

Association of Reform Jewish Educators

Constitution

ARTICLE I NAME

The name of this association shall be the Association of Reform Jewish Educators (ARJE), a duly constituted affiliate of the Union for Reform Judaism ("URJ").

ARTICLE II AIMS AND PURPOSES

The need for professional leadership, capable of guiding the educational growth and the development of the Jewish community within the ranks of Reform Judaism, determines the aims and the purposes of ARJE as follows:

- A. To promote and to assist in the growth and in the development of Jewish religious education consistent with the goals of Reform Jewish education as promulgated by the Commission on Lifelong Jewish Learning.
- B. To stimulate communal interest in and responsibility for Jewish religious education.
- C. To represent Reform Jewish Educators within the general body of Reform Judaism and to foster and to encourage full time professions in Jewish education.
- D. The purpose for which ARJE is organized is exclusively religious education within the meaning of IRC 501 (c)(3) or the corresponding provisions of any future United States Internal Revenue Law.
- E. Notwithstanding any other provisions of these articles, ARJE shall not carry on any activities prohibited to be carried on by an organization exempt from Federal income tax under IRC 501 (c) (3) or the corresponding provisions of any future United States Internal Revenue Law.
- F. In the event of dissolution, the residual assets of ARJE will be turned over to one or more organizations which themselves are exempt as organization described in IRC sections 501 (c) (3) and 170 (c) (2) or corresponding sections of any prior or future Internal Revenue Code, or any applicable Federal, State or municipal law.

ARTICLE III FUNCTIONS

The functions of ARJE shall be as follows:

- A. To advance the understanding and the development of Reform Judaism and its educational system by:
 - 1. cooperating in the programming workshops in education at conferences of the URJ and its affiliates.
 - 2. working with the Commission of Lifelong Jewish Learning in the enhancement of Reform Jewish education.
 - 3. collaborating with existing related organizations for an interchange of experiences and knowledge and for the advancement of greater understanding of our common field.
- B. To attract and to retain individuals of competence and of integrity to the profession of Reform Jewish education by:

1. maintaining a placement service.
2. establishing and maintaining professional standards and a code of personnel practices;
3. aiding and supplementing existing agencies in the recruitment and in the placing of personnel.
4. aiding in the establishment and in the maintenance of teacher training programs.
5. advocating for the Reform educator in the areas of professional status, compensation, and professional standards.
6. encouraging members to participate in the Reform Pension Board.

ARTICLE IV MEMBERSHIP

- A. Membership in ARJE shall be open to Jewish professionals who embrace and support the mission of the ARJE.
- B. Privileges of membership shall be determined by the dues category of the member. Said privileges shall be set by the Board of Directors.
- C. Election to membership shall be by the Board of Directors, on recommendation of the Member Relations Team.
- D. Only MEMBERS, who pay at the Professional Dues category may be nominated or appointed to positions of OFFICERS or MEMBERS of the BOARD OF DIRECTORS.

ARTICLE V DUES

A. Establishing Dues

1. The dues for all categories of membership shall be established on recommendation of the Board of Directors; except that HONORARY and LIFE MEMBERS shall be exempt from any payment of dues.

2. Changes in dues must be approved by:

- a. Majority vote of the members present and voting at the plenary, or
- b. A majority vote of those members responding to a mail or electronic ballot.

B. ARJE's fiscal year shall be from July 1 through June 30.

C. In order to be eligible to be nominated for/and elected to serve as an officer, member of the Board of Directors, or of the Nominating Committee, or to serve in a presidentially appointed leadership position, said person must be current in his or her dues.

D. Any member in each and all categories whose dues are delinquent for two (02) consecutive years shall be automatically removed from membership.

ARTICLE VI LEADERSHIP STRUCTURE

Consists of the Board of Directors and the Operations Team

A. The Board of Directors sets the policies of the organization and its organizational goals. The responsibilities of the Board of Directors are detailed in Article VIII, Section E of the Constitution.

