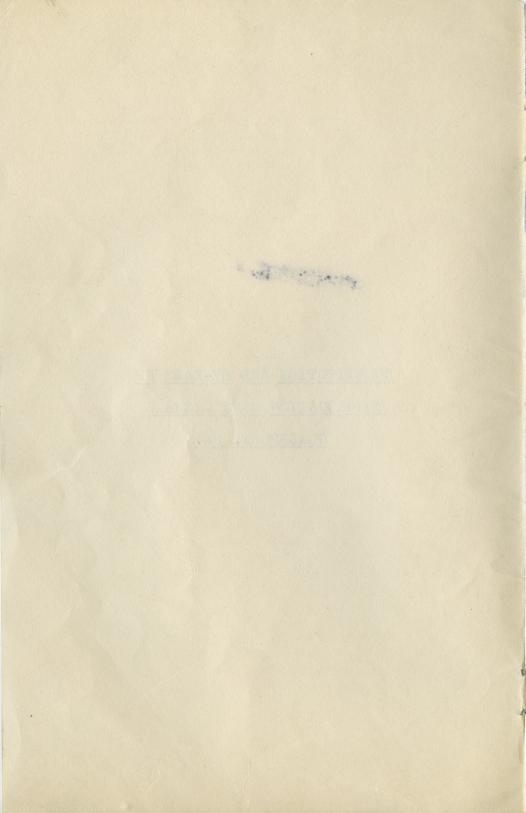


CONSTITUTION AND BY-LAWS OF

CONGREGATION B'NAI ISRAEL

GLASSPORT, PA.



#### ARTICLE I

# NAME, PURFOSE, AND LANGUAGE

#### Section 1

The name of this Congregation shall forever remain Congregation B'Nai Israel of Glassport and can never be changed even if only ten (10) members remain on the roster.

#### Section 2

All business of the Congregation shall be transacted in either Jewish or English.

## Section 3

The main purpose of the Congregation shall be to conduct services every Saturday morning and on all Holidays under the Ash-ken-aser (Orthodox) form of worship.

#### ARTICLE II

#### OFFICERS

### Section 1

All officers of the Congregation shall be elected annually by a majority of the members present at the meeting held each year during Cholomod-Sickus. In case there are more than two (2) candidates for the office, the candidate or candidates receiving the lowest number of votes shall drop out and another election shall be held immediately between the two (2) candidates receiving the highest number of votes, so that the candidate receiving the majority vote of the members present, shall be declared elected.

# Section 2

The officers shall be elected in the following order: President, Vice-president, Treasurer, Secretary, Gabaii, Three Trustees, and Chairman of the Cemetery.

SECTION 3

All elected officers shall be installed at the first regular meeting following the election except the Gabaii, who shall assume his office on "Shobbas Breshis". The outgoing officers shall turn over to their successors, all books, papers, seals, and records belonging to the Congregation.

#### ARTICLE III

# NOMINATIONS AND ELECTIONS

Section 1

First nomination of officers shall take place at the regular September meeting. Second nomination of officers shall be held at the Cholomod-Sickus meeting at which the election takes place.

Section 2

Any officer shall be eligible to succeed himself.

Section 3

Any member can be nominated, but not elected, to any office in the Congregation unless he is present in person at the election meeting.

Section 4

No member can vote at any time by proxy. He must be present in person to east his vote.

Section 5

Chazon or a Shochet can be elected at any time during the year, at either a special or regular meeting, by the will of the majority of the members of the Congregation.

Section 6

No member shall hold more than one (1) office with the exception of Chairman of the Cemetery.

Section 7

No momber can be elected to an office unless he has been a member of the Congregation for a period of not less than six (6) months.

### ARTICLE IV

### MEMBLRSHIP

Section 1

No candidate for membership in the Congregation can be balloted until his character has been investigated and favorable reported by a committee appointed by the President. If balloted upon, three (3) black balls shall bar him from membership, but after a lapse of six (6) months, he can again submit his application for membership.

Section 2

The initiation fee for membership shall be as follows: up to age forty (40)--\$\pi 5.00, 40 years to 50 years-\$\pi 10.00, 50 years to 60 years-\$\pi 25.00, over 60 years-\$\pi 50.00. All applicants for membership 50 years of age and over, snall have application acted on by the entire membership of the Congregation at a regular meeting, and in every ease where there is a question of doubt as to an applicant's good health, a health certificate must be presented from a physician to be named by the Congregation.

Section 3

Every candidate for membership, regardless of age, must be in good health at the time of application for membership.

