

**BY-LAWS**  
OF  
**CONGREGATION**  
**BETH-JACOB**  
**DUQUESNE, PA.**



Adopted December 14, 1930.



**BY-LAWS**  
OF  
**CONGREGATION**  
**BETH-JACOB**  
**DUQUESNE, PA.**



Adopted December 14, 1930



## ARTICLE I.

### — Name —

1. The name of this Congregation is CONGREGATION BETH JACOB, of Duquesne. No proposal can be made to change this name.

2. The aim of this Congregation is to maintain religion in its ORTHODOX spirit, to bury its dead with due respect, and particularly to create friendly feelings among its members and to elevate their spiritual and religious education.

3. By mutual agreement a Ritual Committee, consisting of eleven (11) members, is to have sole authority of jurisdiction in religious and traditional matters. Notably; Rabbi, Cantor, Schochet or Teachers can be elected only after the said committee, having investigated the religious trustworthiness of the employee to be, recommends the application to the congregational meeting.

The members of this committee shall hold office for life. In case of a vacancy the new appointment should be made by the committee itself.

4. All business of the Congregation shall be transacted in the Jargon Language (in speech as well as writing). Members may use the English Language if they so desire. The financial books may be kept in the English Language.

## ARTICLE II.

### Transactions

1. Regular meetings of the Congregation are to be held every second (2nd) and fourth (4th) Sundays of the month, at 2:00 P. M. Special meetings can be called upon written request of eleven (11) members in good standing, upon decision of the Congregation, or by the order of the President, giving reasons for same. General meetings are to be held in the months of April and October.

Eleven (11) members in good standing, including the Officers, make a quorum.

To general and special meetings all members are to be invited in writing, stating the purpose of the meeting, and at the special meeting only such business can be transacted as the meeting was called for.



### ARTICLE III.

#### Proposal of Candidates and Their Acceptance

1. Only those who belong to the Jewish Religion and are married according to the Jewish rites and have reached the age of eighteen (18) years can be accepted as members.

2. All proposals of candidates must be made in writing, stating the first and second name of the candidate, place of birth, residence, age, occupation, single or married, number of children and their names.

3. The proposal of candidates must be endorsed by at least two members, and must be accompanied by not less than five (\$5.00) dollars.

4. A committee of three (3) shall be appointed to thoroughly investigate the character of a candidate and to interview him personally.

5. The committee has to report at the next meeting the result of their investigation in writing. If the report is favorable, a secret vote for the acceptance or rejection of the candidate should be taken. Three (3) or more votes against the candidate rejects him. When a candidate receives two-thirds (2/3) of the votes in favor of him, his rejection may be reconsidered by another vote at the same meeting, and when again rejected he may be proposed six (6) months later.

6. Candidates must pledge themselves to abide by the laws of the Congregation to support it and fulfill the duties prescribed by it, to pay the rest of the initiation fees, as well as the price of the By-Laws book, and the dues from the day of his initiation.

7. Each candidate should be notified in writing that he was accepted. If he fails to come for initiation in the following five (5) weeks, or if he hesitates to comply with the laws of the Congregation, his proposal fee is forfeited.

8. Rejected candidates should receive, without delay, their proposal fee through the proposer.

### ARTICLE IV.

#### Initiation Fees

1. The initiation fees for all applicants to the Congregation Beth Jacob shall be five (\$5.00) dollars.

The dues shall be determined at the first meeting of each year and payable in advance. Any one who fails to pay his dues for six consecutive months is automatically suspended and must be informed through registered mail.

### ARTICLE V.

#### Duties of Members.

1. Members of this Congregation should behave respectably during prayers; also at meetings; should avoid improper remarks or expressions; are to respect the transactions at the meetings; and consider religious prayers with holy reverence, so that they may not be disturbed.

2. Members must obey during prayers the orders of the President and the Elders. For disobeying such orders they may be fined from \$1.00 to \$5.00 or suspended from one to thirty days.

3. Members are to strive in private and social life to have brotherly feelings toward each other, so that they may call themselves brothers in the full sense of the word.

