

CONSTITUTION
AND
BY-LAWS



**Beth Abraham
Congregation**

PITTSBURGH, PA.

ORDER OF BUSINESS

1. President calls meeting to order.
2. Opening of meeting.
3. Roll call of officers.
4. Reading of minutes of previous meeting.
5. Report of committees.
6. Proposition of members.
7. Initiation of members.
8. Communications to Congregation.
9. Collection of dues.
10. Payment of bills.
11. Old business.
12. New business.
13. For the good and welfare of the Congregation.
14. Receipts and expenses.
15. Closing of meeting.

BY-LAWS

of

BETH ABRAHAM CONGREGATION

ARTICLE I

NAME AND PURPOSE

Section 1. The name of this Congregation shall be: "BETH ABRAHAM CONGREGATION," in accordance with our Charter, and authorized Amendments thereto.

Section 2. This Congregation shall exist perpetually, and for such purposes as are set forth in our Charter and authorized Amendments thereto, and shall forever remain self-sustaining and independent of all other Congregations.

Section 3. The Cemetery lands or any buildings therein owned by this Congregation shall never be sold, transferred or turned over to any other Congregation for any monies or consideration whatsoever, unless the full one hundred per cent of the membership of this Congregation shall have approved same in writing.

Section 4. This Congregation shall maintain a permanent office in such

place as designated by a majority of the Board of Directors and as approved by the general membership of this Congregation by a majority vote at the meeting subsequent to the designation by the Board, but such office cannot be located at the home of any elected officer. Any such place designated by the Board of Directors and approved by the general membership of the Congregation cannot be changed during the term of office of such elected Board.

ARTICLE II

OFFICERS, THEIR NOMINATION, AND ELECTION

Section 1. The elected Officers of this Congregation shall be as follows:

President	Treasurer
Vice President	Secretary

and a Board of seventeen directors, consisting of the above elected Officers and thirteen additional members.

Section 2. The nomination of the above named Officers, including the Board of Directors, shall be held on the first Sunday in the month of Elul.

Section 3. The election of Officers, including the Board of Directors, shall

be held at a special meeting called for such purpose on the first Sunday after "Sabbath Bereshis."

Section 4. Members eligible for the above offices must be in good standing, and clear of any debts on the books of the Congregation, and must have belonged to this Congregation for a period of not less than two years.

Section 5. Father and son, son-in-law, two brothers, brothers-in-law cannot be nominated or elected as Officers of this Congregation to serve during the same period.

Section 6. No member can be elected to an office unless he shall be personally present either at the time of nomination or at the time of election.

Section 7. The manner of election of Officers shall be as follows:

The President and Vice President shall appoint an Election Committee composed of five members in good standing, three appointed by the President, and two by the Vice President, in addition to the Secretary, and said Election Committee shall sit on election day between the hours of 12:00 noon and 4:00 o'clock P. M., and any member may present himself be-

fore the Election Committee between those hours, and if he owes no more than one year's dues, he shall be entitled to receive a printed voting ballot with the names of the Officers and Board of Directors to be elected printed in both the Jewish and English language, and he shall mark his ballot and then deposit same in a ballot box prepared for such election by the Election Committee.

Section 8. Sample ballots containing the names of all candidates for office or Board of Directors shall be printed in the Jewish and English languages, and shall be mailed to each member not later than two weeks prior to election. Said ballots shall be clear of all marks, and names thereon shall be placed alphabetically.

Section 9. All members nominated for office or for members of the Board of Directors at the nomination meeting must reply to the Secretary within ten days after nomination whether they are candidates for the office nominated, otherwise their names will not appear on the sample or regular ballot. The Secretary shall send to candidates a list of all candidates for office or Board of Directors and inquire as to the relationship of any candidates to anyone on the list.

Section 10. Officers of this Congregation, except members of the Board of Directors, cannot serve more than two successive terms. The present Officers shall have the right to run for office for two (2) more years.

