

CONSTITUTION

and

BY-LAWS

of

AGUDATH ACHIM

CONGREGATION

Adopted April 2nd, 1952



## Foreword

The passage of time made the need for a revision of the By-Laws of the Congregation acute, and the undersigned Committee spent many hours in preparing a recommended draft to the Congregation. All members of the Committee devoted themselves earnestly to what we considered an important task. Later, our recommendations were presented to the Congregation, and some changes were made by the Membership. The following is the draft as finally adopted by the Congregation pursuant to notice to the membership on April 2nd, 1952.

This opportunity should not pass by without a tribute to the original founders of the Congregation and their foresight and generosity. Small in numbers, but fervent in their devotion to their faith, they pledged their credit and gave of their cash to acquire a synagogue and a cemetery, and they formulated appropriate rulings to govern their procedure. Time has thinned their ranks, but as a younger generation takes over the governing of their assets and the trusteeship of synagogue activities in Beaver Falls, let there be only respect and gratitude to those early founders. Who does not remember their carrying with pride and consulting with zeal those early by-laws written in the Yiddish tongue, and seeking only to forward the best interests and welfare of the Community? Let us in turn pass on to the third and fourth generations the religious heritage of our fathers and their love of the Synagogue.



We trust our labors will be helpful in these high objectives.

THEODORE A. TENOR, Chairman

ABE ROSENBERG

HARRY BRAUN

RABBI JOSEPH B. ELEFANT

By-Laws Committee

## CONSTITUTION AND BY-LAWS

of

### Agudath Achim Congregation

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#### ARTICLE I

##### Name

Section 1. The name of this Congregation shall be "Congregation Agudath Achim."

Section 2. Wherever the word "Congregation" is herein used, it shall refer to and mean the Congregation Agudath Achim.

#### ARTICLE II

##### Purpose

Section 1. The Congregation shall maintain a place of public religious worship according to the established usages and custom of traditional Judaism; schools of instruction; a communal center to accommodate cultural and social needs; and a cemetery for the needs of its families and such others of the Jewish faith as desire its accommodations.

#### ARTICLE III

##### Records

Section 1. The proceedings and records of this Congregation shall be kept in the English language.



## ARTICLE IV

### Membership and Dues

Section 1. All persons of good character and repute and professing a belief in the purpose of the Congregation shall be eligible to membership.

Section 2. A new member is not entitled to vote until he has been a member for one month, and is not eligible for office until twelve months from the time he became a member of our Congregation.

Section 3. Membership shall be by application accompanied by one year's dues. In the event of the death of a male member in good standing, the widow shall be privileged to retain her membership by payment of a dues of one-half of the annual membership dues.

Section 4. All applications for membership shall be subject to the recommendation of the membership committee, and approved by a majority vote of those present at any regular or special meeting of the Congregation.

Section 5. All dues shall be entered on the Financial Secretary's books annually in advance on Erev Rosh Hashonah, and shall be payable at that time.

Section 6. All membership dues may be revised at the recommendation of the Board of Trustees and ratified by the Congregation at any regular or special meeting.

## ARTICLE V

### Membership Privileges

Section 1. A member in good standing shall be entitled to two seats for the High Holidays in such location as the Seat Committee shall allot; to the use of the Educational and instructive facilities of the Congregation for their children at the minimum tuition assessment established by the Board of Trustees; and to the privilege of single graves in the cemetery for himself, his wife and his children actually dependent upon him, without selection.

Section 2. Every member must be clear of his debts according to the account of the Financial Secretary up to the day before Rosh Hashonah, otherwise he is not entitled to vote.

Section 3. The Board of Trustees, in its discretion and on at least one month's written notice, shall be empowered to suspend membership privileges for delinquency in membership obligations, or for other violations of membership obligations.

Section 4. Resignations must be in writing and submitted to the Board of Trustees and shall be effective when acknowledged by the Congregation.

## ARTICLE VI

### Funds of the Congregation

Section 1. The Treasurer of the Congregation shall have sole custody of all regular Congregational funds, including the cemetery and talmud



torah. Separate records shall be kept as to cemetery, talmud torah, and maintenance.

Section 2. All withdrawals shall be subject to the signature of the Treasurer and such other officer as designated by the President.

