

CONSTITUTION and BY-LAWS OF THE  
 CONGREGATION BETH JACOB, PITTSBURGH, PA.  
 1918 5678

Article 1.

Name

- Section 1. The name of Congregation Beth Jacob shall never be changed.
- Section 2. The synagogue shall be open every day for prayer and learning (study).
- Section 3. The order of service shall be according to the Ashkenazic tradition and Selichos according to the tradition of Posen and Horodno. It shall never be changed.
- Section 4. Men and women in mixed seating shall never be permitted for prayer in Beth Jacob synagogue. Any member's vote against mixed seating shall make mixed seating impossible.
- Section 5. The books of the congregation shall be kept in Yiddish or in English.
- Section 6. The congregation shall never be divided.

Article 2.

Meetings.

- Section 1. The Board of Trustees shall meet monthly, and when necessary, twice monthly.
- Section 2. Members' general meetings shall be held four times yearly; in January, April, July and October.
- Section 3. Election of officers shall take place annually during the intermediate days of Succos or at the conclusion of that festival.
- Section 4. The President has the right to call a special meeting when he finds it necessary.
- Section 5. When 12 members in good standing ask the President in writing for a special meeting and explicitly state the purpose of that meeting, then the President shall call a special meeting.

Article 3.

Officers

- Section 1. Officers shall be as follows: President, Vice-President, Treasurer, and Secretary. Also 12 officers who shall constitute the Board of Trustees who shall be nominated by a newly-elected President and Vice-President and who shall be confirmed by the members at the election meeting.
- Section 2. Four trustees to maintain order shall be appointed by the President and Vice-president.

#### Article 4. Duties of Officers and Members

##### Duties of the President.

- Section 1. The congregational seal and all valuable papers shall be in his custody.
- Section 2. He shall preside at all meetings. He shall supervise the income and payment of all money. His signature shall be on all warrants.
- Section 3. Every Sabbath and Festival it shall be his duty to come to the synagogue to see that everything is in good order. At the reading of the Torah he shall be on the bimah and apportion the honors. He shall have the privilege to permit the Vice-President to apportion the honors and he may appoint another office to replace him on the bimah. He is then not required to come so often to the synagogue.
- Section 4. He shall visit a member reported sick.
- Section 5. He has the right to appoint two-thirds of every committee. He has the right to appoint a committee of 5 as a finance committee to prepare a financial statement. At the end of his term of office he shall deliver to the new president the congregational seal and all valuable papers.

##### Duties of the Vice-President

- Section 1. He shall assist the President in all congregational matters. He shall supervise the voting for candidates and report the results. In the president's absence he shall take his place. He has the right to appoint one-third of every committee.

##### Duties of the Treasurer.

- Section 1. He shall furnish, at congregational expense, a bond from a surety company for such a sum as the congregation may demand. He shall correctly pay all warrants signed by the president and secretary. He shall give a receipt for all money received. He shall deposit the money in a checking account in the congregation's name. He shall pay each warrant by check. At the end of his term he shall deliver to the new treasurer such balance as shown in the financial report.

##### Duties of the Secretary.

- Section 1. He shall keep correctly the minutes of all meetings. He shall keep correctly the accounts of members and non-members. He shall send all required notices and statements. For the financial report he shall show to the appointed committee all congregational books. He shall sign all warrants. He shall mark the honors and donations for every Sabbath and Festival. He shall systematically keep books for income and payments. He shall send notices to those members who are to attend services in a house of mourning. He shall deliver to a newly-elected secretary the books in good order.
- Section 2. He shall be in the synagogue with his books when seats are sold for the High Holidays. He shall carefully mark the income.
- Section 3. He shall keep a record of the yahrzeits of all members, and he shall notify the members 2 or 3 days in advance. His salary shall be determined from time to time by the Board of Trustees. He shall furnish, at congregational expense, a bond of \$500.00 from a surety company.