Section 4

Every candidate for membership shall deposit his proposition for with his application. In case his application is rejected by the Congregation, his proposition for shall be refunded. If elected to membership and he shall then fail to present himself during the next three meetings, for in-

duction into the Congregation, his proposition fee shall be forfeited, unless he has legal excuse acceptable to the Congregation.

#### ARTICLE V

## DUES ...

Section 1

The annual dues shall be twenty-four (\$24.00) payable in advance monthly to entitle a member to all benefits. If a member is more than three months in arrears in his dues, he automatically forfeits all rights and privileges to any benefits.

Section 2

All donations made by each member must be settled in full before the High Holidays. If not paid, at that time, it shall be added to his dues, and if the total amounts to 6 months dues, he forfeits all rights and privileges to any benefits.

Scction 3

Every member whose dues and donations are paid up in full at the High Holidays, and who has been a member, more than six months, shall be entitled to free seats for the High Holidays for himself, his wife, and his children, unless he has a son or sons over 21 years of age, who are wage carners.

Section 4

The amount of the annual dues shall be determined by a majority of the members of the Congregation and may be changed to suit the budget required for the proper maintainence of the Congregation.

#### ARTICLE VI

#### MEETINGS

Section 1

General meetings shall be held twice a year. Cholomod-Pesach and Cholomod-Sickus, and regular meetings shall be held every second Sunday of each month at 10:00 A. M.

Section 2

The President has the authority to call a special meeting at any time and seven members in good standing, by serving a written request on the President, can demand that he call a special meeting if the request is signed by the entire seven members stating the purpose of the meeting.

#### ARTICLE VII

Section 1

When the President shall call the meeting to order, every officer and member shall take his seat in a quiet and orderly manner, and shall so conduct himself throughout the meeting, devoting his full time and energies to the business of the Congregation.

Section 2

At a special meeting, no other business shall be transacted except that for which the meeting was called.

Section 3

Every member shall receive a written notice from the secretary when a special meeting is called.

Section 4

Any action taken at a special meeting shall be binding on the entire Congregation.

#### ARTICLE VIII

Section 1

Every officer is obligated to deal courteously with every member.

Section 2

Every officer must attend all meetings. If he shall miss three consecutive meetings, without a legal excuse his office shall be declared vacant, and another member shall be elected to fill the vacancy.

## ARTICLE IX

# DUTIES OF THE PRESIDENT

Section 1

The President shall preside at all meetings, regular or special, and shall not permit violation of any of the by-laws of the Congregation. He shall see that the officers properly fulfill their duties. He shall conduct meetings in an orderly fashion and shall interpret all action according to the by-laws of the Congregation.

Section 2

The President shall appoint a majority of all committees. A special seat committee must be appointed before the High Holidays to handle all arrangements pertaining to seats for the High Holidays.

Section 3

In the event of a tie vote on any matter, the President shall east the deciding vote.

Section 4

The President shall see that no funds of the Congregation are wasted, but only spent for the best advantage of the Congregation. The President

shall have the authority to spend up to \$2.00 at any time, as often as in his judgment is necessary, for worthy charitable eases, and shall be reimbursed by the Congregation for his expenditures.

Neither the President nor any other officer shall have the right to sell anything belonging to the Congregation without direct authority of the Congregation, passed at a regular or a special meeting.

The President shall have the authority at any time to examine the books of the Secretary and of the Treasurer to see that they are properly kept and are in order, and he shall use every precaution to see that all dues and donetions are collected.

## ARTICLE X

# DUTIES OF THE VICE-PRESIDENT

Section 1

The Vice-President shall appoint a minority of all committees and shall assist the President to maintain order and decorum. In the absence of the President at any meeting the Vice-President shall carry on all the duties imposed upon the President.

# ARTICLE XI

# DUTIES OF THE TREASURER

Scotion 1

The Treasurer shall keep a true and accurate record of all money turned over to him, belonging to the Congregation. He shall issue a receipt to the Secretary for all money turned over to him and shall not issue any check for expenditures without a warrant from the Secretary. All checks of the Congregation must be signed by the President and the Treasurer. All money turned over to the Treasurer must be deposited in a bank selected by

the Congregation, within 48 hours after every meeting.

#### ARTICLE XII

# DUTIES OF THE SECRETARY

Scotion 1

It shall be the duty of the Secretary to keep a true and accurate record of all proceedings at every meeting both regular and special; to keep a proper statement of the financial obligations of each member; to properly credit each member with any money paid on his account; to keep a full and accurate record of all receipts and expenditures of the Congregation in detail.

#### Scotion 2

It shall be the duty of the Sceretary to issue a warrant on the Treasurer for the payment of all bills duly authorized at a meeting.

