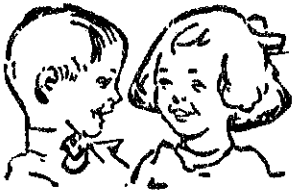
CONSTITUTION and BY-LAWS

of

Children's Aid Society of Jewish Women



"Helping the Little Ones"

Founded, April 1917
Chartered, April 1928

PITTSBURGH, PA.
1972

CONSTITUTION and BY-LAWS

of

CHILDREN'S AID SOCIETY
of JEWISH WOMEN

Founded, April, 1917 Chartered, April, 1928
Pittsburgh, Pa.

ARTICLE I
Name

The name of this organization shall be known as Children's Aid Society of Jewish Women.

ARTICLE II
Object

The purpose for which this organization is formed is the rendering of help for all needy children, regardless of race, color, or creed; in developing them mentally, physically, educationally, and in any other way that will be conducive to their becoming better citizens; to be more emotionally stable human beings. Also, this organization will assist in other worthy causes, as the budget permits.

ARTICLE III
Membership

Any woman interested in the above purpose may become a member upon payment of dues.

ARTICLE IV
Dues

SECTION 1: The dues of the organization shall be $6.00 annually; said dues to be adjusted according to the times. Dues are payable upon entrance into the organization and are payable annually thereafter at the beginning of each fiscal period. The fiscal year shall begin September 1st of each year.

SECTION 2: Any member in arrears for three consecutive years shall be subject to suspension; if, after written notice of delinquency by the Financial Secretary, such dues are not paid in full within thirty days, said member is automatically removed from membership.

ARTICLE V
Officers

SECTION 1 – Elected Officers:
The officers of the organization shall be a President, three (3) Vice Presidents, one Recording Secretary, three (3) Corresponding Secretaries, two (2) Financial Secretaries, one Treasurer, one Assistant Treasurer, and one Auditor.

SECTION 2 – Term of Service of Elected Officers:
Officers shall be elected for a term of one year, and shall hold office until their successors are elected and installed. No officer shall be eligible for more than two successive re-elections to the same office, or a total of three successive terms. One year must elapse before election to the same office.

SECTION 3 – Vacancies in Office:
Vacancies shall be filled for the unexpired term by the

President, in consultation with the Standing Nominating Committee, and upon approval of the Executive Committee, excepting as concerns the office of the President, who shall be elected by the General Membership.

ARTICLE VI
Executive Committee

SECTION 1: There shall be an Executive Committee consisting of the President, the immediate Past President, and all Officers. The President is to be the Chairman. This Executive Committee shall convene at least two times during the fiscal year, or when so directed by the President.

SECTION 2: The President may invite to such Executive Committee meeting, at her option, any members of the Board of Directors whose presence may be necessary or helpful in forwarding the special business for which such meeting has been called.

SECTION 3: The recommendations from this Executive Committee shall be brought to the next Board of Directors meeting for their consideration.

SECTION 4: The President may appoint additional Board Members to the Board of Directors; said appointments to be made at her discretion and with the approval of the Executive Committee.

ARTICLE VII
Board of Directors

SECTION 1 – Management:
The management of the Organization shall be vested in a Board of Directors, consisting of the Officers,

Elected Directors, the Trustees, and Chairmen of Standing Committees, under the chairmanship of the President.

SECTION 2 – Ex-Officio Members of the Board:
The Past Presidents of Children's Aid Society of Jewish Women shall be the Trustees, and as such, will be members of the Board, with full power of vote and voice, for as long as they remain members of the Organization.

SECTION 3 – Elected Directors on the Board:
These shall consist of twenty-four (24) Elected Directors, one third of whom shall be elected each year, for a term of two years; thereby, eight (8) are appointed each year to fill a term of two years.

SECTION 4 – Representation on Board:

(a) The Chairman only of a Standing Committee shall serve on the Board; the Co-Chairman may attend in the absence of the Chairman.

(b) The President may also ask Chairmen of Committees to be represented on the Board, for the duration of their project or assignment.

(c) Retiring Officers shall be invited to serve on the Board for a term of one or two years at the expiration of their term of active service.

(d) The President may, from time to time, at her discretion and with the approval of the Executive Committee, appoint to the Board of Directors, additional Board Members where needed.

SECTION 5 – Term of Service on the Board:
No elected Board Member shall serve more than two consecutive years. One year must elapse before she is eligible for re-election. However, if she is a Chairman

of a Standing Committee, she may serve on the Board by virtue of her Chairmanship, regardless of prior service.

SECTION 6 – Absentees:
Any member of the Board, absent for three consecutive meetings without sufficient reason, of which the Secretary or the President has been apprised, shall have her office declared vacant; provided, however, that written notice be sent to such Board Member by the Secretary in charge, after the second absence.

