority of the members

in office immediately before a meeting begins. No binding vote may be taken unless there has been a quorum properly declared. Unless otherwise specified in this Constitution or by applicable law, each matter voted upon shall be decided by a majority of the members present. The Chair shall not vote but may vote to break ties occurring in votes.

**6.4.3.2** To allow the Synagogue's committees and Boards to take votes by electronic means, when the Chairperson for the relevant body deem it necessary ***(Approved June 24, 2012)***

## **6.5 PERMANENT POLICIES**

A permanent record of all rulings, policies, and procedures approved by the Board of Trustees pertaining to the general and routine operation of the Congregation shall be maintained with Congregational copies of the Constitution as specified in Article 18 and shall be used by the officers and the Board of Trustees in governing the operation of the Congregation. Items shall be added to this record by vote of the Board of Trustees. The Secretary shall be responsible for maintaining and updating this record.

## **6.6 REMOVAL OF MEMBER**

Any member of the Board of Trustees who fails to attend two consecutive regular meetings of the Board, or who, fails to become a member of at least one committee, without excuse satisfactory to the Board, shall be notified in writing by the Secretary, through registered mail, that failure to attend the next regular meeting will automatically result in his or her removal from the Board.

## **ARTICLE 7 -- OFFICERS**

**7.1.1** The Congregation shall be led by the following officers: Chair, Chair Elect, Financial Vice Chair, President, President Elect, Program and Membership Vice Chair, Education Vice Chair, Facilities and Human Resources Vice Chair, Secretary, Treasurer.

**7.1.2** No person may hold more than one office concurrently, except that the Chair Elect may also hold another position elected by the Board.

## **7.2 ELECTION AND TERMS**

### **7.2.1 THE CHAIR AND THE PRESIDENT**

The Chair Elect shall assume the position of Chair automatically at the end of the

Chair's term of service, and the President Elect shall assume the position of President automatically at the end of the President's term of service.

### **7.2.2 BY THE CONGREGATION**

The Chair Elect, President Elect, Secretary and Treasurer shall be elected by the Congregation at an annual meeting held in June. All these officers shall take office immediately upon election and shall continue to serve until their successors are elected. *(Wording amended June 2019)*

### **7.2.3 BY THE BOARD**

The Financial Vice Chair, Program and Membership Vice Chair, Education Vice Chair, and Facilities and Human Resources Vice Chair shall be elected by the Board of Trustees at its first meeting after the Congregation's annual meeting. All these officers shall take office immediately upon election and shall continue to serve until their successors are elected. *(Wording amended June 2019)*

### **7.2.4 TERMS**

The term of the Chair and the Chair Elect shall for be two years. The Chair and the Chair Elect may serve only two terms, plus any portion of an initial unexpired term. All other officers shall be elected to one-year renewable terms and may serve a maximum of four consecutive terms in any one office, plus any portion of an initial unexpired term.

### **7.2.5 UNEXPIRED TERMS**

**7.2.5.1** An unexpired term of the Chair or the President shall be filled by the Chair Elect or the President Elect, as the case may be. In the event the Chair Elect or the President Elect declines to serve, the Board shall elect a successor. In such an event, a Chair Elect shall preside until such time as the election of a successor Chair takes place.

**7.2.5.2** An unexpired term of an officer other than the Chair or the President shall be filled by the Board of Trustees at its next regular meeting.

## **ARTICLE 8 -- NOMINATING COMMITTEE**

### **8.1 APPOINTMENT**

A Nominating Committee shall be appointed by the Chair not later than thirty days before the annual meeting of the Congregation in June. Such committee shall include

the Chair, the Chair Elect, and at least two members from the Congregation at-large who are not members of the Board of Trustees.

## **8.2 NOMINATIONS**

The Nominating Committee shall nominate candidates for all offices (except the Chair and the President) and all at-large vacancies on the Board of Trustees. All nominees must be members of the Congregation in good standing.

## **8.3 NOTICE**

At least ten days prior to the date of the annual meeting, the names of the candidates nominated by the Nominating Committee shall be published to the membership at-large by letter and through the membership newsletter or other such publication and shall be posted in a conspicuous place in the synagogue.

## **8.4 VOTING**

All such nominees shall be listed in alphabetical order on a printed ballot, within the proper category. Further nominations for any of the above officers may be made from the floor and inserted on the ballot at the time of the election.

