

BYLAWS OF
CONGREGATION BETH ISRAEL
PORTLAND, OREGON
(as amended as of May 18, 2023~~6~~,~~2016~~)

ARTICLE I

Name

This congregation shall be known as CONGREGATION BETH ISRAEL of Portland, Oregon.

ARTICLE II

Purpose

The purpose of Congregation Beth Israel is to be the leading voice of Reform Judaism In Oregon, dedicated to improving our world through education, leadership and inspiration; promoting traditional Jewish values of respect, justice and compassion; providing an environment that inspires worship, spirituality and celebration across the generations; fostering a relationship to God; and deepening our connection to Judaism. Subject to the restrictions in the Restated Articles of Incorporation, the purpose of the congregation is also to engage in any lawful activity for which corporations may be organized under the Oregon laws for nonprofit corporations.

ARTICLE III

National Affiliation

This congregation shall affiliate with the Union for Reform Judaism.

ARTICLE IV

Membership

Section 1: Any Jewish person who is age 18 or older may become an individual member of the congregation, and members of a Jewish family may become members of the congregation, upon approval of his, her, or their application, pursuant to policies set by the Board of Trustees.

Section 2: A family membership must include at least one Jewish person who is age 18 or older. A "family" means either one adult or two adults who are married or in a similar relationship that they define as a family, plus his, her or their children (if any) age 23 or younger, except that a child age 24 or older who is disabled and incapable of living independently may remain part of the family membership. If a family membership includes a non-Jewish spouse or partner, only the Jewish member may serve as an officer of the congregation. **The non-Jewish member may serve the congregation in other capacities including as a member of the Board of Trustees.**

Section 3: For the purpose of congregational and affiliate dues and assessments, the unit of membership is the family as defined in Section 2 of this article or in the case of an individual membership is the individual. Every membership unit is entitled to one vote in all matters voted on by members.

Section 4: The membership of a non-Jewish spouse or partner shall not terminate by reason of the death of the Jewish spouse or partner, nor will it terminate by reason of divorce or separation.

Section 5: The Board of Trustees may establish special membership classifications with such provisions as it shall deem advisable.

Section 6: Members shall be responsible for support of the congregation through payment of dues, assessments and other fees as the Board of Trustees determines. Membership dues are payable upon billing. The Board of Trustees or its designee may waive, extend or modify any financial obligation due from a member. The Board of Trustees or its designee may terminate a membership for nonpayment of dues or assessments after 30 days' notice in writing to such member.

Section 7: The resignation of any member shall not relieve him or her from payment of any obligation due the congregation at the time of resignation.

Section 8: The Board of Trustees has the right to suspend or terminate a Member's membership for, among other things, disruption of the Congregation Beth Israel community in ways that threaten its educational, spiritual, or community-based missions or purposes, or for egregious mistreatment of staff or other members of the Congregation. The Member shall have an opportunity to meet with the President for informal resolution of the conflict matter in question. If the matter remains unresolved, the Board of Directors may remove the Member from the Congregation with cause by a two-thirds vote of those Directors in attendance at any regular or special meeting in Executive Session thereof. Prior to any vote of removal, the Member shall have an opportunity for a hearing before the Board. Written notice of the opportunity for such a hearing must be given to the Member affected at least fourteen (14) days prior to any vote on the removal of the Member from the Congregation. Such notice will be deemed to have been given upon delivery in hand or by regular U.S. Mail, and by certified mail return receipt requested.

ARTICLE V

Congregational Meetings

Section 1: Annual Meeting - The Board of Trustees shall designate the date for the annual meeting of the congregation, which shall be between April 1 and May 31 of each year. The Secretary of the Board of Trustees shall notify each member by regular mail **or email** of the annual meeting date, time and place at least 35 days, but no more than 60 days, before the date of the annual meeting or of any adjourned annual meeting.

At the annual meeting, the Board of Trustees shall request the President, Rabbi and in its discretion such other officers, staff or committees to present reports dealing with congregational activities. The congregation shall also elect Trustees to the Board at the annual meeting.

Section 2: Special Meeting - The President or a majority of the Board of Trustees or **thirty percent (30%) of the current 30** membership units of the congregation by written application may call a special meeting of the congregation. The call for a special meeting shall set forth the purpose of the meeting, and the Secretary of the Board of Trustees shall mail **or email** a notice of the special meeting to the congregation's members at least 14 days before the date of the

meeting. The congregation shall transact no business at this meeting except that which the notice specifies.