#### Duties of the Board of Trustees.

- Section 1. The Board of Trustees shall meet once or twice monthly. At these meetings, all business affairs of the congregation shall be dealt with. A quorum of not less than two-thirds of the membership of the Board shall be necessary to conduct a meeting. The President, Vice-President, Treasurer, and Secretary shall be considered as members of the Board and they shall be counted in the quorum.
- Section 2. When a member of the congregation does not abide by the rules and regulations of the congregation, or when he causes damage or insults the congregation, then the Board shall notify that member to appear for a hearing. If he is found guilty, the Board may revoke his membership. However, the member has the right to appeal before a meeting of all members who then have the right to confirm or reverse the verdict.
- Section 3. The Board shall have the right to recommend when necessary, to raise the dues of membership or to declare extra assessments. It must be confirmed by a majority of the members at a general meeting.
- Section 4. All resolutions and records of the minutes of the Board of Trustees shall be kept in a book designated for that purpose.
- Section 5. Each member of the Board who fails to attend two (2)(consecutive) meetings shall lose his right to be a member of the Board and the President with the Board shall have the right to appoint another.

#### Duties of the order-keeping Trustees.

- Section 1. These Trustees shall come to the synagogue every Sabbath and Festival to keep order during all prayers; especially during the repetition of the Amidah, the reading of the Torah and all Scroll. They shall attend all synagogue meetings to keep order. They shall be present at every wedding in the synagogue. When needed, the President may appoint extra trustees for these duties. A Member failing to obey the trustees shall be fined fifty cents.

#### Duties of Members.

- Section 1. It is each member's duty to obey the President when he calls a meeting to order. Failure to obey may be penalized as noted in Article 8.
- Section 2. It is emphatically forbidden to talk during the repetition of the Amidah and the reading of the Torah. They shall obey the order-keeping trustees.
- Section 3. Each member is duty-bound to strive for the welfare and benefit of the congregation.
- Section 4. No member has the right to the pulpit without the permission of the President or Vice-President.
- Section 5. Each member shall pay his dues quarterly. The yearly dues shall be fully paid by the eve of Rosh Hashanah.
- Section 6. A member who insults another member during prayer or at a meeting shall be penalized in accordance of Article 8, section 5.

- Section 7. A member, when notified, must visit a sick person or attend services in a house of mourning. Failure to do so shall be treated according to Article 8 section 7.
- Section 8. Each member in good standing shall have the right to vote in the election of officers or in other matters that demand the member's vote.
- Section 9. Resolutions or by-laws shall be passed by a majority vote of the members present at the meeting.
- Section 10. Dues are \$15.00 annually. \$7.50 shall be deducted from the honors bought by a member during the year. There shall be no deductions for the honors bought for Rosh Hashanah, Yom Kippur, Simchas Torah, a son's bar-mitzvah, or the wedding of his son or daughter.
- Section 11. No member may be elected president or vice-president unless he has served one year on the Board of Trustees.
- Section 12. No member may hold simultaneously two offices.
- Section 13. A member who owns his seat in the synagogue and has his membership revoked because of improper behavior, shall have the cost of the seat returned to him. If he does not own his seat, then no money shall be returned to him.

Article 5. Candidates.

- Section 1. A candidate shall be proposed for membership by a member of Beth Jacob Congregation.
- Section 2. His name shall be introduced at a members' general meeting. A committee of 3 shall be appointed to examine the character and standing of the candidate. If the report is favorable, then his candidacy shall be voted upon. Two unfavorable votes shall be sufficient for non-election. He may again be proposed for membership after 6 months have elapsed.
- Section 3. \$5.00 shall be paid by the candidate when he is proposed for membership. If elected, the \$5.00 shall be credited to his dues; otherwise, the \$5.00 shall be returned.

Article 6. Benefits.

- Section 1. Every member who marries, or whose child marries, is entitled to a wedding in the synagogue.
- Section 2. A member in good standing who is reported sick shall be visited by a sick committee reporting to the President. If the sick person requires care then the President shall order the Secretary to notify that member who is listed to attend a sick person. If necessary, two members shall be sent. To one very seriously ill, there shall be sent one member during the day and two during the night.
- Section 3. No member shall be sent to one sick of Venereal disease.