SECTION 7 – Honorary Board Members:

(a) There shall be established an Honorary Board. Membership shall be conferred by reason of exceptional service, or for reason of longstanding membership in the Organization, and only upon the unanimous recommendation of the Board of Directors to the General Membership. They shall be duly elected by the majority vote of the General Membership.

(b) These Honorary Board Members are to pay dues, and are to have full power of voice and vote.

(c) An Honorary Board Membership once conferred, can never be rescinded, as long as such Honorary Board Member remains a member of the Organization.

ARTICLE VIII

Nominations and Elections

SECTION 1 – Nominating Committee:

(a) A Nominating Committee, consisting of seven members, shall be elected at the February Board meeting. Four should be members of the elected Board and Trustees, and three should be members

from the general membership. There is no provision for alternates.

(b) They shall nominate only members in good standing. The Outgoing and Incoming Presidents shall be consulted by the Nominating Committee Chairman, at the request of the Nominating Committee.

(c) The Nominating Committee shall function throughout the entire year.

SECTION 2 – Presentation of the Slate:
The Nominating Committee shall first submit its slate to the Board of Directors at the April meeting, and then in writing to the General Membership, upon completion, at least twenty days before election.

SECTION 3 – Voting:

(a) In the event of more than one candidate for any office, the voting shall be by closed ballot, for that particular office.

(b) In the absence of additional nominations, the report of the Nominating Committee shall become the electoral ballot, and the Secretary shall be authorized to cast a vote for the ticket as presented.

SECTION 4 – Notice of Election:
In the event of additional nominations, the complete slate shall be sent in writing to the entire membership at least seven days before election; the election to take place at the May meeting.

SECTION 5 – Installation:
The newly elected Officers and Members of the Board of Directors shall be duly installed at the Annual Meeting in May.

SECTION 6 – Treasurer's Report:
A complete Treasurer's report is to be given at board

meetings, only; total receipts, disbursements and grand total at regular meetings.

ARTICLE IX
Duties of Officers

SECTION 1 – President:

(a) The President shall preside at all Board, Regular, and Executive meetings of the Organization; conduct all business as prescribed by the By-Laws; preserve order; and see that the Officers fulfill their duties properly.

(b) The President shall designate a Vice-President to serve and preside in her absence.

(c) The President shall appoint all Chairmen of Standing Committees, appoint delegates, and be a member, ex-officio, of all committees, excepting the Nominating Committee.

(d) The President shall make no motion, nor vote on any question of the motion, unless the Organization be equally divided, when she shall give the deciding vote.

(e) The President shall sign and countersign all official documents, checks, and vouchers.

(f) A Budget of $100.00 annually shall be allotted to the President to enable her to represent the Organization at public functions, to cover expense of telephone calls, and to help defray such other necessary expenses as she may incur in the performance of her duties as President.

SECTION 2 – Vice-President:
The Vice-President shall preside and shall perform the duties of the President in her absence, or in her

temporary inability to serve. The Vice-President shall assume the responsibility for the various departments of the work of the Organization, and perform such other duties as may be required of them.

SECTION 3 – Recording Secretary:
The Recording Secretary shall keep a correct record of all the meetings of the organization, board and executive committee meetings, and give a complete report at the annual meeting. She shall mail a copy of the minutes of each meeting to the President a few days after each meeting.

SECTION 4 – Corresponding Secretaries:

(a) One Corresponding Secretary shall conduct such correspondence as the Organization, Board, or Executive Committee or Committee Chairman shall direct.

(b) One Corresponding Secretary shall notify members of their election to office and appointments to Committees.

(c) One Corresponding Secretary shall be responsible for all mimeographing.

(d) One Corresponding Secretary shall keep an accurate list of the Membership; she shall send notice for all regular and board meetings at least ten days prior to such meetings.

(e) All Corresponding Secretaries should report monthly and give a complete report at the Annual Meeting.

SECTION 5 – Financial Secretaries:

(a) The Financial Secretaries shall keep a perpetual list of all members of the Organization, send all notices for dues, receive dues, and transfer all

monies received at least twice monthly to the Treasurer.

(b) They shall be in charge of the collection of delinquent dues.

(c) They shall send membership cards to all paid-up members.

(d) They shall render a report monthly and give a complete written report at the Annual Meeting.

(e) They shall be a member, ex-officio, of the Nominating Committee and be present at every Board and Regular meeting to collect dues.

(f) All the above duties and responsibilities shall be equally divided between the two Financial Secretaries.

SECTION 6 – Treasurer and Assistant Treasurer:

(a) The Treasurer shall be the custodian of all funds of the Organization and shall place such funds in a depository approved by the Board; and the account shall be in the name of the Organization.

(b) She shall disburse funds upon order and approval of the President or the Board.

(c) She shall report monthly to the Organization and Board and shall present a complete written report at the first regular meeting in September.