# **ARTICLE 9 -- DUTIES OF THE OFFICERS**

## **9.1 GENERAL**

All officers shall carry out directions which are addressed to that officer by the Board of Trustees and this Constitution.

## **9.2 CHAIR**

It shall be the duty of the Chair to:

- a. serve as the Chief Executive Officer of the Congregation;
- b. preside at all meetings of the Congregation, the Board of Trustees and the Executive Committee (See Article 12.1);
- c. call all meetings of the Congregation, the Board of Trustees, and the Executive Committee, except as otherwise specified in this Constitution;
- d. sign all agreements, contracts, deeds, and other legal documents on behalf of the Congregation, pursuant to authorization by the Congregation, the Board of Trustees, this Constitution, or applicable law;
- e. be a signatory of checks, vouchers, and notes. Such checks, vouchers, and notes over an amount established by the Board shall be signed by at least two of the

Chair, the Treasurer, and the Financial Vice Chair, and neither of the two signatories shall be related as sibling, parent and child, or husband and wife; ***(Amended June 2019)***

- f. appoint all standing and special committees, and designate their chairs, in consultation with the Vice Chairs;
- g. serve as an ex-officio member on all committees;
- h. present a full written annual report of the progress of the Congregation during the year at the annual meeting of the Congregation; and
- i. Notwithstanding any other provision of this constitution, oversee personnel matters; ***(Approved June 2019)*** and
- j. In the event of an emergency requiring immediate expenditure of unbudgeted funds between regular meetings of the Board of Trustees, the Chair may cause funds to be spent in an amount not to exceed \$1,000.00. Such expenditures shall be reported to the Board of Trustees at its next meeting.

### **9.3 CHAIR ELECT**

It shall be the duty of the Chair Elect to:

- a. assist the Chair in discharge of all duties and fill the position of Chair in the event of a vacancy in that office, as further described in Article 7.2.4.1; and
- b. to preside over meetings of the Congregation and the Board in the absence of the Chair.

The Chair Elect may also concurrently hold the position of Financial Vice Chair, Program and Membership Vice Chair; Education Vice Chair, or Facilities and Human Resources Vice Chair.

### **9.4 FINANCIAL VICE CHAIR**

It shall be the duty of the Financial Vice Chair to:

- a. serve as chief financial officer of the Congregation;
- b. serve as Chair or Co-Chair of the Ways and Means Committee;
- c. oversee and advise the Chair on the operation of those committees which are charged with financial affairs of the Congregation, for example, budget, fundraising, ways and means, honorials and memorials, and long range financial planning;
- d. monitor and address arrearages of members and initiate actions as specified in Article 3.7.1;
- e. oversee preparation of the annual operating budget;

- f. be a signatory of checks, vouchers, and notes. Such checks, vouchers, and notes over an amount established by the Board shall be signed by at least two of the Chair, the Treasurer, and the Financial Vice Chair, and neither of the two signatories shall be related as sibling, parent and child, or husband and wife; ***(Amended June 2019)*** and
- g. perform such other duties assigned by the Chair or the Board.

## **9.5 PRESIDENT**

It shall be the duty of the President to:

- a. train the President Elect for succession at the end of the President's service;
- b. arrange for, in conjunction with the Rabbi and the Rabbi and Religious Services Committee, the schedule for and content of religious services; holiday observances; life cycle events including B'nai Mitzvah, Chevrah Kadisha, Chesed Committee, Brit Milah, and baby namings; and other religious functions;
- c. arrange for, in conjunction with the Rabbi, lay membership participation in religious services, and to arrange for such participation in the absence of a Rabbi;
- d. arrange for, in conjunction with the Rabbi, suitable Chazzanim for all religious services, and to arrange for such Chazzanim in the absence of a Rabbi, in conjunction with the Rabbi and Religious Services Committee;
- e. oversee the maintenance of the rules of Kashrut in the synagogue;
- f. maintain a seat of honor on the Bimah during religious services;
- g. identify, in consultation with the Chair, an assistant to train for succession at the end of the President's service;
- h. oversee and advise the Chair on the operation of those committees charged with matters of religious observance and ritual and the Rabbi; and
- i. perform such other duties as are assigned by the Chair or the Board.

## **9.6 PRESIDENT ELECT**

It shall be the duty of the President Elect to:

- a. assist the President in discharge of all duties and fill the position of
- b. President in the event of a vacancy in that office, as further described in Article 7.2.4.1; and
- c. preside over meetings of the Rabbi and Religious Services Committee in the absence of the President.