B. The Operations Team represents the implementation side of ARJE leadership. It is responsible for carrying out the work of ARJE guided by the policies and strategic direction set by the Board.

ARTICLE VII OFFICERS

A. The officers of ARJE shall be a President, a First Vice-President, a Vice-President for Finance and two (2) additional Vice Presidents.

B. Duties of Officers

1. The President shall preside at all general membership meetings and Board of Directors meetings and shall make or approve all Board and Operations Team committee and task force appointments.

2. The First Vice-President shall perform the duties of the President, when the President is unable to do so.

3. The Vice-President for Finance shall oversee the financial affairs of ARJE.

4. Each additional Vice-President shall perform the duties assigned to him/her by the President.

C. Term of Office

1. All officers shall be elected to serve for two (02) years.

2. Neither the President nor the First Vice President may be re-elected for a second term to the same office.

3. The additional Vice-Presidents and the Vice-President for Finance may be re-elected for no more than a combination of 3 consecutive terms in said offices.

D. Eligibility

1. To be an OFFICER one must first have been a MEMBER of ARJE (as defined in Article IV) for five (05) consecutive years and served a minimum of three (03) consecutive years as a member of the Board of Directors.

ARTICLE VIII THE BOARD OF DIRECTORS

A. The Board of Directors shall consist of eighteen (18) elected members, the five (5) elected officers named above (Article VII) the Immediate Past President, and a representative appointed by Vatikai ARJE. The Board of Directors shall consist of members in good standing, elected as prescribed hereafter.

B. The Operations Coordinator(s) shall serve as ex-officio non-voting members of the Board of Directors.

C. The Chairperson of the URJ Board of Trustees and the President of the URJ shall be non-voting members of the Board of Directors. In conjunction with the ARJE President, URJ leadership shall name at least one (1)

additional non-voting representative of the URJ to the ARJE Board of Directors. One (1) representative of the education faculty of each American campus of the Hebrew Union College-Jewish Institute of Religion shall be a non-voting member of the Board of Directors.

D. The Immediate Past President shall serve on the Board of Directors for a period of two (02) years with full voting rights. Thereafter, each past president shall remain an honorary member of the Board of Directors with no voting rights.

E. Duties of the Board of Directors:

1. At the request of five (05) members of the Board of Directors, the President shall call a special meeting of the Board of Directors.

2. The Board of Directors shall:

a. be responsible for the overall fiscal policy and operations of ARJE and shall direct the Vice-President of Finance and the Executive Director in the disbursement of funds.

b. be responsible for setting the direction and policies of ARJE and for guiding the Executive Director.

c. be responsible for seeing to the overall well-being of ARJE.

d. act on applications for membership referred to it by the Membership Committee.

e. make referrals and recommendations to the various committees as necessary to uphold the aims of ARJE.

f. recommend the formation of such committees as shall be necessary for ARJE to function in the best interest of its members and of Reform Jewish education.

F. Eligibility of Board Members

1. Must be a MEMBER of ARJE (as defined in Article IV)

2. Must have been a dues paying participant of ARJE for a minimum of three (03) years prior to nomination.

3. Must be a member in good standing (as defined in Article V.C.)

ARTICLE IX EXECUTIVE COMMITTEE

The Executive Committee shall be the elected officers of ARJE as defined in Article VII, Section A, and shall include the Immediate Past President of ARJE.

ARTICLE X ELECTION OF OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

A. The Board of Directors shall approve annually a Nominating Committee consisting of:

1. a chairperson, who shall be the Immediate Past President. If this is not possible, the President shall appoint a member of the Board of Directors not eligible for re-election, who shall be a member pursuant to Article IV.

2. two (02) members of the Board of Directors not eligible for re-election.

3. four (04) members in the category of MEMBER or ASSOCIATE from the membership-at large. Each of the members-at-large shall have been a member of ARJE for three (03) consecutive years.

4. the Executive Director, Membership Volunteer Coordinator and Operations Coordinator(s), who shall serve as non-voting ex-officio members.