- Section 4. A member in good standing is entitled to seats in the synagogue for himself and his wife.
- Section 5. At the death of a member in good standing, the congregation shall furnish free the grave, the hearse, 2 carriages, and the requirements of the dead. Such a member's wife also is entitled to these benefits.
- Section 6. A member in good standing shall at the death of a child less than one year old be entitled to a grave and either a hearse or one carriage.
- Section 7. Every member in the city on that day is duty-bound to attend a member's funeral.
- Section 8. The congregation is duty-bound during the 7 days of mourning to provide a minyan in the house of mourning for services evening and morning.
- Section 9. The prayer for the dead shall be recited, when appropriate, during the first year.

#### Article 7. Sick Committee.

- Section 1. A committee of 3 shall be appointed by the president from among the Board of Trustees to be the Sick Committee. This committee, together with all the officers and the order-keeping trustees, shall as often as possible visit the member who was reported sick.

#### Article 8. Penalties.

- Section 1. If a member of Congregation Beth Jacob organize a congregation or minyan for himself despite a written notification from the president concerning damage to the Congregation Beth Jacob, then that member shall forfeit all rights and privileges without recourse.
- Section 2. The President shall be fined \$1.00 if he is absent for 3 consecutive meetings without legal excuse.
- Section 3. If the secretary does not fulfill his duty or he loses a book at the expense of the congregation, then he shall be penalized as the congregation deems fit and proper.
- Section 4. A member who does not obey the President or another officer at a meeting or during prayer, or during the reading of the Torah, or during a homiletical discourse, shall be fined fifty cents the first time and \$1.00 the second time. If he continues to disobey, then the president shall prefer charges against him and he shall be penalized as decided by a committee.
- Section 5. A member who insults another member in the synagogue during prayer or at a meeting shall be fined by the president up to \$1.00. If it happens again, the President must appoint a committee to decide the penalty.
- Section 6. No member may permit himself to insult or talk about the officers of the synagogue—the President, Vice-president, order-keeping Trustees, Board of Trustees, Treasurer, Secretary—also the officials as the Rabbi, Cantor, Sexton, and so forth. The trespass of this section requires the President to present a written charge before the Board of Trustees, which shall then give the member a hearing. If the accused is found guilty then he shall be fined \$5.00 for the first time. The second time his membership may be revoked.



Section 7. If a member who is listed to visit a sick person or attend services in a house of mourning and does not do so and does not send a substitute, then the officers shall hire a man for the purpose and the expenses involved shall be charged to that member.

#### Article 9. Burial Committee

Section 1. The Burial Committee shall have the name of the Congregation Beth Jacob. All members of the synagogue are also members of the Burial Committee.

Section 2. The Burial Committee shall have officers as follows: First Officer, Second Officer, Third Officer, 2 Sextons, Ritual Attendants, Grave Overseer.

Section 3. The First Officer is the cemetery head. He shall have the keys to the cemetery and his permission is required to open the cemetery doors.

Section 4. In the event of a non-member's death, the First Officer, with the two other officers, may sell a grave valued at not more than \$50.00. To sell a grave valued at more than \$50.00, the First Officer must consult with the President, Vice-president and with 2 or 3 members of the Board of Trustees.

Section 5. The Second Officer and the Third Officer shall assist the First Officer in all matters pertaining to the Burial Committee.

Section 6. When a member becomes deceased, then all Officers shall consult with each other and choose a fitting grave for the deceased member.

Section 7. The Officers of the Burial Committee shall have the right to award the honors on the Bimah on the last day of Passover, on the second day of Shevuos and on Shemini Atzeres.

Section 8. The cemetery income shall be divided 75% for the synagogue and 25% in a separate fund to improve or purchase cemetery land.

Section 9. A banquet shall be held annually on the 15th day of Kislev or on the first Sunday following that day. Each member shall be taxed not less than \$1.00.

Section 10. All matters pertaining to the cemetery shall be conducted according to traditional Orthodox Judaism. Burial in clothing is not permitted. Shrouds must be used.

Section 11. At a funeral, no one may busy himself or even touch the coffin without permission from the Officers of the President.

#### Article 10. Duties of the Sexton.

Section 1. The sexton shall open and close the synagogue of the congregation. He shall see that everything is clean and in good order; that the janitor performs his duties according to contract; if not, he shall so report to the President. He shall be present during prayer. He shall, at the request of the President or other proper officer, notify those to whom honors are given. He shall annually file an application at the election meeting.