

CONSTITUTION
OF
SISTERHOOD OF
TEMPLE ISRAEL
Uniontown, Pa.

ARTICLE I - Name

This organization shall be known as Sisterhood of Temple Israel, Uniontown, Pa.

ARTICLE II - Objects

The purpose of this organization shall be to uphold and perpetuate the ideals of Judaism; to further every interest of the congregation; to cultivate the religious, educational and civic interests of its members; to promote fellowship among its members, and to advance the program and the purposes of the National Federation of Temple Sisterhoods.

ARTICLE III - Membership

Section 1. Any Jewish woman interested in the furtherance of the objectives and activities of this organization shall be eligible to membership.

Section 2. Any applicant shall become a member upon the payment of annual dues to the financial secretary.

Section 3. Resignation from the organization shall be in writing.

Section 4. Any woman wishing to re-instate her membership shall be permitted to do so only if she is in good standing.

ARTICLE IV - Dues

Section 1. Membership dues in this organization shall be \$5.00 per year, payable in advance.

Section 2. The fiscal year shall be from January 1st to December 31st.

Section 3. The financial secretary shall send a final notice to all members whose dues are not paid by December 31st. If the member has not paid within 90 days, her name shall automatically be dropped from the membership.

Section 4. The name of a deceased member may be perpetuated on the roll of Sisterhood upon payment of \$25.00 or more.

Section 5. Any woman joining the Sisterhood, who has been an active member of another Sisterhood affiliated with the National Federation of Temple Sisterhoods with dues paid for the current year shall be admitted to membership without

further payment of dues until the beginning of the next fiscal year.

ARTICLE V - Officers & their duties

Section 1. The officers of the Sisterhood shall be a President, a First Vice President, a Second Vice President, a Recording Secretary, a Corresponding Secretary, an Assistant Corresponding Secretary, a Treasurer, a Financial Secretary and an Auditor.

Section 2. It shall be the duty of the President to preside at all meetings of this Sisterhood and of the Executive Board, to appoint the various chairmen of committees in their work, and to perform all duties pertaining to the office of the President. She is automatically a member of the Temple Board. She shall be a member ex-officio of all committees except the nominating committee.

Section 3. The Vice-Presidents in their order, shall perform the duties of the President in case of her absence or inability to act. The two Vice-Presidents are to assume responsibility of department heads; one of Religion and Education, Human Relations and Advancement of Judaism, and the other of membership and Administrative Services. They shall be ex-officio members of all committees in their departments.

Section 4. The Recording Secretary shall keep a record of all proceedings of the organization and shall be custodian of the books and papers. She shall present a written yearly report of all activities at the final meeting in May.

Section 5. The Corresponding Secretary shall attend to all correspondence of the Sisterhood. She shall send out notices of meetings, keep a full and correct list of members - such a list to be compared with the membership list of the Financial Secretary.

a. The Assistant Corresponding Secretary shall assist the Corresponding Secretary.

Section 6. The Treasurer shall receive all the funds of the Sisterhood. She shall render a monthly statement of the finances and at the annual meeting she shall present a complete report of the same. All papers, moneys and documents in her possession shall be delivered to her successor when installed, and in all official matters she shall be subject to the Executive Board.

Section 7. The Financial Secretary shall collect and record dues, send out bills for dues, and keep an accurate list of membership. She shall turn over all dues at least once a month to the Treasurer.

Section 8. The auditor shall audit the books of the Financial Secretary and the Treasurer twice a year.

ARTICLE VI - Officers & their election

Section 1. Officers shall be elected at the Annual Meeting in

May. They shall be eligible for election to the same office not more than two successive years. Their duties shall be such as specified in this Constitution and in the parliamentary authority adopted herein.

Section 2. The President shall appoint a committee on Nominations at the meeting in March. This committee shall consist of five members, three of whom shall be members of the Board and two from the general membership.

a. The Committee on Nominations shall present a report at the meeting in April, listing one candidate for each office.

b. The Chair shall ask for nominations from the floor for each office, and for directors.

c. Directors shall be elected for one and two years; the two receiving the highest number of votes shall hold office for two years.

d. The chairman of the nominating committee shall serve on the Board.

e. A member in good standing, affiliated with the Temple, shall be eligible for each office. No person may be considered unless she has been a member in good standing for one year.

f. Vacancies in office shall be filled by the Board.

g. Immediate past Presidents or the present president if she is ineligible to succeed herself, shall serve as advisor without voting privileges to the nominating committee.

ARTICLE VII - The Board

Section 1. The Board shall consist of the officers, elected Directors, immediate Past President, the chairman of all standing committees; and any member holding state office or a national committee member shall hold privileges ex-officio of the Board.

Section 2. The Board shall be authorized to manage affairs between meetings. It shall meet three times annually. Nine members shall constitute a quorum. Special meetings may be called by the President or by written request of three (3) Executive Board members.

a. Any member of the Board absenting herself from three (3) regular consecutive meetings during the year, except for illness or absence from the city, shall be automatically dropped as a Board Member. Notice to this effect shall be sent by the Secretary after the second consecutive absence.

ARTICLE VIII - The Executive Committee

Section 1. The Executive Committee shall consist of the President, the Vice Presidents, the elected officers, the immediate Past President. They shall function in the case of emergencies.