Section 11. The term of office for all elected Officers and members of the Board of Directors shall be one (1) year.

Section 12. Should a vacancy occur in office or on the Board of Directors by reason of death, resignation or any other cause, the Board of Directors shall fill such temporary office until the next election.

ARTICLE III

MEETINGS

Section 1. The business of this Congregation shall be conducted in the Jewish or English language, as circumstances and conditions may require.

Section 2. The regular meetings of this Congregation shall be held on the third Sunday of every other month; in addition to such regular meetings, a Special Election Meeting shall be held the first Sunday after "Sabbath Bereshis."

Section 3. Regular meetings of the Board of Directors shall be held on the first Sunday of each month.

Section 4. The President shall have the authority and right to call a special meeting of the Congregation when required, but the purpose of such special meeting must be given in the notice to be sent to the members; such notice must be sent to the members not less than five (5) days prior to the meeting; at such special meeting no other business (except the receipt of monies) can be transacted but such as specified in the call.

Section 5. A special meeting may be called by twenty-five members in good standing upon written request by them to the President stating the purpose for such meeting, and upon his failure to call such special meeting, such written request shall be made to the Secretary, and he shall have the authority to send notices to all the members for the call of the meeting.

Section 6. Special meetings of the Board of Directors may be called by the President, or the Vice President as Chairman of the Board, but the purpose of such special meetings must be given in the notice to be sent to the Board of Directors, and such no-

tice to be sent to the members of the Board not less than three (3) days prior to the meeting.

ARTICLE IV

ELIGIBILITY AND DUTIES OF MEMBERS

Section 1. Any person of the Jewish faith of the age of twenty-one (21) years or over shall have the right to make application as a member of this Congregation; such application may be presented to any other member of this Congregation, and must be presented either at the next meeting of the Board of Directors, or the next regular meeting of the Congregation; every applicant must appear in person before the Board of Directors or the members at a regular meeting if so required.

Section 2. The proposition fee for becoming a member in this Congregation shall be the sum of One Hundred (\$100.00) Dollars, half of which, or Fifty (\$50.00) Dollars, must accompany the application, and the balance of Fifty (\$50.00) Dollars must be paid within thirty (30) days and before such application can be favorably acted upon by the members of the Congregation at a regular meeting; upon

failure to pay said balance, such membership application may be rescinded, and all monies paid in shall be returned to the applicant.

Section 3. Membership dues in this Congregation shall be the sum of Two (\$2.00) Dollars per year, and must be paid in advance; all members admitted shall be liable for a year's dues from the time of their admission until October 1st of the same year, October 1st being the fiscal date of the beginning of the year of the said Congregation.

Section 4. Every member of this Congregation shall be entitled to cemetery graves for himself, his wife, and any unmarried children under twenty-one (21) years of age.

Section 5. Members are to be allotted burial ground in our cemetery in the following order:

Sections 1, 2, 3 and 10 as designated in the Plan shall belong and be reserved for old prior members; all other lots shall be allotted for present new incoming members as they may come in. There is no right to change this paragraph even by a majority vote.

Section 6. When a member or a member's wife should die, a grave

immediately adjoining shall be reserved for the surviving spouse; such "Reserved" plot shall be duly marked, and the cost for such marker shall be charged to, and paid by the surviving spouse.

Section 7. Should a male member die, his widow automatically becomes a member of the Congregation without the paying of any additional monies, but annual dues must be continued to be paid by her.

Section 8. A member shall be entitled to only one wife's grave, and upon re-marriage of such member, the second wife is not entitled to any burial ground, unless she becomes a member in her own right.

Section 9. Should the surviving widow of a member remarry, she retains her membership in this Congregation so long as she pays her dues, and is entitled to a burial ground for herself only.

Section 10. Married children of members shall be permitted to become members of this Congregation by paying one-half of the regular initiation fee, or the sum of Fifty (\$50.00) Dollars.