4. Every member must fulfill the committee duties to which he is appointed by the President or the Vice-President. A fine of \$1.00 will be levied for failure to attend to the same.

5. Members must attend the morning and evening services for one week when notified by mail; for failure to do the same a fine of one (\$1.00) dollar will be levied.

### ARTICLE VI.

#### Rights and Voting Privileges of Members

1. Every member is entitled from the day of his initiation to participate in the debates, elections and votes.

2. Every member is entitled from the day of his initiation to free burial on the plot of the Congregation for himself, his wife, unmarried daughters and sons under the age of eighteen (18) years.

3. When a member is seriously ill, and the President finds it necessary, two attendants shall be appointed,



for night and one for day duties. At a serious sickness of a member's wife or child the President may also send attendants if he finds it necessary.

4. At the house where a member or his wife died, or when a member is sitting sheva and has to say Kadish, a Minien should be provided, unless it is out of town. Such Miniens are to be named from the list of members. Those who fail to attend such appointments will be subject to fine of \$1.00.

5. When a member of good standing, who belonged to the Congregation more than six months, dies, or his wife or child die, and is buried in the cemetery of the Congregation, the following equipment is furnished:

- |                     |                                |
|---------------------|--------------------------------|
| 1. Night attendants | 4. Casket made by Congregation |
| 2. Undertaker       | 5. One limousine               |
| 3. Shrouds          | 6. Hearse                      |
|                     | 7. Burial                      |

Those that are buried in other cemeteries are not entitled to the above privileges.

6. No member has a right to choose for himself, his wife, or children a plot; but must follow the line of the regular order.

7. When a member or an outsider desires to purchase a family burial plot on the cemetery, the cemetery committee has to work out a thorough plan of the size and place of the plot and write out all particulars and conditions, and when necessary to have it legally attested and report to the President and the Congregation the conditions and accurately execute same according to the decision.

8. When an outsider dies or his wife or relative, and it is desired that they be buried in our cemetery, the committee must get a security equivalent to the amount it thinks the Congregation will ask for the plot and tombstone.

9. All inscriptions on the tombstones in the cemetery must be made in the Jude-Hebraic Language. It is also permitted to inscribe in the English Language below the Hebrew.

10. A special book is to be kept where all the dates of the deceased should be entered, according to the Jewish calendar, so that on holidays and memorial days proper prayer "El Molo Rachmin" could be made.

11. It is the duty of the sexton to report to the members the dates of Yahrzeits in advance.

12. Every member has a right to report to the Congregation the dates of the Yahrzeits of his parents, even if they died outside of the Congregation. The sexton is also to report such Yahrzeits in advance.

## ARTICLE VII.

### Nomination and Election of Officers

1. Election of officers takes place on the meeting before Simchas-Torah and installation takes place on Simchas-Torah. Two meetings before election is nominations.

2. Members cannot be elected or function as officers at the same time when they are related to each other; such as father and son, son-in-law, brothers, or brother-in-law, except as Elders. Only those members who belong to the Congregation six months or more are eligible to hold office.

3. No member can be elected to an office when absent, or who did not inform in writing his willingness to accept the office when elected.

4. The following officers are to be elected:

President  
Vice-President  
Financial and Recording Secretary  
Treasurer  
Three Trustees  
First Elder  
Second Elder

The Board of Directors are appointed by the President and Vice-President, who function with the Board. The chairman of the Cemetery Committee is appointed.

5. The following are employees of the Congregation, and elected by ballots:

Rabbi	Cantor	Supervisor
Shochet		Sexton



## ARTICLE VIII.

### Duties of the Officers

1. The President has to preside at every meeting. He has to promote friendship and consideration among the members; not to show any partiality; to decide in a tie vote (except at election). He signs all documents prepared by the Secretary, such as checks for payments, etc. He appoints the majority of all committees, revises the books before the regular time, demands of the Financial Secretary an account; has to watch the fulfillment of the duties of all officers and bring to account their negligence. He also has the right to spend the amount of \$10.00 between meetings, in case of necessity. He keeps under his guard all the property of the Congregation such as charter, bank books, securities, etc., and at the expiration of his term transfers them to his successor.