Section 3: Quorum -- Ten membership units of the congregation shall constitute a quorum for purposes of electing Trustees at an annual meeting at which the total number of nominees for the Board of Trustees does not exceed the number of positions to be filled. For all other purposes, including any other action to be taken at an annual meeting referred to in the preceding sentence, thirty membership units of the congregation shall constitute a quorum at annual or special meetings of the congregation. Voting by proxy is not permitted.

ARTICLE VI

Nominations and Elections

Section 1: Nominating Committee -. The Nominating Committee shall consist of between five and nine members. There is no limit on the number of terms a member may serve. No more than three fifths of these members may be ~~members of the Board of~~ Trustees. The President shall select the members of the Nominating Committee and its chairperson with the approval of the Board.

Section 2: Duties The Nominating Committee shall submit nominations for positions for:

- (a) The Board of Trustees; and
- (b) In consultation with the President, officers of the congregation.

If the term of an existing trustee who is the representative of the Temple Brotherhood or the Women of Reform Judaism/Beth Israel Sisterhood expires, the Nominating Committee shall include in its nominations a replacement representative of such organization, which nominee shall be the president of such organization, unless otherwise specified by the organization, and a member of the congregation in good standing.

Section 3: [Intentionally omitted]

Section 4: Nominating Process -

(a) The Nominating Committee shall submit its selections for the Board of Trustees to the Secretary of the Board of Trustees, who shall send this slate to the congregation at least 35 days before the annual meeting, along with a notice setting forth the provisions for other nominations to the Board in accordance with Sections 5 and 6 of this Article.

(b) At the first meeting of the Board of Trustees following the annual meeting, the Nominating Committee shall recommend a slate of officers to the Board of Trustees.

Section 5: Nominations by Petition - ~~A number equaling ten percent (10%) of the current Ten (10)~~ membership units of the congregation may by petition nominate any member of the congregation for election to the Board of Trustees provided that person agrees to serve. They must file their petition with the Secretary of the Board of Trustees at least 20 days before the annual meeting.

Section 6: Notice to Congregation - The Secretary of the Board of Trustees must mail ~~or email~~ notice of all nominations by petition to all members of the congregation at least 15 days before the annual meeting.

Section 7: Election of Nominees -

(a) In the event the total number of nominees for the Board of Trustees does not exceed the number of positions to be filled, no written ballot shall be required and voting may proceed in any manner that the President designates.

(b) If the number of nominees exceeds the number of positions on the Board of Trustees, election shall be by secret ballot by those attending the annual meeting, and those nominees with the most votes shall be elected.

Section 8: Election of Officers - The Board of Trustees shall elect officers at its first meeting after the annual congregational meeting to replace those whose terms expire.

Section 9: Vacancy - If any position on the Board of Trustees or an officer's position becomes vacant, the Board may fill the vacancy on the recommendation of the Nominating Committee. The person so selected shall serve for the unexpired term of the trustee or officer whom he or she replaces.

ARTICLE VII

Board of Trustees

Section 1: Membership -The Board of Trustees shall consist of between 15 and 19 members in good standing, whom the congregation shall elect. In the event that the term of the President of the congregation as a member of the Board of Trustees otherwise ends, he or she shall remain a member of the Board for a term of one year immediately following the end of his or her term as President.

The President of the Temple Youth Group and any congregational members who are regional or national board members or officers of the Union for Reform Judaism, the Women of Reform Judaism or the National Federation of Temple Brotherhoods shall be a member of the Board of Trustees, but shall not have a right to vote.

Section 2: Terms of Office -The term of office of the trustees shall be two years, and the terms shall be arranged so that the congregation shall elect approximately half of the trustees at one annual meeting and one half at the next, as determined by the Nominating Committee based on its decision each year of how many total trustees to include on the board. Terms of office shall terminate upon the election of trustees at the annual meeting. No person may serve as a trustee for more than three successive two-year terms, except as these bylaws otherwise provide.