Section 11. All unmarried children of a member, male or female, over

the age of twenty-one (21) years, shall be entitled to a grave at a cost not exceeding the sum of Fifty (\$50.00) Dollars for such lot (exclusive of the regular funeral expense).

Section 12. Should a death occur, either of a member or of his wife or any unmarried minor children, the President shall with the advice of a Committee of the Board of Directors designate a place on the cemetery for the burial of the deceased member, or member of his family, and the decision of the President and said Committee for the location of said grave shall be final and binding upon said member and his family.

Section 13. The funeral expense for the burial of a member or his wife shall be the sum of Fifty (\$50.00) Dollars, for which the Congregation shall provide the digging of the grave, shroud, Chevre Kadisha and services of a Shamus. The cost for the burial of a minor shall be set by the President and the Committee.

Section 14. Funerals and service for burial of any persons on the cemetery lands of this Congregation shall be conducted in accordance with the orthodox Hebrew ritual and ceremony.

ARTICLE V

DUTIES OF OFFICERS

Section 1. THE PRESIDENT: The President shall preside at all meetings and shall conduct impartially all business, elections, and decisions; he should at all times observe the present By-Laws and see that the other officers perform their duties and enforce the By-Laws of this Congregation; he shall preserve order and shall not be entitled to vote, only on a tie or an equally divided vote on the question before the Congregation; he shall have the right to vote at all elections of officers or Boards of Directors; he shall sign all orders for beds, permits, foundations, all checks for all bills required to be paid; he shall appoint a majority of all committees and keep under his supervision all monies, funds, and assets of the Congregation; he shall not take part in any debate while presiding in the chair; should a death occur he shall appoint a committee from the Board of Directors to proceed to the cemetery with a member of the bereaved family for the purpose of choosing a plot for the deceased; he shall have complete jurisdiction and supervision over the Shamus and those assisting him on the cemetery at all

times; he shall have the right to examine at all times any of the books of the Secretary, Treasurer, or any other officer of the Congregation.

Section 2. THE VICE PRESIDENT: The Vice President shall assist the President to keep order at meetings, to appoint a minority of all committees, and to take the place of the President at all times when he is absent, and shall be the chairman of the Board of Directors, with the right to call special meetings of the Board when necessary.

Section 3. THE TREASURER: The Treasurer shall be the custodian of all funds and assets of the Congregation and place all monies received by him in a bank to be designated by the Board of Directors; he shall countersign all checks which are to be signed by the President and the Secretary for all bills approved by the Board of Directors or the members of this Congregation, and shall cooperate with the Secretary and the Auditing Committee appointed to examine the books; he shall issue a receipt to the Secretary for all monies received by him; he shall before entering his office give a surety bond in such sum as the Board of Directors may determine; at the expiration of his office he shall surrender all books and papers to the

successor; he shall permit the President to examine at any time his books and deposits.

Section 4a. THE SECRETARY:

The Secretary shall keep a correct record of minutes at every meeting, regular, special, or Board of Directors, and shall keep a membership list together with their addresses and a list of burials, beds, foundations, permits, and attend all funerals and make a record of same, and shall do all other work that may be required of him in correspondence with the members; he shall send notices of all meetings at least five days prior to the date of such meeting, and notify the President and Vice President of all meetings.

Section 4b. THE SECRETARY:

He shall keep a record of all members of this Congregation with an account of all monies owing or paid by each member of this Congregation; he shall turn over unto the Treasurer all monies collected by him and take a receipt for the same; he shall submit to the Board of Directors a monthly report of all income and expenses; he shall report to the Board of Directors and to the membership all bills that may be required to be paid, and shall report all receipts and expenses; he shall countersign all checks for the

payment of bills as may be directed by the President and the Board of Directors and membership; he shall submit a written annual report of all monies received or expended by him during the year and shall assist and cooperate with the Auditing Committee appointed to audit his books; he shall be bonded in such sum as the Board of Directors may require, before assuming his office, and shall at the expiration of his term surrender to his successor all of the books, seals, papers, or any other instruments of the Congregation that may be in his possession; he shall receive for his services yearly such sum as the Congregation shall decide by a majority vote; he shall send to every member, at least one week prior to the election meeting, a statement of the monies due and owing from said members together with an annual report of all monies received and expended, which report must first be approved by the Auditing Committee appointed for such purpose.