ARTICLE IX - Emergency Disbursements

Section 1. In the event of a minor emergency, the President of Sisterhood and the Vice Presidents, where action must be taken within 48 hours, not affecting policy of the Sisterhood or the Temple, shall be empowered to spend up to \$15.00.

ARTICLE X - Meetings

Section 1. The regular meetings of this organization shall be held on the first Tuesday of each month from September to May, inclusive, unless otherwise ordered by the organization or the Executive Board.

Section 2. The regular meeting held in May shall be known as the annual meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the President, or upon the written request of five members, one of whom shall be an officer of the organization, and the purpose of the meeting shall be stated in the call.

Section 4. Fifteen members shall constitute a quorum.

ARTICLE XI - Standing Committees

Section 1. In addition to the following standing committees, the President and the Board may create committees when necessary:

Family education	Music
Flower	Program
Kitchen & Maintenance	Publicity
Jewish Ceremonials & Arts	Religious Extension
Happy Day Fund	Religious School
Library	Telephone
Luncheons	Uniongram
Membership	Ways and Means
Youth	

Section 2. The president shall be a member ex-officio of all committees except the nominating committee; she shall appoint the chairmen of the standing committees.

Section 3. The chairmen of the standing committees, together with the president, shall appoint such additional members on their committees as they shall deem necessary.

Section 4. The Committee on Family Education shall strive to enrich spiritual family life and assist the home to cultivate in the children an appreciation of religious values and an emotional stability; it shall promote study groups to further these purposes.

Section 5. The Flower Committee shall have charge of the floral decorations for all services in the Temple and shall receive contributions for this purpose. This Committee shall also arrange decorations for other special occasions.

Section 6. Happy Day Fund - this committee shall receive contributions for many occasions and also make the necessary acknowledgements.

Section 7. The Jewish Ceremonials and Art Committee shall strive to instill an appreciation of Jewish music, art, and literature; a desire to own ceremonial objects of practical use in a Reform Jewish home; and to build up a Jewish home library. It shall assist the congregation in collecting and preserving art and ceremonial objects. It shall maintain a Judaica Shop.

Section 8. Kitchen and Maintenance Committee shall have charge of the care and upkeep of the kitchen and the building, together with the Temple House Committee.

Section 9. The Library Committee shall foster contributions to the Library; it shall receive and acknowledge all contributions.

Section 10. The Luncheon Committee shall appoint committees for the luncheons of the regular meetings.

Section 11. The Membership Committee shall build up the membership of the Sisterhood, and shall help to integrate new members by extending hospitality and by providing a program of education.

Section 12. The Music Committee, together with the Rabbi, shall be responsible for the choir and the selections of music for the services on Friday night and holidays.

Section 13. The Program Committee shall arrange and have charge of all programs for the regular meetings.

Section 14. The Publicity Committee shall have charge of all publicity regarding Sisterhood Activities.

Section 15. Religious Extension Committee shall endeavor to stimulate attendance at Temple services, and the observance in the home of the Sabbath and the Jewish holidays and festivals. It shall assist the Rabbi in all the religious activities of the congregation.

Section 16. The Religious school committee shall report the need of the Religious School to the Executive Board and the Sisterhood; shall in cooperation with the Rabbi, arrange entertainments for the children and shall endeavor in all ways to promote the welfare of the Religious School. It shall also act as a Cradle Roll Committee and shall enroll as future members of the religious school all new babies whose parents are members of the congregation; and shall visit the mothers of all new babies of Sisterhood members.

Section 17. The Telephone Committee shall secure reservations for all important Sisterhood functions. The Committee shall do all necessary telephoning.

Section 18. The Uniongram Committee shall have charge of the sale of the Uniongrams and the Uniongram Thank-You Cards and shall endeavor to increase their use by members.

Section 19. The Ways and Means Committee shall have charge of such fund raising projects as shall be authorized by the Sisterhood.

Section 20. The Youth Committee shall encourage and sponsor activities among the young people of the Congregation. It shall supervise the Released Time Study together with the Rabbi. It shall endeavor to include these young people in the social and religious life of the Congregation and in the National Temple Youth groups where possible.

ARTICLE XII - Affiliations

Section 1. This Sisterhood shall be a member of the National and State organizations and may be represented by one paid delegate to attend conventions.

ARTICLE XIII - Delegates

Section 1. Delegate to a National convention shall be the President or First Vice President.

Section 2. Delegates to the State Board shall be the President, First Vice President, and immediate Past President.

Section 3. Delegate to a Regional Conference shall be the President or First Vice President. In event they are unable to attend, the other officers and committee chairmen should make up the additional delegates to which the Sisterhood is entitled.

ARTICLE XIV - Amendments

Section 1. This constitution may be amended at any meeting of the organization. Any member may submit a proposal for an amendment or amendments provided it has been recommended by the Board. Such proposed amendment shall be presented at one meeting and acted upon at the following meeting. A two-thirds vote of those present is necessary.

ARTICLE XV - Parliamentary Authority

Section 1. The Rules contained in "Robert's Rules of Order Revised" shall govern this Sisterhood in all cases in which

they are applicable, and in which they are not inconsistent with these by-laws.

ORDER OF BUSINESS

1. Call to order
2. Reading and approval of minutes
3. Reports of Officers, Executive Board, Standing Committees
4. Reports of Special Committees
5. Unfinished Business
6. New Business
7. Program
8. Adjournment