In the event that a Board trustee is elected Vice President/President Elect during his/her fourth, fifth or sixth year as a trustee, then such trustee again may be nominated and elected at the end of his/her sixth (or, if applicable, eighth) year as a trustee to serve an additional one or two year term in order to allow him/her to serve, or continue to serve, as President of the congregation.

Section 3: Duties - Except as these bylaws otherwise provide, the Board of Trustees shall:

- (a) Be responsible for the management and control of the affairs, funds, records and property of the congregation;
- (b) Establish policies, guidelines and direction pursuant to its management and control;
- (c) Have the authority to hire and terminate all Professional Staff (consisting of the Executive Director, the Education Director, and such other professional staff as the Board of

Trustees may determine or establish) and all clergy positions other than Rabbi (which is governed by Article XI below);

- (d) Determine the duties, conditions of employment and compensation of the entire professional and clergy staff;
- (e) Fill all vacancies on the Board;
- (f) Elect the officers of the congregation; and
- (g) Perform such other duties as the members of the congregation in regular or special meetings may prescribe.

Section 4: Meetings - The Board of Trustees shall meet at least eight times per year as the President determines. The President may call special meetings of the Board of Trustees at any time, and the Secretary of the Board of Trustees shall call a special meeting upon receiving written request of at least five trustees setting forth the same purpose for the meeting. A notice of any special meeting shall state the purpose for which it is called, and the Board shall transact business at such special meeting only as set forth in the notice.

Each member of the Board shall receive at least a 10-day advance notice of regular meetings and at least a three-day advance notice of special meetings. To the extent permitted under Oregon law governing nonprofit corporations and when the President considers it advisable to do so, both regular and special meetings of the Board of Trustees, and of any committee, may be conducted other than in person in any manner in which all participants may simultaneously hear or read each other's communications during the meeting (for example, telephone or video conference meetings are permitted) or in which all communications during the meeting are immediately transmitted to each participant and each participant is able immediately to send messages to all other participants (for example, email meetings are permitted.)

Voting by proxy is not permitted at either regular or special meetings of the Board of Trustees or of any committee.

Section 5: Quorum - A quorum shall consist of a majority of the members of the Board of Trustees eligible to vote.

Section 6: Absences - The Board may declare vacant the office of any voting trustee who is absent from three successive regular meetings.

ARTICLE VIII

Officers

Section 1: Officers and Term - The officers of the congregation shall consist of the President, one or more Vice Presidents, Secretary and Treasurer. The term of the President shall be two years, and the terms of the other officers shall be one year, except that the term of the Vice President/President Elect shall continue until he/she becomes President. Terms of office shall terminate when the Board elects a new slate of officers.

Section 2: Duties of President - The President shall act as chair at all congregational, Board of Trustees, Executive Committee, and Senior Personnel Committee meetings; he or she shall appoint the chairs of all committees except the Executive, Senior Personnel, and the Budget Committees (if the chair of a committee is not a trustee, the President shall appoint a trustee

to serve as a member of such committee and to serve as the liaison with the Board of Trustees for such committee); he or she shall be a voting member of the Executive Committee and the Senior Personnel Committee, shall not be a member of the Nominating Committee but shall be a non-voting member of all other committees, and shall sign all legal documents and perform such other duties incidental to the office. The President shall also have the authority to remove any committee member. If there is an objection to that action by the chair of the affected committee, then the matter shall be resolved by the Board of Trustees.

Section 3: Duties of Vice Presidents - The Vice President/President Elect shall become President without further action of the Board of Trustees upon the expiration of the term of the President, shall automatically succeed to the office of the President in case of vacancy and shall act for the President in case of absence or disability. The Vice President/President Elect and such other Vice Presidents as may be elected by the Board of Trustees shall be members of the Executive Committee and shall perform such duties as the President may assign.

Section 4: Duties of Treasurer - The Treasurer shall be the custodian of all funds of the congregation and shall be the disbursing agent of the congregation. He or she shall give a financial report to the Board of Trustees at least quarterly. He or she shall also be a member of the Executive Committee and chair of the Budget and Investment Committees.

Section 5: Duties of Secretary - The Secretary shall be a member of the Executive Committee and shall serve as Secretary of the congregation, Board of Trustees and Executive Committee. He or she shall be responsible for keeping the minutes of those meetings and distributing all notices of those meetings in accordance with these bylaws.