Section 5. THE BOARD OF DIRECTORS: The Board of Directors of this Congregation shall have full power to act upon and to transact all the business of this Society; they shall advise and cooperate with the President, and shall assist the President to keep order at meetings; they shall

have the power to authorize all repairs and improvements to be made on the cemetery, fences, buildings, driveways, and to keep same in good repair; they shall have the right to authorize the expenditures for the cemetery, repairs, as may be required up to the sum of One Hundred (\$100.00) Dollars, but must report an account for all sums expended to the Congregation at a regular meeting and obtain approval of the members of this Congregation; should any expenses exceed the cost of One Hundred (\$100.00) Dollars they must first obtain permission from the Congregation at a regular or special meeting before they can authorize contract or proceed with such repairs or expenses; they shall have a right to call a meeting of the Board when required or should the President or Chairman of the Board refuse to do so; should the Vice President fill the office of President during his absence or resignation, the member who received the highest number of votes shall be and act as chairman of the Board of Directors.

ARTICLE VI

DUTIES OF THE SEXTON

Section 1. The Board of Directors shall at the first meeting after their election elect a Sexton or Shamus for the year, but said Sexton shall be un-

der the jurisdiction and supervision of the President at all times; said Sexton shall be present and officiate at every burial and shall receive for his services such sum as may be voted by the Board of Directors; on the several Sundays prior to the Holy Days, he and his assistants shall be under the personal control and jurisdiction of the President as to the collections and their division.

ARTICLE VII

THE STANDING COMMITTEES

Section 1. The President and the Vice President after their election and installation shall appoint the following standing committees:

Building and Repair Committee
Welfare Committee
Memorial Committee

and any other committees that the President and Vice President may deem necessary to be appointed.

ARTICLE VIII

BY-LAWS AND AMENDMENTS

Section 1. The within By-Laws shall take effect after their approval by the members of this Congregation at a special meeting specially called for such purpose; they must be approved by a two-thirds (2/3) vote of all members present at the meeting.

Section 2. Amendments to the present By-Laws can be submitted in writing by five (5) members in good standing and such proposed amendment shall be read at two (2) stated or regular meetings and can be adopted at the third meeting by a two-thirds (2/3) vote of all members present, after notice of such proposed amendment and the purpose and the need for same has been given to the members in writing not less than one (1) week prior to the date of final action upon said proposed amendment.

Section 3. All former By-Laws shall, upon the approval of the within By-Laws, be repealed and have no effect, and these By-Laws are to take effect upon the approval of same as above provided.

Sunday, July 20, 1941.

At a special meeting called for this day for the purpose of final reading and approving of the within By-Laws, they were duly accepted and approved as the new Constitution and By-Laws of this Congregation.

Henry Stein, President
Max Blank, Vice President
Louis Gelman, Treasurer
Harry Mosenson, Recording Sec'y
Meyer S. Sikov, Financial Sec'y

BOARD OF DIRECTORS AND

BY-LAWS COMMITTEE

Dr. S. J. Marcus
Sam Lerner
Abe Sternberg
Nathan Frank
Louis Wishnov
Morris Nydes
Joseph Foster
David Granoff
Ben Hartzberg
Samuel Cook
Samuel Taylor
H. Goldstein
Benjamin L. Steinberg, Esq.
David Kart
A. Gutmacher
Bennie Gelman
I. Schwartz
Louis Feingold
Louis Ostrosky
Max Fishoff