

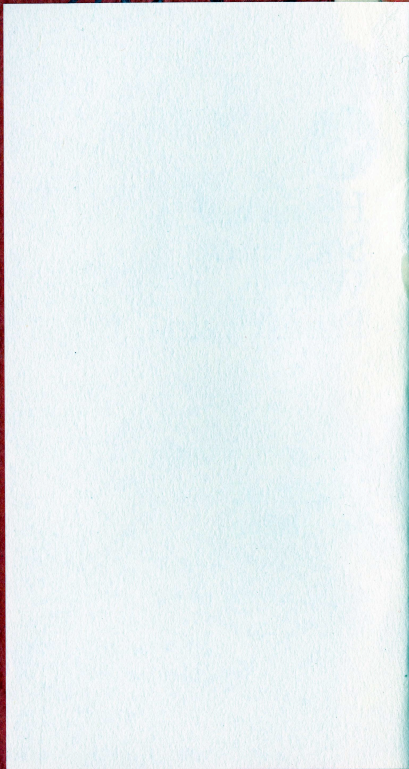
CONSTITUTION
of the
Congregation Ohev Israel
BROWNSVILLE, PA.



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Revised February 3rd, 1954

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CONSTITUTION



ARTICLE I.

Name

Section 1. This congregation shall be forever called by the name of "Congregation Ohev Israel of Brownsville, Pa."

ARTICLE II.

The purpose of the Congregation shall be:

Section 1. To maintain a Synagogue for the purpose of worship; to conduct its services in the Jewish orthodox spirit; to create friendly feelings among its members, and to elevate their spiritual and religious education.

Section 2. To establish and support a school (Talmud Torrah) to teach the principles of the Jewish religion and other branches of general education pertaining thereto.

ARTICLE III.

Membership

Section 1. All persons of the Jewish faith residing in the Borough of Brownsville and in the vicinity thereof, of the age of at least 18 years and of good moral character shall be eligible to membership in the Congregation on payment of such fees, dues and other charges which may, from time to time, be fixed by the Congregation.

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ARTICLE IV.

Rights and Duties of Members

Section 1. Every good standing member of the Congregation Ohev Israel has a right to vote, and to participate in any discussion at every regular and general meeting,, and to hold office.

Section 2. Any member owing dues or donations or assessments over one fiscal year has no right to vote or to hold office in this Congregation.

Section 3. Members of this Congregation should behave respectably during prayers. They should avoid improper remarks or expressions and consider religious prayers with holy reverence.

Section 4. Members must obey, during prayers, the order of the President or any member of the committee on Religious Service, assigned to preserve order during divine services.

Section 5. 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.

Section 6. The children of any member shall have the right to receive instruction in the school of the Congregation, and shall have the right to confirmation.

Section 7. Any member wishing to resign as a member of the Congregation or from his office shall tender his or her resignation in writing, and if not indebted to the Congregation, the resignation must be accepted.

Section 8. Every member is entitled to free burial on the plot of the cemetery belonging to the Congregation for himself, his wife and unmarried children under 18 years of age.

ARTICLE V.

Officers

Section 1. The officers of the Congregation shall consist of—

- A - President
- B - Vice-President
- C - Recording Secretary
- D - Financial Secretary
- E - Treasurer
- F - Gabbi
- G - Three Trustees
- H - Cemetery Director

to be elected annually for a term of 1 year, or until their successors are duly chosen and qualified.

ARTICLE VI.

Board of Directors

Section 1. The affairs of the congregation shall be administered by a Board of Directors which shall be composed of the President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Gabbi and the Three Trustees, who shall be elected annually by the Congregation at the annual meeting for election of officers.

Section 2. The officers and Board of Directors shall assume their offices at the time fixed for the next regular meeting of the Congregation following such election.

Section 3. The Board of Directors shall meet regularly at least once each month and as often as the President of this Congregation may require.

ARTICLE VII.

Congregational Meetings

Section 1. Regular meetings of the members of the Congregation shall be held in the Vestry Rooms of the Synagogue on the first Monday of each month. If the first Monday of the month shall fall on a holiday, the President of the Congregation shall set the day for regular meeting to be held, written notice of such meeting must be given to all members at their given address.

Section 2. An annual meeting for election of officers shall be held on first meeting after Succoth of each and every year.