### **9.7 FUNDRAISING AND DEVELOPMENT VICE CHAIR**

It shall be the duty of the Fundraising and Development Vice Chair to:

- a. oversee and advise the Chair on the operation of a committee to raise funds and perform long term development functions;
- b. identify, in consultation with the Chair, an assistant to train for succession at the end of the Vice Chair's service; and
- c. perform such other duties as are assigned by the Chair or the Board.

### **9.8 MEMBERSHIP VICE CHAIR**

It shall be the duty of the Membership Vice Chair to:

- a. oversee and advise the Chair on the operation of a committee to retain current members, reach out to attract new members, and process membership applications;
- b. identify, in consultation with the Chair, an assistant to train for succession at the end of the Vice Chair's service; and
- c. perform such other duties as are assigned by the Chair or the Board.

### **9.9 PROGRAM VICE CHAIR**

It shall be the duty of the Program Vice Chair to:

- a. oversee and advise the Chair on the operation of a committee to retain current members, reach out to attract new members, and process membership applications;
- b. oversee and advise the Chair on the operation of those committees charged with programs for all age groups from youth to seniors;
- c. recommend and initiate projects and programs to enhance the mission of the Congregation;
- d. oversee an annual calendar for coordination and scheduling of all groups and committees;
- e. identify, in consultation with the Chair, an assistant to train for succession at the end of the Vice Chair's service; and
- f. perform such other duties as are assigned by the Chair or the Board.

### **9.10 YOUTH EDUCATION VICE CHAIR**

It shall be the duty of the Youth Education Vice Chair to:

- a. oversee and advise the Chair on the operation of the religious school, and of those committees charged with overseeing the religious school and religious



- preparation, including preparation for B'nai Mitzvah and religious observances for youth;
- b. identify, in consultation with the Chair, an assistant to train for succession at the end of the Vice Chair's service; and
  - c. identify possible successors to the Chair of the Youth Education Committee; and
  - d. perform such other duties as are assigned by the Chair or the Board.
  - e. oversee Congregational communications including the membership newsletter, mailings, emergency communications, and electronic media; and
  - f. perform such other duties as are assigned by the Chair or the Board.

### **9.11 ADULT EDUCATION VICE CHAIR**

It shall be the duty of the Education Vice Chair to:

- a. oversee and advise the Chair on the operation of an adult education program, and of those committees charged with adult education programming;
- b. identify, in consultation with the Chair, an assistant to train for succession at the end of the Vice Chair's service;
- c. identify possible successors to the Chair of the Adult Education Committee;
- d. perform such other duties as are assigned by the Chair or the Board.
- e. report to the Board as directed from time to time; and
- f. perform such other duties as are assigned by the Chair or the Board.

### **9.12 FACILITIES VICE CHAIR**

It shall be the duty of the Facilities Vice Chair to:

- a. oversee and advise the Chair on the operation of those committees charged with operation, management, and maintenance of the Congregation's facilities and real property, including the synagogue and the cemetery;
- b. identify, in consultation with the Chair, as assistant to train for succession at the end of the Vice Chair's term; and
- c. perform such other duties as are assigned by the Chair or the Board.

### **9.13 SECRETARY**

It shall be the duty of the Secretary to:

- a. keep accurate records of all meetings of the Congregation and the Board of Trustees;
- b. sign such documents or instruments as may be necessary to effectuate the resolutions of the Congregation or the Board of Trustees;

- c. oversee the maintenance of a current and accurate roster of all members of the Congregation; and
- d. oversee the archives of the Congregation; its clergy; business records; Congregation, Board, and committee minutes; a permanent record of Board decisions; and annual reports to the Congregation.

#### **9.14 TREASURER**

It shall be the duty of the Treasurer to:

- a. keep accurate and correct records of the receipts and expenditures of the Congregation and the accounts between the Congregation and others. These records shall be open to inspection by the Chair or the Financial Vice Chair, or their designee, or by any member of the Board of Trustees, or their designee;
- b. supervise and train the bookkeeping functions of all personnel;
- c. receive all monies paid to the Congregation, and cause the same to be deposited or invested in the Congregation's name, as directed by the Board of Trustees;
- d. be a signatory of checks, vouchers, and notes. Such checks, vouchers, and notes over an amount established by the Board shall be signed by at least two of the Chair, the Treasurer, and the Financial Vice Chair, and neither of the two signatories shall be related as sibling, parent and child, or husband and wife;  
***(Amended June 2019)***
- e. prepare written reports of the finances of Congregation for meetings of the Board of Trustees and otherwise, when directed to do so by the Board of Trustees or the Congregation. A report prepared for a meeting shall be attached to the minutes of that meeting; and
- f. assist the Financial Vice Chair in preparation of the annual operating budget.

