

# Texas Jewish Historical Society

## By-Laws

*(Amended April 23, 2017)*

### *Article I.*

#### NAME

The name of the Society shall be "The Texas Jewish Historical Society." Hereafter in these By-Laws, "Society" will be used as the shortened version to indicate the name.

### *Article II.*

#### PURPOSE

The purposes shall be:

- A. To collect, preserve, publish, and disseminate materials having reference to the settlement and history of Jews in Texas and their participation in its social, economic, religious, political, professional, and cultural growth.
- B. This organization is formed exclusively for literary and educational purposes as limited and defined under section 501(c)(3) of the Internal Revenue Code.

### *Article III.*

#### MEMBERSHIP

Any individual or organization may become a member of the Society by paying annual dues at the stipulated rate.

- A. Membership shall consist of the following classes:
  - (a) Honorary Member — A person who has made an outstanding or unusual contribution to the purposes of the Society may be recommended by the Executive Committee for an honorary membership. Such a membership must be confirmed by unanimous vote of the members present at any regular meeting of the Society.
  - (b) Patron, Benefactor, Sustaining or Supporting Member — A member who has met special donation requirements.
  - (c) Regular Member — An individual or couple who has paid the regular annual dues of the Society.
  - (d) Organization member — A group that has paid the organizational membership dues. Members are encouraged to join in their own right as individuals.
  - (e) Student Member — An individual enrolled in an institution of higher learning taking a minimum of twelve (12) class hours will be considered for student rate.
  - (f) Anyone who joins after October 1 of the current year will be considered a member for the following year.
- B. Annual dues for each class of membership shall be:
  - (a) Patron Member \$1,000
  - (b) Benefactor Members \$500
  - (c) Sustaining Member \$250
  - (d) Sponsor \$100
  - (e) Supporting Member \$50
  - (f) Organization Member \$100
  - (g) Regular (General) Member \$35
  - (h) Student Member \$18

*Article IV.*  
OFFICERS AND TRUSTEES

- A. Officers of the Society who serve one (1) year shall be:
- (a) **President** — The duties of the president shall be to preside at all meetings of the membership, the Executive Council, and Board of Trustees, and to fix the time and place for holding all meetings, to appoint committees, to authorize all disbursements, and to have general supervision of the Society. The President shall be an ex-officio member of all committees, and shall serve no more than two terms.
  - (b) **Three (3) Vice Presidents** — designated as First Vice President, Second Vice President, and Third Vice President. The duties of the Vice Presidents shall be to perform the duties of the President in the event of the President's absence, and to carry out such other functions as may be delegated to them by the President. They will perform the duties as outlined in the job description provided by the President.
  - (c) **Two (2) Secretaries:**
    - Recording Secretary**—The duties of the Recording Secretary shall be to verify if a quorum is present at meetings, maintain the records of the Society, and all such other duties as usually pertain to this office, and will perform the duties as outlined in the job description provided by the President.
    - Corresponding Secretary** — The Corresponding Secretary shall carry on correspondence for the Society, and all other such duties as usually pertain to this office, and will perform the duties as outlined in the job description provided by the President.
  - (d) **Treasurer** — The duties of the Treasurer shall be to maintain accurate records of the financial affairs of the Society, collect dues, take charge of all funds, make authorized disbursements, and to carry out all other duties usual to this office. The Treasurer shall render an annual accounting of the financial affairs of the Society at the last meeting of each fiscal year and such other interim reports as required. The Treasurer will perform the duties as outlined in the job description provided by the President.
  - (e) **Historian Archivist** — The duties of the Historian-Archivist shall be to collect and deposit in safe quarters all documents, books, letters and/or other graphic material as may constitute the sources of future historical research in the History of Texas Jewry and of the Society. Duties will also include to collect and collate data concerning the history of the Society, including information from programs presented. The Historian-Archivist will perform the duties as outlined in the Job description provided by the President.
  - (f) **The Parliamentarian** — Shall perform the usual duties of this office. All meetings of the Society shall be conducted in accordance with Robert's Rules of Order. The Parliamentarian will perform the duties as outlined in the job description provided by the President.
- B. Board of Trustees
- (a) **Number** — The Board of Trustees shall consist of the officers as set forth above, all living Past Presidents of the Society, and forty (40) members of the Society.
  - (b) **Election Term** — One half, or twenty (20) of the Trustees elected by the Society shall be elected each year to serve a term of two (2) years, or until their respective successors shall be duly elected and qualified; provided, however, that if the Board of Trustees is enlarged a greater number may be elected, one or more for a one-year term. A Trustee who has served one term may be reelected for another term, **but no Trustee who has served three (3) terms in succession shall be eligible for reelection until one year has elapsed from the expiration of his last term.**
  - (c) **Power and Duties** — The Board of Trustees shall have all power and authority expressly granted to it by these By-Laws, and in addition, shall have the entire charge, control and management of the affairs, business, assets, funds, records, and properties of the Society, and shall be authorized to take all action that in its judgment will best promote the welfare of the Society. It shall establish and act on all matters of policy, pending the next annual meeting of the Society; and shall perform such other duties as the membership of the Society, in annual or special meeting, may from time to time prescribe.
  - (d) **Meetings** — The Board of Trustees shall hold regular quarterly meetings, with the

