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CONSTITUTION
and
BY-LAWS

SISTERHOOD OF TIPHEREH ISRAEL CONGREGATION

WARREN, PENNA.

April, 1978

CONSTITUTION AND BY-LAWS OF THE SISTERHOOD OF TIPHERETH ISRAEL CONGREGATION
OF WARREN, PENNSYLVANIA

ARTICLE I

- Section 1: The name of this organization shall be "The Sisterhood of Tiphereth Israel Congregation of Warren, Penna."
- Section 2: The purpose of this organization shall be
- (a) to be of service to the Tiphereth Israel Congregation
 - (b) to promote and support a Sunday School
 - (c) to support Jewish charities and give aid to needy Jewish transients.

ARTICLE II

- Section 1: Eligibility for membership in the Sisterhood requires that the woman or her husband be a member of the synagogue.

ARTICLE III

- Section 1: The officers of the Sisterhood shall be President, Vice-president, Secretary, and Treasurer, each of whom shall be elected by the members for a term of one year.
- Section 2: There shall be an executive committee consisting of the elected officers of the Sisterhood.
- Section 3: There shall be a Board of Directors consisting of the executive committee, the past president and two members appointed by the president.
- Section 4: Vacancies in office which occur between elections shall be filled by appointment by the President subject to the approval of the Board of Directors.

ARTICLE IV - Duties of Officers

- Section 1: The President shall preside at all meetings of the Sisterhood and of the Board of Directors, including holding an annual board meeting to establish a budget; she shall perform all duties proper to her office.
- Section 2: The Vice-President shall preside at meetings and perform all other duties of the President in her absence. She shall be an ex-officio member of all committees, be chairman of the Program Committee, and be Hostess Chairman.
- Section 3: The Secretary shall keep a proper record of all meetings of the Sisterhood; shall keep an accurate record of the names and addresses of members; and she shall perform all other duties proper to her office. The Secretary shall make a final report at the end of the yearly term with the motions of the year which would effect the future conduct of the Sisterhood.

ARTICLE IV - Duties of Officers (cont.)

Section 4: The Treasurer shall receive all monies due to the Sisterhood; shall pay all bills when properly verified; shall keep a proper set of books; shall submit monthly written reports; shall present the annual budget and administer it; shall render a yearly statement at the May meeting. The treasurer shall be the assistant Treasurer the following year with her signature serving as an alternate, if needed.

ARTICLE V - Administration and Elections

Section 1: The Sisterhood shall meet regularly on the first Monday of September, October, November, March, April, and May, unless otherwise specified.

Section 2: The annual meeting of the Sisterhood shall be held on the first Monday of May at which time annual reports shall be presented and officers shall be installed.

Section 3: Special meetings of the general membership may be called by the Board of Directors at any time.

Section 4: The Board of Directors shall meet upon request of the President at any time and may be empowered to make decisions in cases of emergency. They may spend a sum of money not to exceed \$25.00 in matters where a general meeting cannot be called.

Section 5: A nomination committee consisting of three members shall be appointed by the President during the month of March. The report of the nominating committee shall be presented at the April meeting at which time additional nominations may be made from the floor. Elections shall follow the nominations at this meeting.

Section 6: The method of election shall be open vote unless otherwise decided by the Sisterhood.

Section 7: Installation of officers shall be held at the annual May meeting, with the immediate past President presiding over the installation.

ARTICLE VI - Finances

Section 1: The fiscal year of the Sisterhood shall begin with the first meeting of May and end April 30th of the next year.

Section 2: The annual dues of the Sisterhood shall be \$20.00 per member, payable in full on or before the November meeting.

Section 3: Auditing of the treasurer's books shall be done annually in April or prior to the May meeting, and shall be done by the past treasurer.

ARTICLE VII - Duties of chairmen of standing committees

- Section 1: The House Committee Chairman shall oversee the cleaning of the kitchen, social room and housekeeping of the building.
- Section 2: The Membership Chairman shall invite and present new members to the Sisterhood.
- Section 3: The Hostess Chairman shall be the Vice-President. She shall establish a schedule of hostesses for the year and notify them for each meeting.
- Section 4: The Publicity Chairman shall handle all publicity relative to the Sisterhood and its functions.
- Section 5: The Boris Waxman Memorial Fund Chairman shall administer the Boris Waxman Memorial Fund.
- Section 6: The Sunshine Chairman shall send a card to any member in the hospital and a card to any member in mourning.
- Section 7: The Devotions Chairman shall read the opening prayer and conduct the singing of Hatikvah at the close of each meeting. In the event of a death of a member of the Sisterhood, a tribute shall be given for her in the form of a prayer read by the Devotions Chairman at the next Sisterhood meeting.
- Section 8: The Telephone Committee shall consist of one member whose duty it shall be to make all telephone calls pertaining to Sisterhood activities.
- Section 9: The Current Events Chairman shall give a short report on Jewish current events at each meeting.
- Section 10: The Sunday School Chairman shall be the liaison of the Sisterhood to the Sunday School.
- Section 11: The State Hospital Chairman shall see that food packages are sent to the Jewish patients at the State Hospital each month.
- Section 12: The Program Chairman shall be the Vice-President who shall set up the programs for the meetings and have copies made for all members.
- Section 13: The Mitzvah Fund Chairman shall administer the Mitzvah Fund.
- Section 14: The J. N. F. Tree Chairman shall administer the sale of trees for Israel.
- Section 15: The New Year's Card Chairman shall contact Subscribers and oversee the printing and distribution of cards to all subscribers.

ARTICLE VII - (cont.)

Section 16: The J. N. F. Chairman shall collect the Blue Boxes twice each year and forward monies to the proper agency.

Section 17: The Assistant to the Boris Waxman Memorial Fund Chairman and Mitavah Fund Chairman shall assist both of these chairmen.

ARTICLE VIII

Section 1: The Constitution and By-Laws may be amended by the recommendation and passing of a motion at a regular meeting and voted upon at the following meeting.

ARTICLE IX

Section 1: At a regular meeting a motion may be passed by a simple majority of those present.

Section 2: The President votes on a motion only to break a tie.

ARTICLE X

Section 1: After ratification this Constitution makes null and void any previous constitutions and amendments of this organization.