

ORIGINAL AND UNAMENDED

CONSTITUTION, REGULATIONS AND BY-LAWS OF CONGREGATION

OF _____

CONSTITUTION

Section I

This Congregation shall be known as the Congregation _____, of East Liverpool, Ohio, and the principles of Judaism are to be perpetually maintained as outlined herein and in accordance with the merger agreements, previously adopted by both former congregations, and made a part hereof.

Section II

Friday evening services shall be conducted from the Union Prayer Book using the format in use at B'Nai Israel. This will include a Torah Service. However, those who are called up to the Torah will be required to wear a Yahrmarka for this purpose. A talis will not be required.

The wearing of yahrmarkas and talesim during all services will be a matter of individual preference. However, those who are called to the Torah during the High Holiday and Sabbath Morning Services will be required to wear a yahrmarka and talis on the pulpit platform.

The use of organ music during services will be acceptable.

A Cantor will be engaged for the High Holiday Services.

The use of a choir for Friday evening services will be acceptable.

The present makeup of the B'Nai Israel choir will be acceptable, the religious affiliation of the singers being immaterial.

Saturday morning services will be conducted from the Silverman Prayer book.

Yahrtzeit minion services will be available to those who want them, and will be conducted in a manner, and in keeping with the wishes of the person desiring the service.

The kitchen will be run as a "Kosher" kitchen, the details of this to be determined by the new Sisterhood.

During the Kaddish portion of services, the Rabbi will ask mourners to rise. At this time, anyone else who wishes to rise and take part, may do so. However, it will not be obligatory for the Congregation as a whole to rise.

The Congregation will affiliate with the Union of American Hebrew Congregations.

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The Rabbi who will serve the Congregation will be chosen in accordance with the above affiliation.

Rosh Hashanah and Yom Kippur Eve services will be conducted from the Union Prayer Book No. 2.

Rosh Hashanah and Yom Kippur Day services will be conducted from the Silverman Prayer Book, with abridgements, the final content and form of the services to be determined by the Rabbi and Pulpit (ritual) committee.

The ritual or pulpit committee will have equal representation from each of the former congregations.

All monies, properties, real estate, and assets of any kind belonging to each of the former congregations, and to any of their Sisterhoods, Brotherhoods, Sunday Schools, etc., will be pooled, and become the property of the new congregation.

Dues and rents owed to either of the former congregations will become the property of the new congregation.

The minimum annual dues for members of the new congregation shall be \$125.00.

Section III

The Seal of this Congregation shall be a circle containing the name in Hebrew and English, which shall be affixed to all official documents and papers issued under the authority of the Congregation.

Section IV

The affairs of the congregation shall be in the hands of twelve Trustees, who shall be elected in the following manner.

upon the approval and ratification of this Constitution, Six Members of the former B'Nai Israel Congregation and Six Members of the former B'Nai Jacob Congregation shall be nominated as Trustees, and shall be elected by the entire congregation. Four trustees shall serve from the date of their election until May of 1964; four trustees shall serve from the date of their election until May of 1965; four trustees shall serve from the date of their election until May of 1966. The length of the terms shall be determined by lot with each former Congregation having at all times equal representation.

All successive trustees shall be elected for a three year term.

The Board of Trustees shall then, from among the members of the board elect a President, First Vice-President, Second Vice-President, Secretary, Financial Secretary, and Treasurer, each of whom shall have a vote and serve a period of one year. The President of the Sisterhood and the President of the

Brotherhood shall be ex-officio members of the board without vote.

Section V

The membership of a deceased member shall be transferred to his widow.

Section VI

1. The annual meeting of the Congregation shall be held during the month of May at a date to be determined by the Board.

2. Special meetings of the Congregation may be called by the President; by five members of the Board, or upon written request of ten members of the Congregation in good standing and served upon the President who shall then call said meeting within ten days, and only those matters of which proper notice is given to the members of the Congregation shall be dealt with.

3. Notice in writing of all Congregational meetings, and the reason therefore, shall be given by the Secretary to every member at least one week before such meetings take place.

Section VII

Seven members in good standing shall constitute a quorum of the Board of Trustees. Twenty-five members in good standing shall constitute a quorum at any meeting of the Congregation.

Section VIII

The members of the Congregation shall consist only of those members who are in good standing, i.e., those members whose dues are paid in full prior to May 1st of the current fiscal year.

1. The election of all Trustees shall take place at the annual meeting of the Congregation; the terms of all officers to begin the first Sunday in June.

2. All Trustees shall be chosen by written ballot, by a majority of all valid votes cast. Thirty days before the annual meeting, a report of the nominating committee shall be mailed to all members, and each member shall have the opportunity to vote in person or by absentee ballot, the method of voting by absentee ballot to be determined by the Board.