#### **ARTICLE 10 -- REMOVAL OF OFFICERS**

Officers may be removed from office for good cause, upon written complaint being filed with the Board of Trustees. Notice shall be given to the party complained against and the complaining party. A hearing shall be held by the Congregation at a regular or special meeting. A two-thirds vote of the membership present at this meeting shall be necessary to remove such officer from office.

#### **ARTICLE 11 -- AUTHORIZATION AND APPROPRIATION OF FUNDS**

**11.1** The Board of Trustees shall adopt an annual budget for the Congregation.

**11.2** The Board of Trustees shall review such budget and the financial affairs of the Congregation throughout the year.

**11.3** The Board may revise the authorization and budget for any portion of the year and for any item from time to time.

**11.4** No funds shall be expended which exceed the amounts specifically authorized and appropriated by line item in the budget, except as the Board votes to amend or modify the budget.

## **ARTICLE 12 -- STANDING COMMITTEES AND THEIR DUTIES**

The committees listed in Articles 12.1 through 12.11 below shall be the standing committees of the Congregation. Special committees, as described in Article 12.13 below, may be appointed by the Chair, either in consultation with the Vice Chair who is responsible for overseeing a particular subject area, or on an ad hoc basis.

### **12.1 Intentionally Omitted (*Approved June 2019*)**

### **12.2 BUDGET AND FINANCE COMMITTEE**

**12.2.1** The Budget and Finance Committee shall estimate receipts and expenditures for the ensuing fiscal year and make provision for financing such estimated costs. They shall report their findings to the Board of Trustees not later than the Board meeting prior to the end of the fiscal year.

**12.2.2** The Financial Vice Chair shall chair the Budget and Finance Committee. The Chair and the Treasurer shall be among the Committee's members.

### **12.3 CEMETERY COMMITTEE**

The Cemetery Committee shall govern and supervise all matters pertaining to the conduct of the Congregation's Cemetery as provided in Article 15.

### **12.4 CHEVRA KADISHA COMMITTEE**

The Chevra Kadisha Committee shall be in charge of the ritual preparation for all burials in the Congregation's Cemetery. The Committee shall make a charge for its work.

### **12.5 CHESED COMMITTEE**

The Chesed Committee shall provide the first meal for bereaved families after funerals. The Congregation shall maintain a Chesed Fund.

### **12.6 EDUCATION COMMITTEE**

The Education Committee shall supervise and govern the activities of the Congregation's religious and Sunday School.

### **12.7 HUMAN RESOURCES COMMITTEE**

The Human Resources Committee shall oversee personnel matters, except as otherwise provided in this Constitution.

### **12.8 HOUSE COMMITTEE**

The House Committee shall be in charge of the maintenance and use of the Congregation's property, except the cemetery, including the kitchen; it shall formulate all rules and regulations for the use thereof, subject to the approval of the Board of Trustees. Such rules and regulations, when adopted, must be posted by the Committee in a conspicuous place in the Synagogue building.

### **12.9 MEMBERSHIP COMMITTEE**

The Membership Committee shall solicit membership for all eligible Jewish persons in Knoxville and vicinity and process applications from membership candidates.

### **12.10 RABBI AND RELIGIOUS SERVICES COMMITTEE**

The Rabbi and Religious Services Committee shall advise the Rabbi in duties and activities of the Rabbi and shall oversee the religious services and religious rituals of the Congregation within the limits of Jewish law, as determined by the Rabbi.

### **12.11 WAYS AND MEANS COMMITTEE**

The Ways and Means Committee shall work in conjunction with the Finance and Budget Committee in making provisions for an income sufficient to cover the annual budget and any extraordinary expenses which may arise. The Ways and Means Committee shall, in addition, have the authority to establish the amount of dues for each member.

### **12.12 APPOINTMENT OF COMMITTEE MEMBERS**

All committees shall be appointed by the Chair or by the Chair's designee and shall

serve at the pleasure of the Chair. The members of all committees shall be members of the Congregation and may be, but need not be, members of the Board of Trustees.