2. The Vice-President is to assist the President in the performance of all his duties and take his place in the President's absence. He appoints the minority of all committees and is chairman of the Finance Committee.

3. The Recording Secretary has to keep records of all transactions. He has to notify the various Committees of their duties and attend to all the necessary correspondence.

4. The Financial Secretary has to keep a complete record of the income and expenses, such as monthly dues, donations, etc. All moneys to hand over to the Treasurer at the meeting and get a receipt for it, or at any time when called upon to close the books for inspection and prepare a report twice a year. At any time when the Finance Committee asks for, to present the books and checks for revision. To make out and sign checks at the meeting for various expenses. To inform members of general and special meetings, and also to notify members when they are in arrears. He has to receive from the Elders every Sunday all nidurim undovos and enter the same in the books and notify the donator of the amount.

5. The Treasurer has to furnish bond, the amount of which is to be determined by the Congregation. He must be competent to keep a book accurately. He should receive the money from the Financial Secretary and is-

sue a receipt for the same. The money must be deposited within 24 hours in the bank, designated by the Congregation. He signs all orders for payment and must be present at every meeting. Upon request of the Finance Committee he has to present the books for control.

6. The Trustees are the custodians of the Congregation's property, they must keep watch over it and report at every meeting.

7. The Elders (Gubaim) must be present at the religious services on Saturdays and Holidays. They are to perform the necessary functions at the reading of the Scroll; issue calls for scroll reading according to order; mark the purchase prices and the nidurim undovos and the next day give same to the Financial Secretary for entry in the books. They have to see to it that the Synagogue and everything belonging to it, prayer books, scroll and the entire paraphernalia, should be kept clean and in proper condition. They should pay special attention in keeping order during prayer and other religious functions. They have to call to order disturbers, in a peaceful manner, and if disobeyed use such methods that will restore order and peace.

8. The Board of Directors have to organize soon after their installation and elect their officers. They are to meet as often as it is necessary and at least once before every Congregation meeting to dispose of the business that is before them. They are to bring before the Congregation such business that is necessary to dispose of. They cannot spend more than \$50.00 without the Congregation's consent.

## ARTICLE IX.

### Complaints and Examinations

1. Any member is liable to be fined, suspended, or lawfully expelled from the Congregation for the following offenses: for disrespectful behavior inside or outside the Congregation; for offending the officers or the members in the Synagogue; using unbecoming language against members; knowingly proposing unworthy candidates; attempting to make reform, seeking to destroy the unity of the Congregation; participating in the organiza-



tion of another local Congregation, entangle the Congregation in law suits without proper reason; for disclosing the names of members who vote against others interested in debates.

2. Any member who is accused in any way of the above offenses is entitled to a trustworthy and impartial trial.

3. A member has no right to sue another member in a regular court of law before he brings a complaint against him in the Congregation and a settlement has been tried.

4. Any complaint against officers or members can be brought before the Congregation, but such must be formally accepted before it is taken up. Only complaints from and against members from this Congregation can be brought up.

5. As soon as a complaint has been accepted, the President has to appoint a committee of 5, 7, or 9 members, who will investigate the complaint. The defendant and plaintive have the right to reject 3 members of the committee.

6. When there is a complaint against the President, it is to be taken up by the Junior Ex-President or Vice-President, who has to appoint the investigation committee. No officer can be suspended from office before the committee pronounces him guilty and the report accepted by 2/3 vote of the members present at the meeting.

7. When the committee is named, it has to function during the investigation and cease to exist upon the disposal of the complaint. Should the defendant not be present, he is to be invited through the Sexton.

8. Should the defendant fail to appear after the first written request, he should again be invited in writing, stating that in case he fails to appear, his case will be decided in his absence.

9. The complainant and the defendant have a right to select one member as their attorney. No one else can be present at the hearing except those concerned in the matter.

10. The defendant has the last word before the debate is closed.

11. The committee has to record the entire investi-

gation and findings, and after careful consideration to give out its verdict, and decide upon the fine and report to the Congregation.

12. Both parties can appeal the decision of the committee to the Congregation. Such an appeal must be made within one month of the decision.