3. All officers shall hold office for one year or until their successors are elected and qualified.

4. Any vacancy on the Board of Trustees, shall be filled by the Board by temporary appointment, until the next annual meeting of the Congregation, at which time the unexpired term shall be filled by the Congregation. This vacancy shall be filled by the Board from among the remaining members

of that group to which the ex-trustee belonged.

5. The Unit of membership shall be the individual, or in the case of marriage, the family.

6. Each of the following shall be eligible to vote:

- a) The individual member
- b) In the case of the family, the husband and wife shall have one vote. For the purposes of this Section a family is defined as a husband and wife or those persons living under the same roof.

7. Both men and women shall be eligible to election to any office.

8. Nominations of all Board members after the first election when the Congregation is organized, shall be made by a nominating committee appointed by the President with the consent of a majority of the Board.

The nominating committee shall consist of four members, two members of the Board of Trustees whose term of office does not expire at the next ensuing election, and two members of the Congregation at large. At all times each group shall have equal representation.

For the first meeting of this organization the nominating committee shall consist of the Constitutional Committee unless each Congregation shall decide otherwise.

9. The slate of nominees shall consist of one nomination for each Trustee whose term of office shall expire at the close of the then current fiscal year.

A Trustee shall not be eligible for reelection for one year after the expiration of his term.

10. Nominations by the nominating committee shall be reported to the Board of Trustees, and notice of said nominations shall be mailed to the Congregation at least one month prior to the election. It is the intent of this Section that at no time shall there be anything but equal representation on the Board from both former congregations. Nominations may be made from the floor and shall be accepted, provided, however, that only six Board Members may be elected from each former congregation.

Section IX

DUTIES OF THE PRESIDENT

The President shall preside at all meetings of the Congregation. He shall see that all officers perform their duties properly. He shall appoint all committees (unless otherwise directed by the Board of Trustees and he shall

subject to approval of

be an ex-officio member of all committees. He shall make a written report to the Congregation at its annual meeting of the state of affairs of the Congregation; he shall be the custodian of all documents of the Congregation and deliver the same to his successors in office when qualified.

Section X

DUTIES OF THE VICE-PRESIDENT

He shall preside at all meetings in the absense of the President and perform all the duties of the President, and such other duties that come within the scope of his office ~~and shall be chairman of the house committee.~~

Section XI

DUTIES OF THE SECOND VICE-PRESIDENT

He shall preside at all meetings in the absence of the President and First Vice-President and perform all the duties of the President and First Vice-President, and such other duties that come within the scope of his office.

Section XII

DUTIES OF THE FINANCIAL SECRETARY

The financial secretary shall collect all monies due to the Congregation; he shall keep all accounts; receive all monies collected by the financial Secretary and turn the same over to the Treasurer and take a receipt. He shall report in writing to the Board of Trustees all members who are more than six months in arrears. The Secretary shall give any member who has not paid his dues in six months a written notice.

*Amend
see mark*

Section XIII

DUTIES OF THE SECRETARY

The Secretary shall keep correct minutes of the proceedings of all official meetings, keep a record of all members present and send all notices to members except as otherwise herein provided. At the expiration of his term, he shall deliver all books and other documents to the Congregation.

to his successor

Section XIV

DUTIES OF THE TREASURER

The Treasurer shall receive and safely keep all money received by him and disburse the same only upon the approval of the Board of Trustees.

He shall prepare and submit to the President a complete report of the financial condition of the Congregation, at each annual meeting, or at any time requested by the President. *And assist in preparation of annual audit for Cong Meet.*

Section XV

DUTIES OF THE BOARD OF TRUSTEES

1. Regular meetings of the Board of Trustees shall be held on the

Second Tuesday of each month at 8:00 o'clock P. M. Special meetings may be called by the President or by four members on the Board.

2. The Board shall have general supervision and care of all property of the Congregation.

3. Unless authorized by the Congregation, it shall not expend any sum greater than \$500.00 for any one purpose.

4. The Board may in its discretion declare any office vacant upon the failure on any officer or member of the Board to attend to his duties.

5. It shall have the power to fix the amount of dues to be paid by the members and to levy a special pro-rata amount upon the members of the Congregation if found necessary; subject to the approval of the Congregation at a regular or special meeting.

6. It shall have the power of rental for any meeting, service, or celebration, not classified as regular activity of the Congregation.

7. The Board shall have authority to deal with all special situations as to attendance at services and Sunday School of any person not a member of the Congregation who wishes to attend services, Hebrew School, and Sunday School, and such other conditions as shall merit their attention.

8. All applications for membership shall come before the Board for approval.

9. The Board of Trustees shall have the general management of the affairs, funds, records, and property of the Congregation. It shall act on all matters of policy, fill all vacancies in its personnel until the next Congregational meeting, not herein otherwise provided for, and perform such other duties as the members in regular or special meetings assembled from time to time may prescribe.

