

CONGREGATION OHER CHODESH (NEW LIGHT)

CONSTITUTION & BY-LAWS
1958

ARTICLE I

Section 1. The name of our congregation must always and forever remain Oher Chodesh (New Light) as provided in our charter. This can never be altered. Worship will be according to the faith, doctrines, disciplines and usages of the Conservative Synagogue.

ARTICLE II

Section 1. Regular meetings of our congregation will be held in our synagogue hall every first Sunday of the month.

Section 2. Special meetings may be called for three reasons: (1) by a motion made at a regular meeting; (2) when the president finds it necessary to call a special meeting; (3) when twenty-one members in good standing so petition the president. In the event the president refuses to direct the secretary to call this petitioned meeting, the twenty-one members approach the vice-president, and should the vice-president refuse to call the meeting, then they go to the secretary who shall honor the request by calling the meeting without the president or vice-president. They shall elect a chairman for the meeting and shall proceed with the business for which the meeting was called. In the event that the secretary also refuses to respect their wishes, the twenty-one members shall elect a secretary for this meeting. The proceedings of this meeting shall be written into the minutes book. Accordingly, the regular secretary of our congregation shall be penalized a sum of \$10.00 for non-compliance with the petition of the twenty-one good-standing members.

Section 3. At a special meeting, no other business may be handled except that which was specified in the mailed notice.

Section 4. Board meetings will be held every month, in the week prior to the date of regular meetings.

Section 5. Every member must be clear of debts to the synagogue by

Rosh Hashonah, as recorded by the Secretary. Any member who does not pay his debts by the time of the election of officers, is not in good standing, and so is not eligible to vote or to hold office.

Section 6. A regular meeting shall start at 11 A. M. A minimum of seven members in good standing must be present for the president or the chairman to open and conduct the meeting.

ARTICLE III

Section 1. The management of the congregation shall be vested in a Board of Directors of thirteen elected members. The Board of Directors shall direct the officers and the membership in determining the general policies of the congregation. It shall be the Board's responsibility to take any action necessary for the proper operation, service and welfare of the congregation.

Section 2 a. The elected officers in our congregation, and their right and order of succession shall be as follows: president, vice-president, secretary, and treasurer. All officers of our congregation may be elected for only two terms consecutively, except the secretary who may be elected for more than the two consecutive terms.

Section 2 b. Rules for election of officers shall be as follows:

(1) The first and only nominations shall be presented at a meeting the first Sunday following Rosh Hashonah. The presentation of the nominations shall come from two sources: (a) From a report submitted by a five-member nominating committee. The majority of the nominating committee will have been appointed by the president, the minority by the V. P. at the regularly scheduled May meeting. The four elected officers shall be excluded from the nominating committee. (b) From the floor by any member in good standing. (2) The election shall not be later than the evening before Hashonah Raba.

Section 2 c. The election must be by secret ballot.

Section 3. A cantor, Rabbi and/or shames shall be elected by a majority vote of the members present at the meeting. The wages also

must be decided by a majority vote. Neither the Cantor, Rabbi nor the Shamus may be a member of the Congregation.

Section 4. When a paid officer does not perform his duties, any member may bring charges against him. The president shall appoint a charge committee of five members to hear his testimony, and to bring the report of its findings to the next meeting. The committee must meet no later than the second Sunday after the meeting at which it was appointed.

Section 5. If a member who is nominated for an office cannot come to the election, he may compete in the election if he sends to the membership a written reason for his absence.

ARTICLE IV

Section 1. The president is accountable for all records, correspondence, and other items of value that belong to the congregation. The charter, the constitution and the seal shall be in the possession of the secretary. The bankbook shall be held by the treasurer. The president must pass on to the succeeding president (at the installation) all of the above mentioned property plus any verbal information necessary to the proper operation and service of the president's office and to the congregation in general. The president shall also present to the newly elected secretary a signed, itemized inventory of the congregational property which he is turning over to the newly elected president.

Section 2. The president may spend a maximum of \$25.00 from one meeting to the next, except in an emergency when the limit may be extended to \$100.00.

Section 3. When the president finds it necessary to spend more than the above noted amount, he must call a special meeting by notice, and at such a meeting an affirmative majority vote will authorize the spending of the necessary amount.