## ARTICLE VII

### Officers and Board of Trustees

Section 1. The officers of the Congregation shall be a President, a first Vice-President, a second Vice-President, Secretary, and Treasurer.

Section 2. The Board of Trustees shall consist of six (6) elective directors. The chairman of the Chevri Kedishah shall automatically become a seventh member of the Board of Trustees. The President of the Sisterhood and of the Men's Club shall be non-voting members of the Board of Trustees, making a total of nine (9).

## ARTICLE VIII

### Duties of Officers

#### President:

The President shall preside over all congregational and Board meetings. He shall be an ex-officio member of all committees; when present, he shall preserve order and decorum of the services and preside at the reading of the Torah. He shall be privileged to name a Gabbai pro-tem to preside at the reading of the Torah in the absence of, or with the consent of the Vice-Presi-

dent; he shall co-ordinate the activities of the Congregation and of all committees, and he shall have such powers and be charged with such other obligations as are customary with his office, including the right to delegate his authority.

#### First Vice-President:

In the absence of the President, the First Vice-President shall assume the duties of the President and be charged with the powers of the President. He shall be an ex-officio member of all committees. With the President, he shall stand at the reading of the Torah. He shall assist the President in co-ordinating the activities of the Congregation.

#### Second Vice-President:

The Second Vice-President shall assist the President and First Vice-President in the performance of their duties and such duties as shall be designated by the President. He shall be an ex-officio member of all committees. In the absence of the President and the First Vice-President, he shall assume the duties of the President as the acting presiding officer.

#### Secretary:

The Secretary shall keep a faithful record of all Congregational meetings and Board meetings; he shall send out notices for all Congregational and Board meetings; he shall have charge of the Congregation's correspondence; he shall file and keep the reports of all committees. He shall perform such other duties as may be desig-



nated by the Board of Trustees and shall be an ex-officio member of all committees. He shall read all minutes of the Board meetings to the Congregation, as well as minutes of the Congregation at the meeting following the recording of the same.

#### **Treasurer:**

The Treasurer shall keep the funds of the Congregation in the name of the Congregation in such banks as the Board of Trustees shall approve; he shall not pay out any moneys outside of current bills except as duly allocated at a membership meeting; he shall, whenever called upon, report on the state of the treasury; he shall upon the expiration of his term of office, account to the Board of Trustees and his successor for all Congregational assets entrusted to him; and at the expense of the Congregation, he shall give a Surety Company bond in an amount fixed by the Board of Trustees for the faithful discharge of his obligations. He shall be an ex-officio member of all committees.

#### **All Officers:**

The maximum term of all officers is fixed as two (2) years but this to be subject to revision in any instance by action of the Board of Trustees.

All officers of the Congregation are expected to attend Sabbath services of the Congregation at least once a month.

#### **Board of Trustees**

Section 1. The Board of Trustees shall meet

in regular session once a month at a time fixed by it, and specially on the call of the President, or upon the request of a majority of the elected members of the Board on at least five (5) days prior notice. At its first regular meeting, after the annual meeting, the President shall submit to the Board for its approval, the personnel of the following standing Committees, of which the chairmen shall be members of the Board of Trustees: (1) Religious Service; (2) Educational Activities; (3) Maintenance and Equipment; (4) Finance and Budget; (5) Membership; (6) Visiting; (7) Cemetery.

Section 2. The Board may declare vacant the office of any elected member of the Board who shall be absent without excuse from four consecutive meetings. They shall by a majority vote fill any vacancy from its elected membership, and shall have the right of approval in the matter of employment or removal of employment in the Congregational service, employees for whose election no Congregational meeting is required.

Section 3. The Rabbi of this Congregation shall be elected by a majority vote at a meeting of the membership, due notice of the purpose of which has been given to the membership.

### **ARTICLE IX**

#### **Congregational Meetings**

Section 1. The annual meeting for the election of executive officers and the Board of Trustees, the submission of reports, and the



transaction of such other business as may be necessary, shall be held on Chol Hamoed Sukkoth. Congregational meetings shall be held monthly, on the first Wednesday of each month, except during the months of June and July, subject to change.