ARTICLE IX

Executive Committee

Section 1: Membership - The Executive Committee shall consist of at least five members of the Board of Trustees. All officers of the congregation shall be members, and if there are fewer than five officers or if the Board of Trustees otherwise determines that a non-officer member should be appointed as member-at-large to the Executive Committee, the President shall select the other member from the Board of Trustees with the approval of the Board of Trustees.

Section 2: Term of Office - The terms of office of any member of the Executive Committee who is not an officer shall be one year.

Section 3: Duties - Between meetings of the Board of Trustees the Executive Committee shall have and exercise the authority of the Board of Trustees except as prohibited by law.

Section 4: Minutes - The Secretary of the Board of Trustees shall be responsible for keeping and maintaining minutes of each meeting of the Executive Committee and distributing them to the members of the Board of Trustees at least two days before the next meeting of the Board of Trustees to be held after the meeting of the Executive Committee.

Section 5: Meetings - The Executive Committee shall meet at the discretion of the President.

Section 6: Quorum - Three members of the Executive Committee shall constitute a quorum.

ARTICLE X

Liability; Indemnification; Bonding

Section 1: Liability - The trustees, officers, and members of committees of the congregation shall not be liable to the congregation for any mistake of judgment, negligence, or any other act or omission, if such person acted in good faith or in a manner he or she reasonably believed was in or not opposed to the best interests of the congregation.

Section 2: Indemnification - The congregation shall indemnify any person who was or is a party to or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative and whether brought by or in the right of the congregation or of third parties, by reason of the fact that he or she is or was a trustee, officer, or member of any committee of the congregation, or is or was serving at the request of the congregation as a trustee, officer or committee member, for all out-of-pocket expenses (including but not limited to attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with the action, suit, or proceeding if he or she acted in good faith or reasonably believed he or she was acting in the best interests of the congregation, and with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person acted in bad faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the congregation, and with respect to any criminal action or proceedings, had reasonable cause to believe that his or her conduct was unlawful.

The foregoing right of indemnification shall be in addition to and not exclusive of any or all other rights as to which any such trustee, officer, or committee member may be entitled under any statute, bylaw, agreement, vote of the membership or otherwise.

Section 3: Fidelity Bond - A Fidelity Bond shall be obtained for employees and officers of the congregation. Such bond shall be in an amount as determined by the Board from time to time.

ARTICLE XI

Clergy and Professional Staff

Section 1: Rabbi

(a) Duties – The Rabbi is the congregation's spiritual leader and shall serve its religious, educational, pastoral and communal needs. He or she shall have freedom of the pulpit and shall be the supervisor of the clergy .

(b) Term - The terms of the initial (b) employment agreement between the congregation and the Rabbi shall be in writing. It shall be approved by the Board of Trustees, both parties shall sign it, and it shall become part of the minutes of the Board of Trustees.

After the expiration of the initial agreement, the employment of the Rabbi shall continue unless at least two-thirds of the members of the Board of Trustees who are eligible to vote decide to discontinue his or her employment.

Section 2: Cantor - The Board of Trustees may employ a cantor. The cantor shall serve the congregation's religious, educational, pastoral and communal needs and shall perform such other duties and responsibilities as the Board of Trustees directs, based on the recommendations of the Rabbi.

Section 3: Associate Rabbi - The Board of Trustees may employ an associate rabbi. It shall define the duties and responsibilities of the associate rabbi, based on the recommendation of the Rabbi.

Section 4: Assistant Rabbi - The Board of Trustees may employ an assistant rabbi. The Rabbi shall define the duties and responsibilities of the assistant rabbi.

Section 5: Right to Attend Meetings - All clergy shall have the right to attend all meetings of the Board of Trustees and Executive Committee and all other committees but shall not have a right to vote. A committee or the Board of Trustees may excuse any member of the clergy from its meeting when it discusses or votes on remuneration or the terms of employment of any person or at any other time when a majority of the committee or the Board of Trustees present and voting deem it appropriate to do so.

Section 6: Selection of Rabbi, Cantor, Associate Rabbi, and Assistant Rabbi - A Pulpit Committee shall recommend to the Board of Trustees the selection of a rabbi, cantor, associate rabbi or assistant rabbi, and it shall have the approval of the senior Rabbi in its recommendations for cantor, associate rabbi, and assistant rabbi. The President shall appoint the members and chair of the Pulpit Committee.

