

Constitution passed by Board
and General Membership, 9/5/67.

NEW LIGHT SISTERHOOD
CONSTITUTION

ARTICLE I - NAME

Section I This organization shall be known as the NEW LIGHT SISTERHOOD.

ARTICLE II - OBJECT

Section I The object of this Sisterhood shall be to aid and strengthen interest in the New Light Congregation:

TO CONTRIBUTE TO ITS WELFARE AND TO PROMOTE RELIGIOUS AND SOCIAL RELATIONS WITHIN THE GROUP BY:

Furthering Jewish education among members; promoting the observance of the Sabbath and all Jewish festivals and holidays; strengthening good will towards all groups within the Congregation; and contributing towards the Congregation's needs.

ARTICLE III - MEMBERSHIP

Section I Any woman of the Jewish faith who has manifested her desire to serve the New Light Sisterhood is eligible for membership.

Section II The Membership dues in the Sisterhood shall be \$5.00 per year.

Section III Any member owing dues for more than two (2) consecutive years shall, after due and final notice, be automatically dropped from the rolls of membership.

Section IV Any member desiring to resign from the Sisterhood shall present her resignation in writing to the Financial Secretary, who shall submit it to the Board.

Section V Dues from members joining after April 1 shall be applied to the next fiscal year.

ARTICLE IV - OFFICERS

Section I The officers of the Sisterhood shall be: President, three (3) Vice-Presidents (Membership, Donor and Cultural), Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Auditor and Advisor, who shall be the immediate past-president.

ARTICLE V - DUTIES OF OFFICERS

Section I It shall be the duty of the President to preside at all meetings of the Sisterhood, of the Board, and of the Executive Committee. The President shall appoint the Chairmen of all standing committees and shall be a member ex-officio of all committees except the Nominating Committee.

Section II The Vice-Presidents shall perform the duties of the President, in case of her absence, and shall be ex-officio members of all committees in their respective departments.

1. Membership Vice-President: Shall present new members; is in charge of membership retention; shall contact members regarding attendance at meetings; is Chairman

of the annual Paid-up Membership party; is to keep membership lists current.

- B. Donor Vice-President: Is in charge of all Donor fund-raising activities and is in charge over all Donor affairs.
- C. Cultural Vice-President: To provide programs for all regular meetings; to work in conjunction with the Religious Chairman.

- Section III The Recording Secretary shall keep a record of all the proceedings of the Sisterhood and shall be custodian of these records.
- Section IV The Corresponding Secretary shall attend to all correspondence of the Sisterhood.
- Section V The Financial Secretary shall supervise collection of all dues and shall deliver same to the Treasurer, receiving a receipt of all dues, and keep accurate accounts of same. She shall present her report to the Board.
- Section VI The Treasurer shall receive all dues of Sisterhood from the Financial Secretary. All other income of the Sisterhood, except Donor, shall be deposited in any bank designated by the Board. She shall draw no money therefrom except upon authorization of the President or the Executive Board.
- Section VII It shall be the duty of the Auditor to audit the books of the Financial Secretary, the Treasurer, and all money-handling committees. She shall submit a written report as of May 31st, to be presented at the June Board meeting.
- Section VIII It shall be the duty of the Advisor to advise the President regarding Sisterhood affairs and to attend all meetings.

ARTICLE VI - BOARD

- Section I The Board shall consist of the Officers, Chairmen of all standing committees, Honorary members of the Board and all past presidents of the New Light Sisterhood.
 - A. The current Congregation President's wife shall be an Honorary member of the Board, without a vote.
 - B. The Board shall manage the affairs of the New Light Sisterhood between meetings and shall recommend action taken at its session at the next regular meeting.

ARTICLE VII - EXECUTIVE COMMITTEE

- Section I The President, Past Presidents, Vice-Presidents, Secretaries, Treasurer, Auditor and Advisor shall constitute the Executive Committee.
- Section II In the event of an emergency, where action must be taken and where it does not affect the policy of the Sisterhood or Congregation, the President shall be empowered to act, with the assistance of the Vice-Presidents and the immediate Past President.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

- Section I No person may be considered for election to the Nominating Committee unless she has been an active participating member, in good standing, for at least one (1) year.