Section 4. The president shall attend every regular and special meeting. He shall conduct the meetings according to the constitution. If the president is absent from any of the meetings, the vice-president

shall assume and execute all duties and responsibilities of the president's office.

Section 5. The president must give every member time to speak at the meeting when the member so desires, in sequence requested, but only on the subject being discussed. He is entitled to the floor twice on a subject.

Section 6. When the president wants to make remarks, he may do so only after he turns over the Chair to another officer.

Section 7. When the president is absent from three consecutive meetings without justifiable cause, a charge committee will be appointed by the presiding officer to investigate and bring a report to the membership meeting.

Section 8. The duties of the President: The president shall be the presiding officer and shall have the following duties and responsibilities: He shall see that the election of officers shall take place no later than the eve of Hashonah Raba; before the election of officers, the president shall appoint a judge and two tellers who shall have charge of the election; the judge and the tellers may not be candidates for any office; the president must pass on to the newly elected president all records, correspondence, and other item of value that belong to the congregation, and if he refuses to turn over the aforementioned property, a committee to take action against him shall be appointed by a majority vote of the membership; the president shall appoint chairmen to the various committees as required to properly service the congregation and shall make necessary committee changes as conditions warrant; the president shall schedule and preside at all special meetings.

ARTICLE V

Section 1. The duties of the Vice-President: The vice-president shall have the following duties and responsibilities: The vice-president shall attend and assist the president in leading all regular and special meetings of the congregation; he shall assume and execute all stated duties

and responsibilities of the president's office in the president's absence; if the vice-president is absent from three consecutive meetings without justifiable cause, a charge committee will be appointed to investigate and bring a report to the membership meeting; he shall pass on to the succeeding vice-president all records, correspondence and all other written or verbal information necessary to the proper operation and service of the vice-president's office and the congregation in general.

ARTICLE VI

Section 1. The Duties of the Treasurer. The Treasurer shall have the following duties and responsibilities: When the treasurer is elected, he must provide a congregation paid bond from a surety company in the amount of \$5,000.00, and present this bond to the president at the meeting when he takes office; he must give a report to the secretary for all money received; he may not make any disbursements of money without a signed statement from the president and secretary who obtained approval from the congregation; at the end of his term he shall turn over to the newly elected treasurer all money in his possession, the bank records, all of which should be in agreement with the secretary's accounting.

Section 2. If the treasurer refuses to turn over the money and records to the newly elected treasurer, the congregation shall take immediate action with the surety company.

Section 3. The treasurer's salary shall be Two Dollars (\$2.00) per year.

ARTICLE VII

Section 1. The Duties of the Secretary. Two secretaries may be elected, one Finance Secretary and one Recording Secretary. One secretary may be elected for the two offices, if the majority of the members at the election so decide.

The Finance Secretary shall bring all his books to every meeting to show any member his accounting, if so requested; he must present the

statement of income from all sources at every regularly scheduled meeting, after which he turns over the money to the treasurer who gives him a receipt; he must keep all records of all monies that go through the treasurer and all other money transactions; he must send each member a statement of his debts including pledges, assessments and dues one month before the election of officers; he must give a detailed accounting in his annual report at the meeting for election of officers.

The Recording Secretary shall record and maintain in chronological sequence, the official minutes of all regular and special meetings of the congregation for reading, correction, and approval at the subsequent stated meeting.

Section 2. Both the Financial and Recording secretaries shall pass on to the succeeding secretaries all records, correspondence and all other written or verbal information necessary to the proper operation and service of the secretaries' office and the congregation in general.

Section 3. If a qualified secretary can not be selected from the membership, an outsider may be elected. He must provide a \$1,000.00 bond. If qualified for secretary, he must become a member of the congregation and afterwards elected to the office.

Section 4. The secretary's salary shall be decided at the meeting for the first nomination of officers.

ARTICLE VIII

Section 1. The Board of Directors shall consist of thirteen elected members in good standing and all the elected officers of the congregation.

Section 2. A Chairman of the Board of Directors shall be elected by the members of the board at their first meeting following the annual election.

Section 3. The Board of Directors shall have the responsibility for the seat sales program for the High Holidays; they shall direct the officers and the membership in determining the general and financial

policies of the congregation; they shall take any action necessary for the proper operation, service and welfare of the congregation.