### **12.13 SPECIAL COMMITTEES**

The Chair may appoint special committees and the chairs of special committees as the Chair deems appropriate. However, any such appointments may be rescinded by vote of the majority of the members of the Board of Trustees. Special committees shall not spend any funds of the Congregation except as specifically appropriated by the Board of Trustees for the purpose for which the special committees are formed or unless the Board of Trustees otherwise specifically authorizes the special committee to expend such funds.

### **12.14 COMMITTEE REPORTS**

Each Committee shall submit a written report to the Board of Trustees at their regular meetings and a final complete written report at the Congregation's annual meeting.

### **12.15 COMMITTEE ACCOUNTABILITY**

Committee chairs shall report regularly to a member of the Executive Committee.

### **12.16 COMMITTEE EXPENDITURES**

Standing committees may expend whatever amounts are authorized by the Board of Trustees, without further approval by the Board of Trustees. Standing committees may not expend funds in excess of those in the approved Synagogue budget without approval of the Board.

### **12.17 COMMITTEE POLICIES**

Unless otherwise specified in this Constitution, within the scope of their subject matter, standing committees may make policies which do not involve expenditures by the Congregation other than as included in the budget and which are not contrary to or inconsistent with prior actions of the Board. Such policies do not require approval of the Board, but may be reversed by a vote of the Board.

## **ARTICLE 13 -- THE RABBI**

### **13.1 DUTIES AND RESPONSIBILITIES**

**13.1.1** The Pulpit shall be occupied by an ordained Rabbi, whenever possible. The Rabbi shall have the responsibility of teacher and preacher of the Congregation and

shall serve the religious, educational, spiritual, and pastoral needs of the Congregation and its membership.

**13.1.2** The Rabbi shall be the authority on religious law within the Congregation and shall rule on issues of Halakhic Jewish law which may arise in Congregational affairs.

**13.1.3** The Rabbi shall perform all duties customarily performed by Rabbis, and such other duties as the Board of Trustees deems appropriate and advisable for the religious and spiritual needs of the members of the Congregation.

**13.1.4** The Rabbi shall be advised in duties and activities by the Rabbi and Religious Services Committee, subject to the ultimate authority of the Board of Trustees. The Rabbi shall be mindful of the history and traditions of the Congregation.

## **13.2 SELECTION OF THE RABBI**

**13.2.1** When a vacancy occurs in the position of Rabbi, the Chair shall appoint a Search Committee. After deliberation, the Search Committee shall recommend an individual to the Board of Trustees to serve as Rabbi. Upon approval by the Board of Trustees of such selection, the Chair may appoint a Contract Committee for negotiation of the contract of such individual or the Search Committee may undertake that function.

**13.2.2** Upon approval by the Board of Trustees of the candidate selected and the contract negotiated, the recommendation shall be presented to the Congregation at a regular or special meeting called for the purpose of voting on the Rabbi and the Rabbi's contract.

**13.2.3** A majority vote of the members present at a meeting of the Congregation at which there is a quorum shall be required for election of the Rabbi.

## **13.3 VACANCY IN THE RABBINATE**

**13.3.1** In the event that the Congregation should not have a Rabbi employed, the Rabbi and Religious Services Committee shall arrange for individuals to officiate at religious services of the Congregation, including weddings, B'nai Mitzvah and funerals, and to provide such other services as the Rabbi and Religious Services Committee, with the approval of the Board of Trustees, shall deem necessary.

**13.3.2** In the past, members of the Congregation have performed such functions on a volunteer basis. If it should become necessary or advisable in the future to pay compensation to one or more persons who performs a function which would ordinarily be performed by the Rabbi, during such a period when the position of Rabbi is vacant, payment of such compensation to such individuals shall not be made until approved by the Board of Trustees on the recommendation of the Rabbi and Religious Services Committee.

## **ARTICLE 14 -- OTHER PROFESSIONAL STAFF**

### **14.1 AUTHORITY**

The Board of Trustees may authorize the hiring of professional staff other than a Rabbi. In the event that the Board does so, the following provisions shall apply. The board may delegate any authority under this Article 14.