- Section II The Nominating Committee shall be elected by the Board at the April meeting, and shall consist of four (4) members from the board and three (3) members from the general membership - also, two alternates: one from the Board and one from the general membership. The Chairman of the Nominating Committee shall be elected from the Board committee by the Board.
- Section III The Nominating Committee shall nominate one candidate for each office. All past-presidents are eligible to serve on the Nominating Committee and/or as officers. All members nominated for election by the Nominating Committee shall have given their verbal or written consent prior to nomination.
- Section IV The Nominating Committee shall present its report at the regular meeting in May, at which time nominations will be accepted from the floor and elections will be held.
- Section V The newly-elected officers will assume their duties at the beginning of the fiscal year, June 1st. However, the out-going President is to preside at the June Open Board Meeting in order to complete any unfinished business.
- Section VI A vacancy occurring in an office shall be filled for the unexpired term by appointment by the Board.
- Section VII The officers shall be elected for a term of two (2) years.

ARTICLE IX - MEETINGS

- Section I The regular meetings of the New Light Sisterhood shall be held on the first Tuesday of each month, September through June, except at the discretion of the President.
- Section II The regular meetings of the Board shall be held on the third Tuesday of each month, from September through May, except at the discretion of the President.
- Section III The June regular and board meetings shall be combined as an Open Board Meeting.
- Section IV Special meetings may be called at the request of the President.
- Section V Seven members shall constitute a quorum at any board meeting.

ARTICLE X - AMENDMENTS

- Section I Any member of the Sisterhood may submit to the Chairman of the Constitution Committee a proposed amendment or amendments to this constitution for consideration. The proposed changes shall be recommended at a regular board meeting. If approved, these By-laws may be amended by a two-thirds vote at any regular meeting of the Sisterhood, provided the amendment has been recommended by the Board.
- Section II The constitution is to be read at the first board meeting of the year for approval and read at the following regular meeting for approval.

NEW LIGHT SISTERHOOD
PITTSBURGH, PENNSYLVANIA - 15217

POLICY

1. We shall give a token contribution, not exceeding \$10.00, to the following annual community drives: United Jewish Federation and the United Fund.
 - A. All requests for other contributions shall be presented to the Board for action.
2. On all fund raising affairs, the Committee shall consist of the Chairman of the previous year of a like function, President of Sisterhood, Vice-President in charge of the department under which such an affair is supervised, together with the Chairman and her Committee of the current affair.
3. The Policy Committee shall consist of the Chairman of the Constitution Committee, the immediate past-chairman, the president, the vice-presidents, the past-presidents and a committee to be chosen by the chairman.
4. The only invited guests to our fund-raising functions will be the Rabbi, the Cantor and their wives.
5. The Rabbi, the Cantor and their wives will be invited guests to all functions.
6. The Rabbi's wife and the Cantor's wife cannot be on any policy-making Committee.
7. The Rabbi's wife and the Cantor's wife cannot be members of the Executive Board.
8. Emergency contributions which may arise and be deemed necessary and essential shall be made only if the board sanctions the same, regarding the Congregations needs.
9. The Personal Interest chairman shall send messages for any and all occasions to members of the Sisterhood, at the discretion of the Chairman and the Sisterhood President.
10. The President of Sisterhood shall present Prayer books or Kiddush cups to the Bar/Bas Mitzvahs and confirmands in the New Light Synagogue.
11. A plant, not to exceed the sum of \$5.00, is to be sent to Board members who are hospitalized.
12. Each Chairman shall have a co-chairman who, in addition to sharing the work with the chairman, will sit in at Board meetings in the chairman's absence.
13. Written reports to be submitted by all chairmen for Board reports.
14. Complete written reports to be submitted by all chairmen of any affair held by Sisterhood.
15. A Xmas gift to be given to Custodians.