Section 3. Special meetings shall be held at such time as the President of the Congregation shall direct; provided, however, that at least 3 days written notice be given to all members stating specifically the purpose of the special meeting. In the absence of the President, special meetings may be held on like notice at the call of the Vice-President, or the Recording Secretary.

Section 4. A quorum at the meetings of members shall consist of at least seven of the members of the Congregation; and a quorum of the Board of Directors shall consist of at least a majority of the members of the Board of Directors, and for the transaction of business, a majority of votes of all members shall be re-

quired for passing resolutions and ratifying any business submitted.

ARTICLE VIII.

Nominations and Elections

Section 1. At the regular meeting preceding the annual meeting for election of officers, the President shall appoint a Nominating Committee consisting of 3 members, who shall make report to the meeting held on first meeting after Succoth, recommending at least 2 members for each office, and at least six members for the Three Trustees to be elected. Members holding office may be nominated to succeed themselves.

Section 2. At the meeting held on election night, the members present shall have the right to nominate any other persons qualified to hold office for any of the offices to be filled by the election.

Section 3. Except as may be set forth in the By-Laws, only members of this Congregation may be nominated and elected to hold office in the Congregation.

Section 4. The nomination for the office of President shall be held first, and after nominations are closed, the members shall, before the nomination of any other officers, proceed with the election of a President by a secret written ballot, and the nominee receiving a majority vote shall be declared elected. In case no nominee receives a majority of the votes cast, or in case of a tie, balloting shall continue until one nominee receives a majority

vote. In the event that only one candidate is nominated for each office, the secretary shall be directed to cast a ballot for such sole nominee, which shall have the effect of an election by ballot.

Section 5. After the election of a President, the members present shall proceed, in like manner, with the nomination and election of the other officers in the following order:

- A - Vice-President
- B - Recording Secretary
- C - Financial Secretary
- D - Treasurer
- E - Three Trustees
- F - Gabbi
- G - Cemetery Director

Section 6. No person shall hold office of President or Vice-President for more than five consecutive terms.

Section 7. Vacancies in any of the foregoing offices, by resignation, death or otherwise, shall be filled by nomination and election at the next regular meeting of the Congregation, in the manner above set forth; provided, however, that notice of an election to fill any vacancy shall be given to all members at least three days prior thereto.

Section 8. No officer shall receive compensation for his services, with the exception of the Financial Secretary.

ARTICLE IX

Amount That May Be Spent

Section 1. No debt over \$50.00 shall be contracted by either the officers or the Board of

Directors, except when so ordered by a general or special meeting of the Congregation called for that purpose.

ARTICLE X.

Amendments

Section 1. This Constitution shall not be altered or amended except at a general meeting. Proposals to amend or alter must be written on the notices sent out to members at least 48 hours before the meeting, and shall only become valid when two-thirds of the votes of those present is in the affirmative.

Section 2. No part or parts of this Constitution shall be contrary to the laws of this state or of the United States.

Section 3. Each and every member of this Congregation who is a member now or hereafter becomes a member binds himself or herself to obey the Constitution and By-Laws, which are now in force and effect or may hereafter become enacted.

Section 4. Roberts Rules of Order shall govern the conduct of all Congregational and Board Meetings.

BY-LAWS

ARTICLE I.

Order of Business

The order of business shall be as follows, although the order may be suspended by the vote of the majority of the members present. The effect of this suspension is limited to such a meeting:

1. Reading of minutes of previous meeting (and approval)
2. Roll call
3. Report of officers
4. Report of the Board and Standing Committees
5. Report of special (select) committees
6. Unfinished business and general orders
7. Communications
8. New business
9. Election of new candidates
10. Recess for payment of dues
11. For the good and welfare of Congregation
12. Adjournment

ARTICLE II.

Qualifications of Office Holders

Section 1. Members of the Congregation who hold office in any other Congregation shall be ineligible to any elective office; nor shall a father and son hold office at the same time.

ARTICLE III.

Duties and Rights of President

Section 1. It shall be the duty of the President to preside at all meetings of the Congregation, and to preserve order and decorum. He shall also preside at all meetings of the Board of Directors.

Section 2. The President shall sign all checks and warrants drawn upon the Treasurer and all other documents required to be executed by or on behalf of the Congregation.

Section 3. The President shall appoint two-thirds of the members of all committees.