10. The Board of Trustees shall have the management of all properties, real and personal, belonging to the Congregation, including the sale of securities and investment of funds belonging to the Congregation. ^PThe purchase, sale, leasing, disposition or mortgaging of such properties must be authorized by the Congregation at a regular or special meeting thereof by a two-thirds vote.

11. Except for the matter of dues which may be brought up at any proper meeting ^(if question of Amending Arises) at a period of not less than three nor more than five years after the adoption of this Constitution, the Board shall place before the Congregation, at a special meeting, called for the specific purpose and due notice given, the question: "Shall a committee be appointed to review the

Constitution in all its particulars?" If the answer is "Yes", by an affirmative vote of sixty percent of votes cast, such a committee shall then be appointed by the Board, to bring before the Congregation such specific recommendations which, if later affirmed by a vote of seventy-five percent of the votes cast, shall then become amendments to this Constitution.

12. The Board may appoint ~~two~~ honorary members to its Board without a vote of the Congregation, who may participate in all Board Meetings, but shall have no vote. ~~One honorary member shall be from each former congregation.~~

13. The Board shall have the right to modify the dues of a member, or a person desiring to become a member, upon application of said person, and if in the opinion of the Board the circumstances so warrant.

Section XVI

STANDING COMMITTEES

The President shall appoint with the advice and consent of the Board as soon as possible after his installation, the following committees:

Building Committee

Budget and Finance Committee

Membership Committee

Religious Schools Committee

Pulpit and Ritual Committee

1. The Chairman of each of these Committees shall be selected from the Board, and shall make a report to the Board whenever called upon.

2. The Building Committee shall consist of four members, ~~one of them the first Vice-President~~, who shall be chairman. It shall be the duty of this Committee to keep the building and other property of the Congregation in good order, and to see to its proper cleaning and heating and that everything is properly insured, and to expend such sums as are within the limits set by the Board.

3. The Budget and Finance Committee shall consist of four members, the President, Financial Secretary, Second Vice-President, and the Treasurer, and it shall be their duty to make an estimate of the expense and income for the current year, make recommendations for ways and means to meet all financial obligations of the Congregation. It shall also be their duty to audit the books and submit their report at the annual Congregational meeting.

4. Membership Committee shall consist of four members. It shall be their duty to promote ways and means to increase membership.

Religious Schools Committee

5. The Religious Schools Committee shall consist of four members, with equal representation from each former congregation, one of whom shall be the President of the Sisterhood, ^{Supt. of Rel. School} and this committee shall have general supervision of all religious education and make the necessary arrangements for them.

Pulpit and Ritual Committee

6. The Pulpit and Ritual Committee shall consist of six members, three from each former Congregation, two of whom shall be from the Congregation at large, appointed by the President, with the consent of the Board.

It shall be the duty of this committee to recommend a Rabbi at such salary and for such period of time as they may determine, with the approval of the Board. The matter shall then be referred to a meeting of the Congregation, where a majority of votes cast shall be required for the selection of the Rabbi.

All questions involving rituals, shall be submitted to the Pulpit and Ritual Committee, which shall act thereon; such action shall be final unless disapproved by the Board.

Section XVII

SUBSIDIARY ORGANIZATIONS

1. All actions, affecting the Temple, of subsidiary organizations shall be subject to the approval of the Board of Trustees.

2. The Temple Sisterhood shall be classified as a subsidiary organization as shall the Temple Brotherhood.

3. Only those persons shall be eligible to membership in a subsidiary organization when an immediate member of the family is a member in good standing of the Congregation. In the Temple Sisterhood, in case of a married woman, her husband must be a member, and if single, either her father or brother or sister, if they otherwise qualify as a member under Section VIII.

4. Membership in a subsidiary organization shall be dependent upon being a member in good standing of the parent organization.

The Secretary shall notify the President of any subsidiary organization of any action taken relative to membership and loss thereof of any member.

Section XVIII

1. All monies, except current dues and contributions, including monies derived from the sale of real property or real estate, shall be placed

in a special trust fund, together with the proceeds from the sale of any property, the principal amount of which shall not be expended without the approval of the Board and ratified by sixty percent of the votes cast.

The Trustees of this fund shall consist of the President, First Vice-President, and Treasurer. It shall be their duty to invest said money in U. S. Savings Bonds, or in a Savings and Loan Association, or in four percent certificates, in a financial institution covered by F. D. I. C. ; and the Trustees shall make an annual report to the Board.

In the event of a dissolution of the Congregation or a division of the Congregation into reformed, conservative, or orthodox groups, each group shall receive what it brought into the Congregation hereinformed; that is, a reformed group shall receive the real property and its furnishings located on the corner of Monroe and 5th Streets of the City of East Liverpool; the conservative orthodox group shall receive whatever property it brought into the new Congregation not disposed of and if disposed of, the funds derived therefrom; the funds of the trust fund shall be divided in proportion to the funds each group contributed thereto and any current funds shall be divided equally. This section shall be effective for a period of five years from the date of this Constitution.