In recommending and selecting, or in terminating, a rabbi, associate rabbi or assistant rabbi, the rules and regulations of the Rabbinic Placement Commission of the Union for Reform Judaism, the Central Conference of American Rabbis and the Hebrew Union College-Jewish Institute of Religion shall guide the Pulpit Committee.

In recommending and selecting, or in terminating, a cantor, the rules and regulations of the Joint Placement Commission of the American Conference of Cantors and the Hebrew Union College-Jewish Institute of Religion shall guide the Pulpit Committee.

The Pulpit Committee shall report its recommendations to the Board of Trustees, which shall make the final decisions for hiring an associate rabbi, assistant rabbi and cantor. At least two-thirds of the voting trustees present at a duly called meeting must approve the recommendations, provided at least a majority of the members of the Board of Trustees eligible to vote concur in the vote.

In regard to the Rabbi, the Board of Trustees shall present its recommendation to the congregation at a special meeting. Before calling such special meeting the Board shall invite the nominee for a regular service on a Friday evening or another appropriate function for the members of the congregation to meet and hear the nominee. A two-thirds vote of membership units voting at the special meeting of the congregation shall be necessary for the initial election of a rabbi.

Section 7: Professional Staff - In cooperation with the Rabbi, the Board of Trustees may create and fill such additional professional staff positions as it deems necessary.

ARTICLE XII

Committees

Section 1: Standing Committees - The following committees shall exist as standing committees of the congregation:

- (a) Nominating Committee;
- (b) Budget Committee;
- (c) Education Committee;
- (d) Cemetery Committee;
- (e) Investment Committee;
- (f) Development Committee;
- (g) Building and Grounds Committee;
- (h) ~~Tikkun Olam Social Action~~ Committee;
- (i) [Intentionally omitted]
- (j) Senior Personnel Committee;
- (k) **Safety and Security Committee**
- (l) **Inclusion, Diversity, Equity, and Access Committee**

Section 2: Other Committees - The Board of Trustees may establish or disband other committees as it deems appropriate.

Section 3: Selection of Committee Members - Except as these bylaws otherwise provide, the chairperson of each committee, in consultation with the Board of Trustees, shall

- (a) determine the appropriate number of members of each committee and
- (b) select the members of the committee that he or she chairs. All chairs and committee members must be members in good standing of the congregation.

Section 4: Budget Committee - The Treasurer of the congregation shall be the chair of this committee, and it must include at least two other trustees in addition to the Treasurer.

It shall be the duty of the Budget Committee to review and approve a detailed estimate of the income and expenses for the ensuing year, and to submit an annual budget to the Board of Trustees for the ensuing year. In the event of any request for expenditures during the fiscal year for which the budget does not provide, the Budget Committee or the Executive Committee shall evaluate it and submit a recommendation to the Board.

There shall be a review not less than every three years, as determined by the Board of Trustees, by an independent accountant of the accounts of the congregation.

Section 5: Education Committee- It shall be the duty of the Education Committee under the guidance of the Rabbi, and the Director of Education to establish policy and review the activities and curriculum for pre-school and religious school education. The policy is subject to the approval of the Board of Trustees. The Education Committee shall also establish and oversee adult education programs unless the Board of Trustees establishes a separate adult education committee.

The Education Committee shall also act as liaison between the synagogue youth groups and the Board of Trustees, promoting activities on the part of the youth groups which contribute to their knowledge of Jewish tradition, respect for Judaism and participation in wholesome social activities.

Section 6: Cemetery Committee - The Cemetery Committee shall manage the cemetery and mausoleum under the supervision and review of the Board of Trustees.

Section 7: Investment Committee - Except as the Board of Trustees otherwise provides, the Investment Committee shall manage the designated funds of the congregation.

Section 8: Development Committee - It shall be the duty of the Development Committee to coordinate and implement the marketing and fund-raising of the congregation, subject to the approval of the Board of Trustees.

Section 9: Buildings and Grounds Committee - It shall be the duty of the Buildings and Grounds Committee to maintain the buildings and property of the congregation in good order and repair and to establish, with the approval of the Board of Trustees, rules and regulations for the use of the congregation's physical facilities.