Summer Board Meeting to include a Board Orientation, and may meet at any time at the call of the President, upon seven (7) days notice. **Fifteen (15) members of the Board of Trustees shall constitute a quorum.** Any number of Trustees less than a quorum may continue, adjourn, or postpone a meeting from time to time until a quorum shall be present. The President shall call a meeting of the Board of Trustees upon the written request of at least five (5) members of the Board of Trustees stating the purpose of the proposed meeting. Meetings of the Board may be attended by its members and other persons expressly invited to attend by the President; but the President may designate any meeting, or portion thereof, a "closed meeting," which only Trustees shall attend, for the purpose of conducting business dealing with budget personnel, salaries, and other matters. **Members of the Board of Trustees who do not attend at least one (1) meeting per year will be asked to resign from the Board.**

- (e) **Specific Powers** — The affairs of the Society shall be **governed by its Board of Trustees.**
- (f) **Informal Action by Trustees** — Any action that could be taken at a meeting of the Board of Trustees may, for good cause shown, be taken by means of telecommunication, including but not limited to conference calls and email, provided notice is given and a quorum of the Board participates. Any action taken, and a roll of the participants, shall be reflected in the written minutes of the Society.

C. Executive Council

- (a) There shall be an Executive Council comprised of all duly elected officers and all Past Presidents of the Society. Only the last three (3) Past Presidents shall be counted toward a quorum.
- (b) Six (6) members shall constitute a quorum for meetings of the Executive Council.
- (c) **Powers and Duties: The Executive council shall act in an advisory capacity to the President and the Board of Trustees. It shall act in matters expressly delegated to it by the Board of Trustees, and have the power to act for the Board of Trustees of extreme emergency as determined by a roll call vote of a quorum of the members of the Executive Council when it is impossible for a meeting of the Board of Trustees to be convened or to obtain a quorum at such meeting. No policy shall be initiated by the Executive Council except as a proposal recommended for action by the Board of Trustees.**

*Article V.*

ELECTION OF OFFICERS AND TRUSTEES

- A. Officers and Trustees of the Society shall be elected at the Annual Gathering of the Society. The Nominating Committee shall, not less than forty (40) days prior to the beginning of the regular Annual Gathering, prepare a list of nominees for the Board of Trustees and Officers of the Society for the ensuing term. Only patrons and regular members who are current in the payment of all dues as of the date of the election shall be entitled to vote. There shall be no restrictions on write-in votes or nominations from the floor so long as nominees meet all requirements of these By-Laws.
- B. The report of the Nominating Committee shall be distributed to the membership along with the notice of the Annual Gathering. All persons nominated for a Trusteeship or office must be a member in good standing of the Society, with fully paid-up dues.
- C. The Nominating Committee shall consist of a Chair who will be the immediate past President, if willing to serve, and up to four (4) other members. These will include a past President, a holdover member from the Board of Trustees, and a member from the General Membership who is not a candidate for office. The current President of the Society shall be an ex-officio member of the Nominating Committee and shall appoint the Nominating Committee by December 31 of each year.
- D. No officer may serve in one office continuously for more than three (3) consecutive terms, except for the Archivist-Historian.

- E. Vacancies occurring between elections shall be filled by the President with concurrence of a majority of the Executive Council.
- F. Employees of the Society shall not be eligible to serve as officers or Trustees, but shall attend meetings of the Board of Trustees at the request of the President.
- G. Officers and Trustees who do not attend one (1) meeting per calendar year will be expected to resign their office and duties thereof

*Article VI.*  
COMMITTEES

- A. The Standing Committees of the Society shall be as follows:
  - Archives Committee
  - Finance Committee
  - Legal Committee
  - Membership Committee
  - Nominating Committee
  - Publications Committee
  - (a) Archives Committee — oversees the Society's collection of Jewish materials donated to the Dolph Briscoe Center for American History.
  - (b) Finance Committee — Oversees financial accounts of the Society, and reviews books and financial records.
  - (c) Legal Committee — Consults with the Society on questions of legality.
  - (d) Membership Committee — Maintains a list of the membership, notifies members when dues are payable, reports status of membership at quarterly meetings, and encourages new memberships.
  - (e) Nominating Committee — Prepares a slate of officers for vote at the annual membership Gathering and sees that it is distributed to the membership at least three (3) weeks prior to the Annual Gathering.
  - (f) Publications Committee — Oversees preparation of newsletters, news releases, and other publications as needed.
- B. The President may appoint such ad hoc committees as may be deemed necessary from time to time.