Section 4. The President shall have the deciding vote in case of a tie.

Section 5. The President shall be ex-officio member of all committees.

ARTICLE IV.

Duties and Rights of Vice-President

Section 1. In the absence of the President the Vice-President shall preside at all meetings of the Congregation and of the Board of Directors.

Section 2. The Vice-President shall be ex-officio chairman of the Finance Committee.

Section 3. The Vice-President shall appoint one-third of the members of each committee.

ARTICLE V.

Duties of Recording Secretary

Section 1. The Recording Secretary shall enter upon a minute book to be kept by him a

record of all business conducted and transacted at the meetings of the Congregation and the meetings of the Board of Directors.

Section 2. The Recording Secretary shall conduct all correspondence on behalf of the Congregation and he shall, whenever required to do so, send all notices to the members of the Congregation.

Section 3. The Recording Secretary shall be the custodian of the Corporate Seal of the Congregation and he shall attest all documents executed by and in behalf of the Congregation and affix the Corporate Seal thereto.

ARTICLE VI.

Duties of Financial Secretary

Section 1. It shall be the duty of the Financial Secretary to keep, at all times, a full and complete set of books wherein shall be set down all moneys received and disbursed by and on behalf of the Congregation, including an account for each of the members showing the charges and payments.

Section 2. At every meeting of the Board of Directors the Financial Secretary shall submit a report in detail of the moneys received and expended by the Congregation and of the balances in the bank accounts of the Congregation. He shall also render to the Congregation an annual report at the annual meeting of the members of the Congregation showing the financial condition of the Congregation.

Section 3. The Financial Secretary shall send out all notices to each member of their

indebtedness for dues, donations and assessments.

Section 4. The Financial Secretary shall turn over to the Treasurer all moneys and other valuables within 5 days after receipt thereof, and to demand from the Treasurer a Treasurer's Receipt in evidence thereof.

ARTICLE VII.

Duties of Treasurer

Section 1. It shall be the duty of the Treasurer to demand and receive from the Financial Secretary all moneys received by him and belonging to the Congregation from all sources whatsoever, and to deliver to the Financial Secretary a receipt therefor. He shall also be the custodian of all documents and valuables belonging to the Congregation.

Section 2. It shall be the duty of the Treasurer to forthwith deposit all moneys of the Congregation in such bank or banks as may be designated by the Board of Directors. All disbursements of money shall be made by the Treasurer upon warrants drawn by the Financial Secretary, approved by the President, and countersigned by the Treasurer, and shall be drawn upon such moneys on deposit in such bank or banks. No payments shall be made in cash.

Section 3. Within 10 days after the expiration of his term of office, or within 10 days after demand by the President following a Congregational meeting, authorizing and directing the President to make such demand,

the Treasurer shall turn over to his successor in office or to the President, all moneys, books, documents and records pertaining to his office.

ARTICLE VIII.

Duties of Gabbi

Section 1. It shall be the duty of the Gabbi to be present at all religious services. The Gabbi shall have charge in the synagogue during the services. He shall also perform the necessary functions at the reading of the "Scroll"; issue calls for Scroll reading according to order; mark the purchase price and Nidurim Undovos and hand over forthwith a record to the Financial Secretary for proper entry in the books. He shall see to it that the synagogue and everything belonging to it, prayer books, scrolls and the entire paraphernalia should be kept clean and in proper condition. In the absence of the Gabbi, the President shall designate any member of the Congregation to be acting Gabbi.

ARTICLE IX

Duties of Trustees

Section 1. The Trustees must keep watch on the entire property of the Congregation and give a report at every meeting.

ARTICLE X

Duties of Cemetery Director

Section 1. The Cemetery Director shall attend to all business pertaining to the cemetery.

ARTICLE XI.

Standing Committees

The President, at the first meeting of the Congregation shall, from among its members, appoint the following committees:

- A Committee on Finance
- A Committee on Auditing
- A Committee on Schooling (Talmud Torah)
- A Committee on Religious Service
- A Committee on Building
- A Committee on Pews

and such other committees as may from time to time become necessary.

The Committee of Finance, Building, and Pews, must be appointed from among the members of the Board of Directors.

ARTICLE XII.

Chairman of Committees

Section 1. Each committee shall have its own Chairman. It shall be the duty of the Chairman of each committee to preside at its meetings, and to make reports and recommendations at the next meeting of the members of the Congregation.