Section 10: Tikkun Olam Committee - The ~~Tikkun Olam Social Action Committee (formerly Social Action Committee)~~ works to create and promote opportunities for all of the Congregation Beth Israel community to participate in repair of the world. The Committee will also have the responsibility of making recommendations to the Board of Trustees for allocations from the Social Action Tribute Funds. The recommendations will be guided by the Tikkun Olam Committee's vetting of the recipient parties and will include the suggested distribution amount. ~~shall study and analyze local, state, national and international issues and concerns in relationship to the principles of Judaism. The Social Action Committee shall sensitize the congregation to the moral and ethical implications of these issues and concerns. It shall speak or encourage action only with prior approval of the Board of Trustees. The Social Action Committee periodically shall recommend to the Board of Trustees the parties to be recipients of the Social Action Fund and the approximate distribution amount or fund distribution percentage to be distributed to each recipient.~~

Section 11: [Intentionally omitted]

Section 12: Senior Personnel Committee - The Senior Personnel Committee shall consist of the President, a trustee appointed by the president, one or two trustees chosen by the Board of Trustees and the Rabbi. This committee shall conduct annual reviews of all clergy and senior professional staff between January and April of each year and shall report the results to the Executive Committee and to the Board of Trustees. The committee also is authorized to hear sensitive or confidential personnel matters and make recommendations.

Section 13 - Safety and Security Committee - In addition to congregant members, the Committee shall include at least two members of the Board, the Executive Director and the Director of Education. The Committee shall evaluate campus safety and security and address concerns including those involving practices, equipment, and facilities. The committee will consult with the Buildings and Grounds Committee on matters of shared interest. The Chair shall report concerns and activities of the committee to the Board as appropriate.

Section 14: Inclusion, Diversity Equity and Access (IDEA) Committee - The Committee shall consist of members of the congregation and at least two members of the Board. The Committee shall work to create a culture of belonging by ensuring that all aspects of congregational life are attuned to the experiences and abilities of all who engage with the Congregation Beth Israel

community. The Chair shall report concerns and on activities of the committee to the Board as appropriate.

Section 153: Responsibility of Committees - Except as these bylaws otherwise provide, all committees shall be responsible to the Board of Trustees and shall report their activities at least quarterly to the Board and more often if the committee's chair, the President or the Board deems it necessary. All committees shall submit their proposed annual budgets to the Budget Committee in sufficient time to be included in the budget process.

ARTICLE XIII

Financial Affairs

Section 1: Management by Board - All corporate powers pertaining to the financial affairs, funds and property of the congregation shall be exercised by or under the authority and oversight of the Board of Trustees.

Section 2: Perpetual Care Fund - Except as may otherwise be required by law or any contract to which the congregation is a party, charges for perpetual care of graves and a portion of the mausoleum charges to be determined by the Board from time to time shall be held and maintained in a separate account as a Perpetual Care Fund. The principal and income of the Perpetual Care Fund shall be held, invested, applied and distributed in accordance with policies and practices from time to time established by the Board, and shall be used for the maintenance and improvement of the cemetery and mausoleum and for no other purpose.

Section 3: Sale of Certain Real Estate - Before the congregation shall enter into any contract for the sale of real estate involving the temple grounds, parking facilities, cemetery, or administrative or educational facilities, the Board of Trustees shall ascertain all of the relevant material facts and submit them to the congregation at a regular or special meeting called for that purpose. It shall require a vote of two-thirds of the membership units present to authorize any sale of such real estate.

Section 4: Fiscal Year - The fiscal year shall begin on July 1 of each year.

ARTICLE XIV

Parliamentary Authority

The rules contained in Roberts' Rules of Order Newly Revised current edition shall govern in all cases to which they are applicable and in which they are consistent with the articles of incorporation or the bylaws of the congregation, as amended.

ARTICLE XV

Amendments

The bylaws may be amended by a two-thirds vote of membership units voting at a regular or special meeting of the congregation, provided that the Secretary of the Board of Trustees sends copies of the proposed amendments to the members not less than 35 days before the meeting. The Board of Trustees or at least 30 membership units of the congregation by a petition which they have signed and delivered to the Secretary of the Board of Trustees may propose amendments of the bylaws to the congregation.