(d) The Treasurer and Assistant Treasurer shall serve on the Budget Committee.

(e) The Assistant Treasurer shall assist the Treasurer in the performance of her duties.

SECTION 7 – Auditor:

(a) The Auditor should be a qualified person in her duty of auditing the account of the Treasurer, the

Financial Secretary, and shall present written report at the first regular meeting in September.

(b) She shall audit all fund-raising projects as they are completed, and render a report to the Organization after each such audit.

(c) She shall inspect all books when such books are prepared for the yearly audit by a chosen and approved accountant.

(d) She shall serve on the Budget Committee.

ARTICLE X

Board Member – Responsibilities

1 – Attend meetings regularly; notify the President or Corresponding Secretary if unable to attend.

2 – Be familiar with and implement the Organization By-Laws.

3 – Serve on such committees as may be necessary or designated, such as chairman, secretary, or committee member.

4 – Support fund-raising projects.

5 – Attend leadership training courses when these are offered.

6 – Cooperate with membership committee in all programs of membership retention and conservation.

7 – Be mindful of the confidential nature of board meetings.

8 – Only matters, recommendations, and decisions which require publicity and implementation are to be discussed and circulated.

9 – Accept graciously the decisions of the majority.

ARTICLE XI

Regular Meetings

SECTION 1 – Regular Meetings:
Regular meetings shall be held the third Thursday evening of each month from September through May unless otherwise ordered by the Organization.

SECTION 2 – Quorum:
Twenty (20) members shall constitute a quorum for Regular Meetings.

SECTION 3 – Annual Meeting:

(a) The Regular Meeting in May shall be the Annual Meeting, at which time there shall be the election and installation of Officers and Board of Directors.

(b) Officers and Chairmen of Committees shall give their Annual reports at this meeting.

SECTION 4 – Special Meetings:
Special meetings may be called by the President or at the request of the Executive Committee, if deemed necessary. At these Special Meetings only such business may be transacted as has been mentioned in the call for same.

ARTICLE XII

Board Meetings

SECTION 1 – Regular Board Meetings:
The Regular Meeting of the Board of Directors shall be held the first Thursday evening of each month, from September through May, unless otherwise ordered by the Organization.

SECTION 2 – Special Board Meetings:
Special Meetings of the Board of Directors may be called by the President or at the request of the

Executive Committee.

SECTION 3 – Quorum:
Twelve (12) members of the Board shall constitute a quorum.

ARTICLE XIII

Departments and Standing Committees

SECTION 1 – General:
All Vice Presidents shall oversee Board of Directors Attendance, By-Laws, and Parliamentary Procedure.

SECTION 2 – Fund-Raising Vice-President:
Standing Committees:

- Budget
- Donor Luncheon
- Honor & Memory
- Tag Day
- Ways and Means
- Fund Raising Events

SECTION 3 – Membership Vice-President:
Standing Committees:

- Membership Retention
- Membership Drives
- Membership Lists
- Personal Interest
- Printing
- Programs
- Publicity

SECTION 4 – Social Service Vice-President:
Standing Committee:

- School for Mentally Retarded project
- Dental Project
- Representative to Community Projects

SECTION 5 – Standing Committees:
Standing Committees are appointed at the beginning of the year or immediately after installation of Officers, and are appointed for one year or one term only. Each appointment automatically expires in its entirety at the close of the term, and a new committee may be appointed as a new entity for the ensuing year or term. This includes all Chairmanships as well as Committee Memberships. No Committee Chairman or member of the Committee may be considered to function other than from year to year, or term to term, and all appointments expire at the close of each year or term.

SECTION 6 – Other Committees:
The President, acting with the Executive Committee, may appoint Chairmen and such other Committees when and as she finds this necessary or practicable.

ARTICLE XIV

Conduct of Meetings

The proceedings of all Meetings shall be governed by the By-Laws and in all points not covered thereby, by the Roberts Rules of Order, Revised.

ARTICLE XV

Amendments and Revisions

SECTION 1 – Presentation:

(a) Amendments to these By-Laws shall be submitted in writing by the Revisions Committee, to the Board of Directors.

(b) Petition for revisions may be submitted in writing, by not less than five members in good standing, to the Board of Directors.

SECTION 2 – Distribution:
All amendments, approved by the Board, shall be sent to each member of the Organization, and shall be voted upon at a regular meeting.

SECTION 3 – Adoption:
A two-thirds vote of the members present and voting shall be necessary for adoption of the amendments.

ARTICLE XVI
Suspension of By-Laws

A By-Law or Rule of Order may be suspended in case of emergency by a majority vote of the members present, but only for a single meeting.

By-Laws revised January, 1972

Committee on By-Laws:

Mrs. William H. Whitman, Chairman
Mrs. Ben Bitterfield
Mrs. Ralph Bloom
Mrs. Morris Goldstein
Mrs. Joseph Maretsky

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