Special meetings of the Congregation may be called by the President, or on the written request of any five (5) Board members, with notice duly given to the membership. Special meetings may transact such business as shall be designated in the call, or any business which may be submitted to the meeting by the President.

Section 2. The Executive officers and Board of Trustees shall plan the program and the order of the meetings. They shall appoint a Nominating Committee at least one month before the date fixed for the Annual election meeting, and shall make public the names of the committee on nominations composed of not less than three members, of whom not more than two shall be of the Board, and to whom members shall have the right to make suggestions for nominations.

Section 3. Congregation meetings, by a majority rising vote of members in good standing shall be the judge of its own procedure on any appeal from the ruling by the presiding officer.

## ARTICLE X

### Election of Officers

Section 1. The annual meeting shall elect

from its membership for a term of one year, an executive staff composed of a President; a first and second Vice-President; Secretary, and Treasurer. It shall also elect six of its members as the Board of Trustees. The Chairman of the Cemetery Committee, called Chevra Kadisha, becomes automatically a member of the Board of Trustees.

Section 2. No member shall be elected to an office unless he is present at the election, or unless by extenuating circumstances, of which the membership is to judge, his absence is excused. In such case, there must be substantial evidence that the candidate will accept the office, if elected.

Section 3. In all contested elections, the ballot shall be written and secret.

## ARTICLE XI

### Standing Committees

Section 1. THE RELIGIOUS SERVICE Committee shall have supervision and direction of the customary religious services; the care and maintenance of the ritual, ceremonial and other properties necessary in the conduct of the services; the direction of those employed in the Congregational service in connection with the holding of services; the preparation and conduct of Bar Mitzvahs in cooperation with the Rabbi and the Committee on Educational Activities, and the supervision and enforcement of such rules and regulations as they may deem necessary in regard to the attendance of non-



members and visitors for Kaddish and Yahrzeit. They shall have charge of seating arrangements and ushering and issuing of tickets for the High Holiday.

All activities of the said Religious Service Committee shall be subject to the approval of the Board of Trustees.

Section 2. THE COMMITTEE ON EDUCATIONAL ACTIVITIES shall have supervision and direction of the schools of the Congregation; the books, equipment, properties and personnel necessary in the conduct of the schools and its other co-related activities; shall establish and develop the curricula, the rules of conduct, the regulation and behavior of classes, their promotion and graduation, and such other duties as are customary to a School Committee.

The selection of teachers, their direction and their duties shall be vested in the Rabbi in cooperation with the committee.

All of the powers herein vested in this committee and the Rabbi shall be subject to the approval of the Board of Trustees.

Section 3. MAINTENANCE AND EQUIPMENT COMMITTEE shall have supervision and direction of the buildings and grounds; shall be responsible for the care, operation and maintenance of the physical needs of the buildings; shall have control of all Congregational supplies and equipment not otherwise in the possession and control of specific standing committees; shall regulate and direct the coordination of the various activities arranged for or conducted in the buildings; shall be the purchasing

agent for all supplies and equipment required in the conduct and operation of the congregational activities; shall keep a calendar of all events happening in the building and shall regulate the dates and uses and the rates therefore where so provided, of activities other than routine, intended to be held in any part of the buildings including the social hall and its kitchens.

All activities of the said maintenance and equipment committee shall be subject to the approval of the Board of Trustees.

Section 4. FINANCE AND BUDGET COMMITTEE shall cooperate with the Executive officers and the office of the Congregation in keeping the Congregational operation within the budget; in finding and carrying out methods for bringing in the funds necessary to meet the budget; shall advise on possible economies in the Congregational operations; shall cooperate with the various standing committees in the preparation of their budgets and shall submit to the Board of Trustees for their approval as early as possible before the annual meeting, a budget for submission to and approval by the annual meeting. It shall also audit the annual report of the financial Secretary and submit same to the annual meeting. The Budget Committee must approve all expenditures in excess of \$20.00.

Section 5. MEMBERSHIP COMMITTEE shall be charged with the solicitation and recommendation of prospective members into the Congregational family; and the planning and carrying out of membership campaigns; assist



the office of the Congregation in the collection of membership obligations.