Section 4. Two directors shall take office each year to serve a term of three years. These directors shall be elected by secret ballot of the membership at the annual elections. In addition, the immediate past president of the congregation shall automatically become a board member for one year if he is not re-elected to the office of the president. If he is re-elected, an alternate member shall be elected to the board for one year.

Section 5. The members of the Board of Directors shall attend all board meetings. If absent from three consecutive meetings without justifiable cause, he will be replaced by an appointee chosen by the Board Chairman.

ARTICLE IX

Section 1. To become a member in our congregation, one must be proposed by a member and pay one year's dues in advance. The President shall then appoint a committee of three to investigate the proposed member. At the following meeting, when the committee presents a report, a vote shall be taken by ballot or oral vote as decided by the majority present. Majority vote shall decide acceptance or rejection of proposed member.

Section 2. A proposed member, if not accepted, may be proposed again after six months.

Section 3. A newly elected member has the right to vote on all congregation matters but cannot run for an elective office for one year after attaining membership.

Section 4. When the members wish to raise the dues, a special meeting must be called by mailed notice announcing the specific purpose for the meeting. The amount of the raise in dues shall be voted on and adopted if passed by a 2/3 majority of the members present.

Section 5. When a member or members insult or discredit the congregation, or if they try to do damage to the congregation in any way, a charge committee shall be appointed. If the charge committee finds them guilty, they are expelled from and lose all rights of membership in our congregation. They are forever prohibited from membership in the congregation. Expelled members may appeal to the board of directors whose decision is final.

Section 6. When a member causes disorder in the synagogue the President, or his appointee must go to the member and request him to leave. If the member or members do not obey the President, or his appointee, then the President may assess a penalty at the next meeting in the amount of \$10.00. If this should happen a second and a third time, the President may expel him from membership. The amount of his penalty must be added to his account. The expelled member may appeal to the board of directors, whose decision is final.

ARTICLE X

Section 1. When the membership of the congregation wishes to amend the constitution, the president shall appoint a committee of five to form the amendments. A special meeting is then called by mailed notice, where the amendments are read to the membership three times, and voted upon. If passed, the amendments shall be added to the constitution of our congregation.

ARTICLE XI

Section 1. When a motion is passed at a meeting and it is recorded in the minutes book, it can not be reconsidered at the next meeting unless 2/3rds majority of the members who voted for the motion at the preceding meeting so voted.

ARTICLE XII

Section 1. The nomination and election of the cemetery committee shall be held at the same time and in the same manner as that for all other officers of the congregation. Five members must be elected and they shall elect their own chairman at their first meeting.

Duties of the cemetery committee

Section 2. All affairs and business of the cemetery including funerals, making of beds, erecting stones and monuments, selling of graves, and maintaining the physical condition of the cemetery shall be under the control of the cemetery committee.

Section 3. In any case where there is a dispute in regard to cemetery privileges, or in regard to a funeral, such as the price of a grave, a final decision must be made by not less than three members of the cemetery committee.

Section 4. A record must be kept of every funeral in our cemetery including date of death and burial and the exact place of burial. All records and money collected must be turned over to the secretary.

Section 5. At least one member of the cemetery committee must be present at every funeral on our cemetery to see that everything is in order.

Section 6. Upon a guilty finding by a charge committee appointed by the President, any member of the cemetery committee who fails to fulfill his duties can be removed by 2/3rds majority vote at a regular meeting.

Section 7. The President can appoint a member to the cemetery committee to replace any member of the committee who has passed away, resigned or been removed from office. The new member shall hold office until the next election.

Section 8. Any member who creates scandal or insults one of the cemetery committee shall be reported to the President, who must appoint a committee to investigate the charge. If the accused is found guilty, he shall be penalized \$25.00 the first time, \$50.00 the second time, and expelled from membership forever should it happen a third time. Any expelled member may appeal to the Board of Directors whose decision will be final.

ARTICLE XIII

Section 1. Every member who joined our congregation before January 1, 1950, is entitled to, but cannot pick, two free graves for husband and wife, with the following exceptions: (a) those who hold written deeds, and (b) those who have family plots may pick their two graves in their family plot.

Section 2. All members who joined after Jan. 1, 1950 are entitled to a discount of 20% on all graves purchased for husband, wife and unmarried children.

ARTICLE XIV

Section 1. In any situation not covered by this constitution and by-laws Robert's Rules of Order shall govern.