13. No appeal can be made on the decision of the Congregation. In case a written protest is made on the decision of the committee, and the majority of the members accept the protest, a new committee shall be appointed before the matter is taken up again. There can be no appeal afterwards.

14. At the time when the committee makes up their decision, both parties must not be present.

## ARTICLE X.

### Suspending, Expelling and Fines

1. Members who fail to pay their dues at the latest six months are to be suspended from all benefits of the Congregation, except free burial place.

2. Members who owe for six month's dues, assessments, nidurim undovos, etc., and fail to pay the same when requested, should be notified by registered mail that they were dropped from the membership list. In case he pays what he owes within thirty days of the notification, he remains a member in good standing.

3. When an officer or committee men fail to appear at three consecutive meetings, the same should be notified that the office is declared vacant and another should be elected or appointed to it. During that period the newly elected or appointed are entitled to the same honors as if they would perform their duties for a full term.

4. Members in arrears lose the privilege of voting and participating in discussions. As soon as they pay their arrears they are entitled to the same.

5. Those officers or members who induce others to cast their vote during election against their convictions or change their ballots for another candidate should be fined \$2.00.

6. All fines must be promptly entered in a book and reported to the Financial Secretary. The fines can be



directly or indirectly removed when a written request is made within 30 days, and when 2/3 of the members present vote for it.

7. Should such an appeal be made later than the specified time, or if an appeal has been rejected once, it can not be brought up again.

8. When a member leads an immoral life or indecent life he should be expelled from the Congregation.

9. Expelled or resigned members who wish to rejoin the Congregation, should pay the sum that they owed at the time of the expulsion or resignation and be considered and treated as new candidates.

## ARTICLE XI.

### Rules of the Synagogue

1. Religious services of the Congregation should be strictly according to the custom of the Askenazi-Prag.

2. No one has the right to officiate at the prayers without permission from the Elders.

3. Aleahs, should at all times be sold at auction and the one who purchases it should watch for his next. Should he fail to appear when he is called upon, the Elders have the right to offer the same to someone else, and charge to the purchaser.

4. All nidurim undovos made in the Synagogue belong to the Congregation.

5. One who is entitled to be called to the reading of the scroll on Saturday must notify the Elders in advance. When the Saturday is also a holiday no privileges are granted.

6. As entitled to the reading of the scroll are considered:

- a. A father whose son is to be circumcised.
- b. A father whose daughter is to be named.
- c. One who has yohr-zeit.
- d. A groom.
- e. The father of a bride or groom the Saturday before the wedding.
- f. A father and son at a bar-mitzva.

When two are entitled at the same time the Elders are to decide the order.

## ARTICLE XII.

### Change of Laws

1. No part of these laws can be recalled, improved upon, or changed, unless a written request is made by ten members in good standing, and if the same is not contrary to Articles 1 and 2, Sec. I., and Article 12, Sec. I. Such changes should be given over to a committee of five, who are to consider and write out the same in a proper way and report the same to two consecutive regular meetings, after which a special meeting is to be called, and when two-thirds of the members present vote for the change, it is to be accepted.

2. The Congregation has the power to make resolutions from time to time; but such must not be against any of the existing laws.

3. No law or part of law goes into power until the same goes into the law book and a duplicate is printed and distributed among the members.

4. Resolutions adopted in explanation of an article or section thereof should be entered by the Secretary in the law book.

## ARTICLE XIII.

### Rules of the Meeting

1. All meetings of the Congregation are to be conducted according to the parliamentary rules.

2. Absolute order and quietness should be observed during the transactions, and nothing but matters concerning the Congregation should be transacted.

3. No member has a right to speak without first obtaining permission from the President, and he can speak on the same subject only once, until everybody else who desires to speak on the subject had his turn.

4. When a member desires the floor or wishes to speak on a certain question, he should arise from his seat and ask the President the privilege of the floor. Should a few arise at the same time, the President is to decide who is to speak.