B. The Chairperson of the Nominating Committee, after meeting or consulting with the Committee, shall:

1. determine whether those persons who are suggested or who are recommended meet the criteria set forth in Article VIII, Section F, will accept the nomination, and will serve if elected; and

2. submit to the President the names of the persons the Nominating Committee recommends for officers and members of the Board of Directors.

C. The names of the recommended candidates shall be published and distributed to the membership in the fall of the election year.

D. Additional nominations may be made by petitions, which must be signed by at least ten (10) ARJE members in good standing (Article V.C.). Such petitions shall be sent to the Chairperson of the Nominating Committee and must be received within one month of the slate being shared.

1. The revised slate, in alphabetical order, shall be distributed to the entire membership within one month of receiving the additional nominations to the Chairperson of the Nominating Committee. The completed ballot must be received by the Chairperson of the Nominating Committee within two weeks of its distribution. Those nominees receiving the highest number of votes for each office or directorship shall be deemed elected.

2. Newly elected officers and members of the Board of Directors will assume their duties on July 1st following their election.

E. Only MEMBERS in the Professional Dues category may be nominated for election to the Board of Directors (Article IV).

1. A member of the Nominating Committee is not eligible for nomination and election as an Officer or as a member of the Board of Directors.

F. If, on the day following the deadline for petitions to be received by the Chairperson of the Nominating Committee, no additional nominations are received for any Officer or position on the Board of Directors, the Chairperson of said Committee will cast one (01) ballot for the entire membership, thereby eliminating the procedure outlined in section D.1 and D.2.

G. In voting for members of the Board of Directors, each member of ARJE may vote for as many names as there are vacancies.

H. Members of the Board of Directors are elected for a three (03) year term, and may be reelected to the Board of Directors at the expiration of their term of office. No member shall serve for more than two (02) consecutive terms. One-third (1/3) of the Board of directors shall be elected each year.

I. At the business meeting of the annual conference, the results of the election shall be announced. Where there are two (02) or more candidates for any office, a majority vote of those voting shall be necessary to elect a candidate. Where no candidate receives a majority, the two (2) candidates receiving the highest number of votes shall have a run-off and the candidate receiving the majority vote of those voting in the run-off shall be deemed elected.

J. Vacancies

1. In the event that a vacancy occurs in any elected Board of Directors position, whether before or after the term has begun, and it becomes necessary to fill said vacancy, the President, in consultation with the Executive Committee, will make a recommendation for filling said vacancy. The Board of Directors shall, by a two-thirds (2/3) vote of those present and voting, unless the Directors vote to conduct a vote by mail or electronic ballot, in which case a two-thirds (2/3) vote of those responding by mail or electronic means, elect a person or persons to complete the un-expired term(s). Completing an unexpired term(s) shall not affect a member's eligibility for election to Board of Directors, and said member may be elected as a member of the Board of Directors as outlined in article VIII.F.

2. In the event that a vacancy occurs in any elected Executive Committee position, whether before or after the term has begun, and it becomes necessary to fill said vacancy, the President, in consultation with the Executive Committee, will make a recommendation for filling said vacancy. The Board of Directors shall, by a two-thirds (2/3) vote of those present and voting at the next Board of Directors meeting, unless the Directors vote to conduct a vote by mail or electronic ballot, in which case a two-thirds (2/3) vote of those responding by mail or electronic ballot, elect such person or persons to complete the un-expired term(s). Until such time that a vote may be taken, an interim appointment may be made by the Executive Committee.

3. In the event that the vacancy occurs in the Presidency, the First Vice-President shall assume the duties of the President until the next scheduled election.

4. Completing an un-expired term shall not affect a member's eligibility for election to an officer position, and said member may be elected as an officer, as outlined in Article VII.D.

K. In the event that an Officer or a member of the Board of Directors retires for any reason from these positions within two (02) months of the next regular election, the Nominating Committee will submit at the next annual conference, a candidate or candidates to serve such un-expired term(s) of office.