### **14.2 EDUCATIONAL DIRECTOR**

#### **14.2.1 DUTIES**

The Educational Director shall:

- a. be responsible for the Jewish education of the Congregation.
- b. be responsible for the development of the curriculum, the supervision and selection of the faculty, and the overall administration of the school.
- c. be responsible for monitoring and controlling income, expenses, and fundraising efforts for the school within the budget approved by the Board of Trustees; work in consultation with, and be responsible to, the Education Committee, the Education Vice Chair, and ultimately to the Board of Trustees.
- e. report on the progress of the school at each Education Committee meeting and at least annually to the Board of Trustees; and
- f. work in cooperation with any other professionals and/or committees relating to the Jewish education of children in this Congregation and may work cooperatively with other Jewish educators or Jewish youth leaders in the community as directed by the Board or Trustees or the Education Committee.

#### **14.2.2 SELECTION OF THE EDUCATIONAL DIRECTOR**

1. When a vacancy occurs in the position of Educational Director, the Chair may appoint a Search Committee, which may include the Education Vice Chair, selected members of the Education Committee, selected members of the Board of Trustees, the Rabbi, and selected members at large.

2. After deliberation and verification of qualifications, the Search Committee shall recommend an individual to the Board of Trustees to serve as Educational Director.
3. Upon approval by the Board of Trustees of such selection, the Chair may appoint a Contract Committee for negotiation of the contract of such individual.

### **14.3 OTHER STAFF**

**14.3.1** The Board of Trustees shall have the right to create and fill, on either a full or part time basis, other professional positions to fulfill the spiritual, management, and/or administrative duties of the Congregation.

**14.3.2** The Board shall identify such needs, develop and approve suitable job descriptions and funding for these positions.

## **ARTICLE 15 -- CEMETERY COMMITTEE**

### **15.1 DUTIES OF THE COMMITTEE**

**15.1.1** The Committee shall be responsible for administering the affairs pertaining to the cemetery subject to the authority of the Board of Trustees.

**15.1.2** In case of death of a member or non-Jewish spouse or dependent children, it shall be the duty of the Committee to call on the family and offer assistance and cooperation in the care and preparation of the deceased. *(Amended 2020)*

**15.1.3** The Committee shall verify the right to burial of the deceased. *(Amended 2020)*

**15.1.4** It shall be the duty of this committee to keep and maintain a permanent record of the names of deceased, date of burial, location of burial plot with exact reference to the cemetery map, and the record of reserved plots issued pursuant to Section 7(c) of this Article. The records of the Committee shall be readily accessible by the officers of the Congregation or any other designee of the Board of Trustees. Nothing in this section shall limit the right of members to have access to the records of the Committee.

**15.1.5** The Committee shall remove any objectionable item from the cemetery.

**15.1.6** The Committee shall represent this Congregation in all cooperative cemetery projects with the Beth El Congregation Cemetery Committee or other committees from



other congregations.

## **15.2 RULES AND REGULATIONS**

**15.2.1** All funerals and burials, held within the cemetery grounds by this Congregation, must conform to all rules, regulations, and customs as prescribed for the conduct of Conservative Jewish burials. Burials of non-Jewish spouses and dependent children shall be conducted in accordance with this section, in a defined portion of the cemetery reserved for such burials. Nothing shall prohibit Jewish and non-Jewish persons, who are relatives, from being buried together in said defined portion. ***(Amended 2020)***

**15.2.2** No corpse shall be buried in this cemetery unless clothed in shrouds (or Tachrichim), except as otherwise provided for by Mosaic laws.

**15.2.3** The following rules and regulations shall apply to the placing of monuments in the cemetery:

**15.2.3.1** Only a single stone is permitted unless a definite reservation has been made and recorded for an adjoining grave which could then require a double monument.

**15.2.3.2** Maximum sizes of monument for single graves shall be as follows:  
Width 25", Height 36"  
Width of base, 30"

**15.2.3.3** The maximum size of monument for double graves shall be as follows:  
Width 50", Height 36"  
Width of base, 60"

**15.2.3.4** Before any monuments are erected by any monument company, a notice must be given to the Chair of the Committee who will issue instructions for the proper erection of monument.

**15.2.3.5** All monuments must be installed on a suitable concrete foundation, the bottom of which shall not be less than 18" below the finished grade.

**15.2.4** The Board of Trustees may adopt such additional cemetery rules and regulations, not inconsistent with this Constitution, as it deems appropriate.