## Scetien 3

The Secretary shall immediately at the close of every meeting turn over all Congregation funds received by him to the Treasurer for which he shall receive a receipt.

## Scetion 4

It shall be the duty of the accretary to notify the President of the name of every member who is more than 1 month in arrests in dues.

# Scotion 5

If the Scoretary is negligent in the keeping of his books and records, and does not properly fulfill his duties, the Congregation shall have the right to order him to vacate his office. At the close of each meeting he shall read the receipts and expenditures in detail.

Before any Secretary shall be relieved of his office or at the close of each fiscal year, the President shall appoint an auditing committee to

examine the books and records of the Secretary and the Treasurer, to see that they are correct and in balance.

### ARTICLE XIII

# DUTIES OF TIL TRUSTEES

Section 1

It shall be the duty of the trustees to maintain order in the Schul at all times during services; to see that the members are scated, and to carry out any other duties imposed on them by the President.

Scotion 2

The trustees shall be responsible for the rental of a safe deposit box, and shall keep there in all papers, bonds, and any other records of value, belonging to the Congregation. Never less than two trustees must be present at all times at the opening of the safe deposit box to put in or take out any papers or other material authorized by the Congregation.

Scotion 3

The trustees shall report to the President any damage or necessary repairs to any building or properties belonging to the Congregation.

# ARTICLE XIV

# DUTIES OF THE GABAII

Section 1

The Gabaii must see that the building is kept clean and must be the first in schul, and the last to leave.

Scction 2

The Gabeii shall have the authority to purchase all necessary supplies for the proper maintenance

of the building, such as Sidurim, Esrogim, soap, bulbs, and etc.

Section 3

All Ellyeas of the entire year belong to the Gabaii to be given to the members as he sees fit, and may be sold at any time when he deems it wise to do so. In the absence of the Gabaii, the President shall have this authority, and if the President is also absent, then the Trustees shall have this authority.

Scction 4

It shall be the duty of the Gabaii to notify members who have names of loved ones on the Memorial Tablet in the Schul of the anniversary date of the death of the decease; to light the memorial light on the anniversary date of the death; and to make a Minyan for the survivors of the deceased whose name plate is on the Hemorial Tablet, unless notified by the family that they do not wish or need a Minyan, but nevertheless the memorial light shall be lit on the anniversary date, and on all day of Yiskor, and if Yiskor occurs on caturday, should remain lighted from Friday on through Saturday.

Section 5

It shall be the duty of the Gabaii to maintain a Yahrzeit record of every name placed on the Mcmorial Tablet; to notify members of the date of a Yahrzeit; and to make a "Mula" on the Saturday before the anniversary date, or if not permissable on that Saturday, then on the Saturday closest to the Yahrzeit date, on which it is permitted to make a "Mula".

# ARTICLE XV

DUTIES OF THE CEMETERY CHAIRMAN

Section 1

The Chairman of the Cemetery shall have full authority over the Cemetery belonging to the

Congregation, to sell lots to members, to take charge of providing a grave (when necessary for a member or any one of his family who is elegible) and arranging the other necessary details that our Congregation gives to a member at the time of death, by way of benefits.

Section 2

In the event of the sale of a grave to a nonmember the chairman shall have the authority to summon the officers of the Congregation for a special meeting, to advise and discuss proper procedure.

Section 3

In the event that the Cometery chairman desires further advice and counsel of the officers of the Congregation he may summon them to a special meeting at any time.

#### ARTICLE XVI

### GUIDANCE OF SCHUL AFFAIRS

Section 1

Any member of the Congregation who has a Yahrzeit or a Muzzle-Tov shall so notify the Gabaii, and at the Saturday services must be given an Ellyea.

Section 2

When a member has Yahrzeit, he must notify the Gabaii, whose duty it is to provide a Hinyan by notifying the balance of the members, and when so notified, every member is duty bound and must attend Yahrzeit services for that fellow member.

Section 3
The Gabaii shall have the sole authority to permit anyone to go to the Ohm-mid to Daven; the exception being--when the Congregation has hired a Chazon, it shall be his duty (the Chazon's) to Daven at the Ohm-mid. In the absence of the Gabaii, the President of the Congregation shall then have this authority. In his

absence also, the Vice-President and then the Trustees, in order, shall have this authority.

#### Section 4

During the High Holidays of Rosh Hashonnah and Yom Kippur, all the Ellyeas belong to the Schul and shall be auctioned off to the highest bidder, the Gabaii acting as auctioneer.