Section 6. VISITING COMMITTEE shall visit, on behalf of the Congregation, all families in illness or bereavement of which notice may come to them directly or by notice from any membership family.

Section 7. CEMETERY COMMITTEE, called Chevra Kadisha, shall be charged with the business and administrative operation of the Congregation's cemetery; the care and upkeep of the Cemetery property; the conduct of interments in it and the sale and reservations of plots and graves; the care of graves and the erection of stones and monuments, and the supervision of the caretaker and other necessary help. It shall not make any expenditure, in any event, in excess of fifty (\$50.00) Dollars without prior approval of the Board of Trustees; shall abide by and enforce, and make no additional rules and regulations or alter any now in force without prior submission to the Board of Trustees and approval by said Board. All of the powers herein vested in this committee shall be subject to the approval of the Board of Trustees.

## ARTICLE XII

### Cemetery, or Chevra Kadisha

Section 1. The Chevra Kadisha shall consist of twelve men, capable and willing to perform the required duties, and from which Chevra Kadisha, a Gabai Rishon, a Gabai Sheini, a sex-

ton, and a secretary shall be elected. Twelve or more members of the Committee shall be elected at the annual election meeting of the Congregation, and on Tesvov Kislov they shall meet and elect their officers.

Section 2. Each year on the 15th day of the month Kislov, or the Sunday following, a banquet shall be given in honor of the Chevra Kadisha. All member of the Congregation shall be invited to attend; the charge per plate shall be decided by the Congregation. Preceding this banquet, the officers for the Cemetery shall be nominated and elected.

Section 3. In case of a death, either the Gabai Rishon or the Gabai Sheini must be notified and in case the Gaboim are not at home, the President of the Congregation shall be notified, and they must call five more members of the Chevra Kadisha and they shall meet together in our Synagogue and decide about the case.

Section 4. No member of the Chevra Kadisha has any right to refuse when called by the Gaboim to help attend to a corpse.

Section 5. No one shall enter the cemetery to repair a grave or put up a tombstone without permission from the Gaboim.

Section 6. The Chevra Kadisha must attend to all business relating to the cemetery, and in case of a death they may show the burial ground to the mourners before interment.

Section 7. The First Ones Who Have Bought The Burial Ground ("Rishoni") and have maintained their membership are entitled to two



graves free in the first line, one for the husband and one for his wife; all other plot-holders by virtue of purchase are also required to maintain their membership.

Section 8. In the event of a burial in the Cemetery of the Congregation the person or persons concerned must deposit the sum of \$75.00 with the Congregation as a security for the erection of a tombstone, and if such tombstone is not erected within thirty (30) days after the expiration of one (1) year of the death, said deposit shall be applied for such purpose, otherwise the deposit shall be returned.

Section 9. A book and a blueprint shall be kept by the Secretary of the Chevra Kadisha with a record of all those buried in our cemetery, showing the year, month and day, by Jewish and English calendar, on which each one died, and when they were buried and the row and number of the grave. This book shall be available for inspection by any member at reasonable and approximate times at the Synagogue.

Section 10. All cemetery lots heretofore or hereafter purchased in the congregational cemetery are held subject to these by-laws and any later amendments or revisions thereof.

### **ARTICLE XIII**

#### **Congregational Auxiliaries**

Section 1. No additional auxiliaries or activity groups shall be organized or permitted to function as congregational activities except upon

the approval of the Board of Trustees and subject to such rules and regulations as the Board shall provide.

Section 2. No auxiliary shall advertise or conduct any public or outside affair for which any charge would be made, without first obtaining permission from the Board of Trustees of the Congregation, and no auxiliary shall fix an inside or outside activity without first consulting the chairman of the Maintenance and Equipment Committee and the office calendar as to possible interference with other scheduled congregational or auxiliary activities.

### **ARTICLE XIV**

#### **Amendment**

These by-laws supersede and cancel out all previous by-laws, amendments, and resolutions. They may be altered and amended at any Congregational meeting by a three-fourths (3/4) vote of those present in good standing after due previous notice of the intention to alter or amend.

The Secretary shall have available at every Congregational meeting a copy of these by-laws and all amendments thereto for ready reference.

ROBERTS RULES OF ORDER shall govern the conduct of all Congregational and Board meetings.