5. A motion can be accepted for debate only when the same has been seconded and introduced by the President in the following manner to the members, "Are the members ready to take up this motion?" Only the following motions are in order:



- a. To amend
- b. To lay on table
- c. To postpone
- d. To commit
- e. To close the debate
- f. To question the motion

All the above motions can be made in the answer as they are enumerated above.

The motions b, c, d, and e should be decided upon without debate. A motion to close the debate can only be made when a question is debatable.

6. The motion amend: Every motion or proposal can be amended, and every amendment can be once improved upon by making an amendment to the amendment. All such improvements shall not change the principle point of the question.

7. Separation of question: A member has the right to propose the separation of a question, providing each separate part builds a question by itself.

8. To lay on table: A question that was laid on table cannot be taken up at the same meeting. Later it can be taken up only when the majority votes that the question should be taken up for consideration.

9. Motion to postpone: Motion to postpone is not debatable. It can however be decided for definite time. When it is decided for a definite date and was not taken up at that time, the whole matter is closed. If no definite time has been set such matters can be brought up at any regular meeting in the order of the day as unfinished business.

10. To close the debate: A motion to close the debate has to be taken up immediately, and no one can speak until this motion is settled. The President puts before the members the following question: Are the brothers ready to close the debate? If the members vote against the motion, then the debate continues just as if there were no such motion made. Should the majority vote for the motion, then the question that was debated should be voted on immediately.

11. The question on motion cannot be accepted while a member is speaking and until other members who desire to speak on the question are heard.

12. The point of order: When a member remarks

that a motion is not in order, the President has to ask him the reason for the same, and when the explanation is satisfactory, the President refuses the motion.

13. Point of Information: A member has the right to ask for information when a question under consideration is not clear to him. The President or a member appointed by him should explain in the best possible way the question. The debate under the discussion comes to a stop during the explanation.

14. Reconsideration of a question: Every motion that was accepted or rejected can be reconsidered when a member who voted with the majority makes such a proposition not later than the second meeting. Such proposals, when accepted, must go through in the same way as the former motion was voted on, but regular business transactions of the meetings must be considered between the acceptance of the proposal and its final reconsideration.

15. Voting is done by the arising of the members for "yes" and "no." On important questions of the Congregation or when a member is concerned the voting should be made by written ballots.

16. All questions are to be considered in the same order as they were proposed, excepting in cases where sums or time is to be considered. In such cases the larger sum or the longest time is to be considered first.

17. The President has to report the progress of votes and has to decide on these questions according to the results of the votes. In case of an appeal against his decision, the Vice-President asks the following question: "Is the meeting in favor of the President's decision?"

18. Every member can be called to order when he is speaking and the debate is to be postponed until the question of the order is decided upon.

19. When a member notices that some actions are taken which are against the law, he can protest and the President has to stop the transaction without seconding the motion for protest, and if the protest is well founded the President is to continue the routine of the meeting in regular order.

20. The President has a right to call a member to order, and ask him to speak short and to the point or refuse to let him speak any further, when the speaker makes



some personal attack, uses improper language or bores the meeting by his long talk. Such member can, according to Sec. 17, appeal to the Vice-President against the decision of the President.

21. All necessary laws that may be required, and are not in this book should be decided by the majority of the members present at the meeting, if they are not against the principles of the Shilchon Oroch.

22. All previous laws and decisions that are not in accordance with these laws are hereby withdrawn and considered null.

23. Each meeting is to be conducted according to the order of the day.

#### ARTICLE XIV.

##### Honorary Members and Others

1. The Congregation can have honorary members in cases where exceptional services were rendered without compensation.

2. Appeal for the release of payment of dues can be made and considered only when the person in question was in good standing for 25 years.

Exceptions are made in important cases.

3. The release from payment of dues is to be decided upon every year, until eventually the person in question can resume the payment.

4. Every important question has to be voted on by a roll call. The importance of a question is to be decided upon by the President.

#### ATTEST.

We, the undersigned, hereby state that the above laws were read and accepted by the Congregation.

Duquesne, Pa., December 14, 1930.

K. Kovacs, Chairman

Sam Gross

Sam Weiss

Jacob HersHKovitz

Louis C. Burstin

S. W. Gross, Sec'y.