## Section 5

No one shall be permitted to stand on the Balemmer during services unless called up for an Ellyea except the Gabaii and the President in addition to the Reader of the Torah.

#### Section 6

When a member desired the floor to speak at a meeting, he must first be recognized by the president. When two members seek recognition at the same time, the President shall decide which member requested the floor first.

#### Section 7

When a member has the privilege of the floor to speak, he shall be given the undivided attention and courtesy of the officers and the other members.

## Section 8

Every member must respect the office of the President, and if called to order or is requested to be seated, must abide by the rule of the chair.

## Section 9

In the event a member shall bring charges against another member for misconduct or misbehavior against the general good of the Congregation, it shall be the duty of the President at that meeting to appoint a majority of a committee of three members, who are in good standing, to listen carefully to the charges and weigh all the evidence, and at the next meeting bring their report in to the Congregation. If the report finds the charges true and correct, the President shall have the authority to levy a fine or a suspension of not more than six months, and the suspendee must pay

ducs, but shall be denied all privileges during his suspension.

Section 10

In the event of the illness of a member, upon notification to the secretary, he shall be daily visited by at least one officer of the Congregation during the first week of his illness. Thereafter, it shall be the duty of the members to visit the ailing brother.

## ARTICLE XVII

# BENEFITS TO LIMBERS

Scotion 1

Then a member dies, the Congregation must furnish the hearse, two automobiles, watchers over the body, must provide for preparing the body for burial (Matahr-Zein), provide a grave and pay for digging same. All of these privileges to be extended only if the deceased member is to be buried in the Congregational Cometery.

Scetion 2

If a member passes away, the Congregation shall levy an assessment of 1.00 against every member to be paid in addition to the regular dues.

Section 3

If the wife of a member dies, the Congregation shall furnish a hearse, a grave, and pay for digging same, if the deceased spouse is to be buried in the Congregational Cometery.

Section 4

If a child of a member dies, who is under the age of 18, the Congregation shall only be obligated to provide a grave, but shall be put to no other expense.

Section 5

In the event of the death of a member of his

wife, all the members of the Congregation are obligated to attend the funeral, and not less than 10 members of the Congregation must attend the burial at the Cemetery in order to provide a Minyan.

#### Scetion 6

In the event that a member is sitting Shivah, and must say Kaddish, the Congregation is obligated to provided a Minyan during the entire week of Shivah.

## Scotion 7

At all Homorial Services (Yiskor) throughout the year, the Congregation must make amula for all deceased members.

#### Scetion 8

If a member becomes financially unable to keep up his Congregational obligations, and has been a member in good standing for more than five years, in the event of death to him, the Congregation shall be obliged to furnish him a burial plot only, without any other expenses to be attached; only in the event that he has not meanwhile joined another Congregation, and has been loyal and faithful to our Congregation.

# Section 9

If a member, after belonging to our Congregation for 25 years or more, becomes financially unable to keep up his Congregational obligations, in the event of death to him, he shall be entitled to all the burial privileges accorded to any member in good standing, providing he has not joined any other Congregation and has remained loyal and faithful to our Congregation.

# Scetion 10

If the widow of a member who died while in good standing, passes away, she shall be only entitled to a burial plot, no other expenses attached, providing she has not remarried, joined any other Congregation and has been loyal and faithful to our Congregation.

#### ARTICLE XVIII

### GENERAL

Section 1

Any proposed changes to these by-laws shall be brought to a regular meeting, in writing, by three good standing members. If discussed favorable on the open floor, the President shall then call a special meeting notifying each member by mail of the proposed changes to the by-laws. If passed by a two-thirds majority of the members present at the special meeting, the proposed change shall then become part of the by-laws.

Section 2

The President shall not take part in any general debate, and if he wishes to enter any discussion on the floor, must turn his office over to another member.

Section 3

No member shall make a Minyan on any Saturday or Holiday, in his home or elsewhere, other than our Schul. If he does so, it shall be construed as being disloyal and injurious to our Congregation. And upon positive proof of such action by any member, he shall be immediately be expelled from membership in our Congregation.

## ORDER OF BUSINESS

- 1. Roll call of officers
- 2. Reading minutes not yet approved.
- 3. Report of Committees.
- 4. Reports of investigating committee on applicants.
- 5. Balloting on applicants.
- 6. Initiation of applicants.
- 7. Application for membership.
- 8. Reports of sick and needy.
- 9. Communications and notices.
- 10. Unfinished business.
- 11. New business.
- 12. Payment of dues.
- 13. Good a nd welfare of the Congregation.
- 14. Receipts and expenditures.
- 15. Closing meeting.

1961 BMILLER Endlowite Trus