L. An officer may be removed from office for non-performance of assigned duties as defined in article VII, B. of this Constitution. The procedure for removing an officer shall be as follows:

1. No fewer than sixty (60) days prior to a meeting of the Board of Directors, the remaining officers shall discuss alleged non-performance of duties with the officer who may be subject to removal, to notify such officer that performance of constitutionally prescribed duties is in question.

2. Having been duly notified and informed of particulars, such officer in question shall be granted appropriate opportunity to resign from office or to respond to any and all allegations of nonperformance.

3. the remaining officers may, by a vote of not fewer than four (04) affirmative votes, recommend to the Board of Directors removal of the officer whose non-performance of duty has been established.

4. The Board of Directors, having received at least thirty (30) days notice of such recommendation, may remove such officer by a two-thirds (2/3) affirmative vote of the members of the Board of Directors present and voting.

M. The procedure for filling the vacancy created by the removal of an officer is outlined in Article X, Section J. and K. of this Constitution.

ARTICLE XI MEETING AND QUORUM

A. Annual Conference Plenary Meeting

1. There shall be at least one (01) annual meeting of ARJE during each fiscal year to receive reports of officers and of committees and to conduct such business as shall properly come before it.

2. A quorum for a Plenary meeting of ARJE shall be those present after due notice of such a meeting.

3. In between annual meetings, business of ARJE requiring the vote of the membership may be conducted by mail or electronic ballot

4. Decisions shall be determined by a majority vote of those voting at the Plenary or by mail or electronic means.

B. Board of Directors' Meetings

1. The Board of Directors shall meet not less than once (01) a year.

2. Special meetings may be called by the President with the approval of the Board of Directors.

3. A quorum for a meeting of the Board of Directors shall be nine (9) members of the Board of Directors and at least three (03) officers of ARJE, after due notice of such meeting.

4. Decisions of the Board of Directors shall be determined by majority vote of those voting at the Board of Directors meeting or by mail or electronic ballot.

ARTICLE XII COMMITTEES

A. The President, in consultation with the Operations Co-Coordinator and with the approval of the Board of Directors, shall call for the establishment of Operations teams.

B. The President shall appoint all chairpersons for Board committees and task forces. The President shall report all appointments to the Board of Directors.

C. Members of committees and task forces shall be appointed by the respective chairpersons with the approval of the President.

D. The Board of Directors may, at its discretion, create special committees and task forces as necessary. Chairpersons and members of special committees and task forces shall be appointed as provided in Sections B. and C. above. Reports shall be submitted as requested by the Board of Directors.

E. The following additional standing governance committees shall exist:

1. the Constitution Committee shall study the constitution and determine ways to strengthen and improve it as needed and to insure that it is followed;
2. the Budget Committee shall prepare an annual budget to present to the Board for approval. This Committee consists of the President, 1st Vice President, Finance Vice President, Finance Team Leader, Operations Coordinators and one Board member-at-large.
3. the Financial Controls Committee shall use the recommendations of either ARJE's audit or financial review to monitor internal financial controls.
4. the Investment Advisory Committee shall monitor ARJE's investments and make recommendations to the Board concerning investments.
5. the Professional Review and Support Committee shall be responsible for guiding the professional growth and evaluation of the ARJE Executive Director.

ARTICLE XIII PARLIAMENTARY AUTHORITY

ARJE, in its deliberations, will seek to reach decisions by consensus. The President, at his/her election, may invoke Roberts Rules of Order when s/he deems it necessary, including which Rules will apply except where inconsistent with these bylaws.

ARTICLE XIV AMENDMENTS TO THE CONSTITUTION

A. Amendments to this Constitution may be proposed by the Board of Directors or by a petition signed by twenty five (25) members of ARJE.

B. Amendments must be approved by:

1. Two-thirds (2/3) vote of the members present and voting at the annual Plenary session, or
2. A two-thirds (2/3) vote of those members responding to a mail or electronic ballot.
3. Method in Section B.2. may be used at the discretion of the Board of Directors unless a Plenary session is to be held within two (02) months of the date of receipt of the proposed amendment.

Adopted: December, 1955 / *Tevet* 5716

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