## **15.3 PLOTS**

### **15.3.1 PLOT PRIVILEGES**

**15.3.1.1** Any member of this Congregation who is in good standing shall be entitled to a plot in this cemetery, the location of which shall be provided by the Committee, free of charge. The Jewish spouse or non-Jewish spouse and any dependent children of a member shall also be entitled to a plot in the cemetery if reserved at the time of the member's death. *(Amended 2020)*

**15.3.1.2** In the case of the death of a member of this Congregation, the privilege given to the Jewish or non-Jewish spouse or dependent children to a grave in this cemetery free of charge shall terminate unless the spouse, if Jewish, shall continue to be a member in good standing of the Congregation, or the surviving non-Jewish spouse or dependent children pays an annual charge as set by the Ways and Means Committee. The proceeds of these charges shall be deposited in the Cemetery Fund. *(Amended 2020)*

### **15.3.2 PLOT RESERVATIONS, CHARGES, AND CERTIFICATE**

#### **15.3.2.1 CERTIFICATE ISSUED FOR RESERVATIONS**

The Committee shall issue a certificate showing reservations to those members or non-Jewish spouse or dependent children who reserve family "plot or plots" provided, however, that there shall be a charge for reserving specific plots and the reservation shall only be good as long as the member or non-Jewish spouse or dependent children remains in good financial standing. *(Amended 2020)*

#### **15.3.2.2 FULL PAYMENT REQUIRED**

No certificate shall be issued or effective unless the charge is paid in full.

#### **15.3.2.3 FORM OF CERTIFICATE**

The certificate showing reservation of such plot or plots shall be made in the following form. A current copy of Cemetery rules, if any, adopted by the Board of Trustees, shall be appended to the certificate:

*"This is to certify that for and in consideration of \$\_\_\_\_\_, \_\_\_\_\_ has been granted and is entitled to the exclusive privilege to use of \_\_\_\_\_ graves numbered in lot of \_\_\_\_\_, as shown on plot of the Heska Amuna Cemetery.*

*The privilege of burial in these graves extends only to the following designated persons, and only so long as these persons maintain the status to be buried as set forth in the Heska Amuna Constitution and as determined by the Cemetery Committee*

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*This grant is subject to the Congregation's Cemetery Rules as now in force and hereto appended, which are incorporated into this certificate by reference. This grant is not transferable and reverts back to the Heska Amuna Congregation upon violation of any Cemetery rules now in force and hereto appended.*

*Issued by the Heska Amuna Congregation in Knoxville, a corporation under the laws of the State of Tennessee.” (Amended 2020)*

**15.3.2.4 DESIGNATION OF INDIVIDUALS**

The designations of individuals in the certificate may be changed in accordance with the rules adopted by the Committee.

**15.3.2.5 TERMINATION OF RESERVATION**

If a reserved plot has not been used, and all persons for whom the plot has been reserved have died or have terminated their membership, or other circumstances exist which would legally terminate a reservation, the reservation shall terminate, and the grant shall revert back to Heska Amuna Congregation. If a reservation has terminated, and the former member rejoins the Congregation and wishes to renew a reservation, the Board of Trustees shall determine the circumstances under which the reservation may be renewed.

**15.4 BURIAL OF NON-MEMBERS**

Non-members of the Congregation, but of the Jewish faith, may be extended the same privilege of burial as members except that a charge shall be made for the burial plot and the privilege of burial. A further charge shall be made for Chevra Kadisha services. This section shall also apply to non-Jewish spouses and dependent children when members predecease them, but all such persons are to be buried in a portion of the cemetery reserved for such burials. *(Amended 2020)*

**15.5 CARE AND PERPETUAL CARE**

**15.5.1** There shall be a charge per year, per grave, for upkeep of all lots in the cemetery. The charge for non-members shall be at least twice the charge for members unless the Board of Trustees otherwise permits a lower charge because of the dictates

of Tzedakah.

**15.5.2** Perpetual care may be purchased. Perpetual care charges for non- members shall be higher than for members. Before a monument may be installed at a grave, the charge for perpetual care and any other cemetery or Chevra Kadisha charge must be paid in full.

## **15.6 COMMITTEE FUNDS**

### **15.6.1 CEMETERY FUND**

All funds derived from the charges for cemetery plots or burial privileges and from Chevra Kadisha shall be deposited to the account of the Congregation and accounted for as a separate fund, known as the "Heska Amuna Cemetery Fund." This fund shall be used only for the work of the Committee as limited by applicable law. Such additional funds as may be necessary for the maintenance, administration and operation of the cemetery shall be allocated by the Board of Trustees as part of the budgeting process.