*Article VII.*  
MEETINGS

- A. There shall be one (1) regular membership Gathering of the Society to be held in the Spring of each year. Special membership meetings may be called at the discretion of the President or by three-fourths (3/4) vote of the Board of Trustees of the Society. Written notice of all membership meetings shall be sent to all members three (3) weeks prior to the date of the meeting.
- B. Thirty-five (35) members of the Society shall constitute a quorum for the transaction of business of the Society.
- C. No two (2) consecutive membership meetings may be held in the same city.

*Article VIII.*  
INDEMNITY

- A. The Society shall indemnify the Trustees of the Society to the fullest extent permitted by law including but not limited to Article 1396-2.22A of the Texas Non Profit Corporation Act and the Internal Revenue Code of 1986, including Chapter 42 thereof, and their respective successor statutes.
- B. The Society, may, to the extent the Board of Trustees may deem advisable, indemnify officers of the Society, or any persons having powers or responsibilities similar to those officers, to the fullest extent permitted by law.

- C. The Society may, to the extent the Board of Trustees may deem advisable, purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee, or agent of the Society, or is or was serving at the request of the Society as a Trustee, officer, employee, or agent of another Society or other enterprises against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such, to the fullest permitted by law

*Article IX.*

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

- A. Contract: The Board of Trustees may authorize any officer or officers, agent or agents of the Society, in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Society, and such authority may be general or confined to specific instances.
- B. Checks, Drafts, Etc.: All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Society, shall be signed by such officer or officers, agent or agents of the Society and in such a manner as shall from time to time be determined by resolutions of the board of Trustees. In the absence of such determination by the board of Trustees, such instruments shall be signed by the Treasurer and countersigned by the President or a Vice President of the Society. The President is allowed to authorize an expenditure of up to \$500 without Board approval when it is not feasible to obtain Board approval in a timely manner and he/she deems the funding necessary
- C. Deposits: All funds of the Society shall be deposited from time to time to the credit of the Society in such banks, trust companies, or other depositories as the Board of Trustees may select.
- D. Gifts: The Board of Trustees may accept on behalf of the Society any contribution, gift, or devise of the general purposes or for any special purpose of the Society consistent with its general purposes.

*Article X.*

OPERATIONS OF THE SOCIETY IN FURTHERANCE OF EXEMPT PURPOSES

Notwithstanding anything to the contrary elsewhere set forth in these By-Laws, the Society shall be organized and operated to carry out its exempt purposes in a manner consistent with Section 501 (c) (3) of the Internal Revenue Code of 1986 and appropriate regulations thereunder.

*Article XI.*

BOOKS AND RECORDS

- A. The Society shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board of Trustees and the committees having any of the authority of the Board of Trustees. All books and records of the Society may be inspected by any Trustee, or his or her agent or attorney, for any proper purpose at any reasonable time.
- B. Fiscal Year: The fiscal year of the Society shall end each December 31.

*Article XII.*

WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the laws of the State of Texas or under the provisions of the article of Incorporation or the By Laws of the Society, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

*Article XIII.*

DISSOLUTION

In the event of the dissolution of the Texas Jewish Historical Society, after payment of all obligations, the remaining assets will be given to the Dolph Briscoe Center for American History in Austin, Texas, for use in the maintenance and support of the Texas Jewish Historical Society collection; provided further that any artifacts of collections not accepted by the above beneficiaries shall be give to the Museum of the Southern Jewish Experience in Utica, Mississippi.

*Article XIV.*

AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) vote of a quorum present at any membership meeting, provided written notice of the amendment shall be included in the announcement of the meeting sent to all membership three (3) weeks before the date of such meeting . Amendments may also be adopted by mail ballot. A two-thirds (2/3) majority affirmative vote by at least 50% of eligible members is required to pass proposed amendments.

*Amended by the General Membership at the Annual Gathering in San Antonio, Texas, April 23, 2017.*

By Laws Committee — Vickie Vogel, Chairperson; Davie Lou Solka; Helen Wilk