ARTICLE XIII.

Duty of Finance Committee

Section 1. The Finance Committee shall meet at least twice a year and as often as the President shall call a meeting of the said committee. It shall keep an accurate inventory of the property of the Congregation and examine all books, vouchers and accounts. It shall, be-

fore the annual meeting of the members of the Congregation, submit to the Board of directors a report specifying therein the amount of money to be raised for the support of the Congregation for the ensuing year, and the objects and purposes for which said money will be required and the amount of money to be appropriated for each of the said objects and purposes, with the rate of assessment on the members whereby to raise the said money, which said report, together with the action of the Board of Directors, shall be submitted to the members of the Congregation for their action at the annual meeting. The Finance Committee, with the approval of the Board of Directors, shall have the power to make adjustments with members for arrears when, in their opinion, a member at the time is not capable of paying his dues or assessments. Any money so received as an arrangement shall be considered as on account of said arrears.

Section 2. At the annual meeting, three members of the Congregation, not officers, shall be appointed by the President as auditors for the ensuing year, whose duty shall be to audit the accounts of the Congregation in order that a full statement of its affairs may be submitted at the meeting. Such statement shall contain a full exposition of the expenditures, receipts and property of the Congregation for the fiscal year.

Section 3. DUTY OF SCHOOL COMMITTEE. The committee on school shall make all regulations for the government of the school; visit the school frequently; watch its progress; have complete charge of the teacher

or teachers and take into consideration the methods of and the books required for such purpose. The committee shall be authorized to procure the necessary books, stationery, and whatsoever may be required in the school upon the approval of the Board of Directors.

Section 4. COMMITTEE ON RELIGION. The committee on religious service shall preserve order during divine services and make such provisions as may be decided upon by the Congregation with respect to the engagement of a Cantor for high holidays.

Section 5. COMMITTEE ON BUILDING. The committee on building shall keep property and the building of Congregation in good order and repair, furnish the Synagogue and school with necessary heat and light, see that the personal property and real estate of the Congregation are kept properly insured against all hazards.

Section 6. COMMITTEE ON PEWS. The committee on pews during the high holidays shall rent out seats at such rates as they may deem proper. The pews remaining unsold and unreserved from time to time shall, at the option of the Board of Directors be offered for sale to members of the Congregation and according to the price and terms adopted by the Board of Directors.

All sales of pews or seats to members shall be subject to the conditions contained in these By-Laws and such amendments as may from time to time be adopted, the rules and regulations shall form part and parcel of the deed of sale as fully as if said By-Laws and rules

and regulations were set forth at large in said deed.

ARTICLE XIV

Duties of Rabbi

Section 1. It shall be the duty of Rabbi to perform every service provided by an Article of Agreement signed between him and the Congregation, setting forth specifically the duties of the Rabbi.

ARTICLE XV

Expulsion of Members

Section 1. A member may be expelled for any or either of the following causes:

1. For the violation of the By-Laws of the Congregation,
2. If he has been convicted of any criminal offense,
3. For gross misconduct in the affairs of the Synagogue.
4. The failure to pay any dues, taxes, assessments or interest duly imposed, or any installment upon the purchase price of a pew which he has agreed to pay.

Section 2. To expel a member written charges and specifications must be preferred against him by three members, and a copy of such charges and specifications shall be forthwith served upon him.

Such charges shall be submitted to the Board of Directors who shall take appropriate action thereon, after a hearing at which such member

shall be entitled to be present and be heard.

ARTICLE XVI

Use of Synagogue

Section 1. Anyone wishing to use the Synagogue, premises or property must obtain permission from the President of the Congregation.

ARTICLE VII

Congregation Auxiliaries

Section 1. No auxiliary or activity groups shall be organized or permitted to function as congregational activities except upon the approval of the Board of Directors, 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 Directors of the Congregation, and no auxiliary shall fix an inside or outside activity without first consulting the president of the Congregation, or the chairman of the building committee as to possible interference with other scheduled congregational or auxiliary activities.

COMMITTEE ON CONSTITUTION AND BY-LAWS REVISION

N. N. Karpen, Chairman
William Greenberg
Jack Greenfield

This Constitution and By-Laws were revised and accepted February 3, 1954.

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