### **15.6.2 CEMETERY AND CHEVRA KADISHA CHARGES**

All charges to be made in connection with the cemetery and Chevra Kadisha shall be set by the Board of Trustees upon recommendation of the Committee, and shall be collected by the Committee.

## **ARTICLE 16 -- ACQUISITION AND DISPOSITION OF REAL ESTATE**

### **16.1 NOTICE, MEETING, AND VOTE**

The purchase, sale, mortgage, lease for more than (1) year, or other acquisition or disposition of real estate by or for the Congregation shall require a vote of three-fourths of the members in attendance at a regular or special meeting of the members called for this purpose and attended by a quorum. Notice in writing, at least ten days in advance, shall be given to each member, stating the object of the meeting. Following the notice, meeting, and vote as specified above, the transaction may be consummated by the officers of the Congregation on such terms and in such a manner as may be determined at said meeting or at an adjourned meeting.

### **16.2 EMINENT DOMAIN**

Notwithstanding the above, the Board of Trustees shall have the authority to accept or reject the price for property to be taken by eminent domain or for a deed in lieu of taking for eminent domain. The Board of Trustees may defer such decision to the membership.

## **ARTICLE 17 -- AMENDMENTS**

Amendments to this Constitution may be proposed in writing at any special or regular meeting of the Board of Trustees. Written notice of such an amendment approved by the Board of Trustees shall be given to all members and said amendment shall be voted upon at an annual or special meeting of the Congregation called for that purpose. It shall require a two-thirds vote of all members present at such a meeting attended by a quorum to adopt such amendment.

## **ARTICLE 18 -- PERMANENT COPIES OF CONSTITUTION AND POLICIES**

**18.1** There shall be four permanent copies of this Constitution and the rulings, policies, and procedures approved by the Board, to be kept as follows:

- (a) One copy shall be kept in the office of the Synagogue.
- (b) One copy shall be kept by the Chair and shall be delivered to his or her successor in office.
- (c) One copy shall be kept by the Treasurer on deposit in the Congregation's safety deposit box.
- (d) One copy shall be kept by the Secretary, together with the minutes, and shall be delivered to his or her successor in office.

**18.2** Any amendments to this Constitution shall be delivered to each of the above. All amendments shall be included in the minutes in full.

## **ARTICLE 19 -- RULES OF ORDER**

Any procedure not specifically covered herein shall be governed by the most recent edition of Roberts Revised Rules of Order.

## **ARTICLE 20 - REVOCATION**

All previous Constitutions and By-laws of the Heska Amuna Congregation that are now in force and effect, are hereby declared to be revoked and abolished.

## **ARTICLE 21 - ADOPTION**

The provisions of this Constitution shall go into effect upon its adoption by the Congregation.

## **CERTIFICATION**

I, Rosalind Andrews, do hereby certify that I was the Secretary of Heska Amuna

Congregation on May 20, 2001, and that the foregoing constitutes the Constitution of Heska Amuna Congregation as amended on May 20, 2001. Given this 20th day of May, 2001.

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## **Glossary**

Bar Mitzvah or Bat Mitzvah	rite of passage
Beit HaKnesset	a house of assembly
Beit HaMidrash	a house of study
Beit HaTefillah	a house of prayer.
Bimah	<i>altar</i>
B'nai Mitzvah	plural rite of passage
Brit Milah	circumcision
Chazzanim	cantors
Chesed Committee	attends to needs of families in mourning
Chevra Kadisha	holy society of men or women who wash and clothe a deceased in keeping with Jewish tradition
Eretz Yisrael	land of Israel
Halakhic	of Jewish law
Kashrut	dietary laws
Kehillah	a Jewish village
Klal Yisrael	people of Israel
Klei Kodesh	Rabbi and/or Cantor

Mentchlichkeit	decency
Mikveh	Ritual bath
Minyan	quorum of ten Jews required for public prayer
Mitzvot	Commandments
Rosh Hashanah	the Jewish New Year
Tachrichim	shrouds
Talmud Torah	studies
Talmudic	of the Talmud
Tefillot	religious services
Torah	Five Books of Moses
Tzedak, Tzedak, Tirdof	pursue justice
Tzedakah	act of righteousness
Yom Kippur	Day of Atonement