

A DRAFT
OF
THE
CONSTITUTION AND BY LAWS
OF
CONGREGATION ADATH ISRAEL^{ISRAEL}

3257 WARD STREET

PITTSBURGH, PA

FOUNDED

AUGUST, 1921

RULES OF THE MEETING

1. Call the meeting to order
2. Open the Meeting
3. Roll Call of Officers
4. Reading of minutes of the previous meeting
5. Committee reports
6. Proposal of new members
7. Payments of bills, receipts and reading of letter of Congregation
8. Unfinished business, old business
9. New business
10. For good and welfare of the Congregation
11. Reading of monies collected
12. Close meeting

Article I

Sec. 1 The name of our Congregation must always and forever be the Congregation Adath Israel, according to our charter and it can never be altered or changed. The Congregation must always be conducted in an orthodox manner.

Sec. 2 All books, records, and affairs of the Congregation may be carried on in plain Jewish Jargon, or English.

Article II--Meetings

Sec. 1 All regular meetings of our Congregation must be held in the Congregation proper every month at the descretion of the Board of Directors.

Sec. 2 Special meetings may be called in three ways: first: by a motion that has been made at a regular meeting
second: when the President deems it necessary to call such a meeting
third: when 7 members in good standing present request to the President. In such an instance, if the President fails to order the secretary to call a special meeting then the seven members may petition the vice-president to call a special meeting and if he fails to honor their request, then the members can request the secretary to call a special meeting and he must respect

2.

their request and order the meeting held without the consent of the president or the vice-president. The members have the full right to deal with the matters that pertain to the purpose of the special meeting that has been called. They have a right to elect a chairman for that meeting. In case the secretary does not wish to respect the order of the seven members to hold a special meeting then they have a right to elect a secretary for that meeting and his minutes of that meeting shall be entered into the Minutes book of the Congregation. The regular Secretary of the Congregation shall be fined ten dollars for not carrying out the wishes of the seven members in good-standing to call a special meeting.

Sec. 3 At a special meeting no other business may be discussed, save that which the special meeting was called for.

Sec. 4 A general meeting may be held every three months from the time of the election of officers.

Sec. 5 First nomination of officers must be in the month of Menacham Av, and the second nomination of officers in the month of Elul. At an election no nominations may be made.

Sec. 6 Every member must be in good standing according to the records of the secretary to be eligible to hold office or to vote at any election of officers. "Good standing means payment of dues, pledges, fines, seat money, etc."

Sec. 7 The president has the right to open the meeting according to the Constitution so long as eleven good standing members are present to conduct all business that may come before the Congregation.

Article III---Officers

Sec. 1 The following officers must be elected in our Congregation: President, Vice-President, First Trustee, Treasurer, Seven board of directors. The board of directors shall appoint a secretary.

Sec. 2 A sexton must be elected by the board of directors. Every year prior to the nomination of officers he must send in an application for the office of sexton to the board of directors. Any one who wishes to apply for the office of sexton must be well learned in the Torah, must be an observer of the Sabbath and must be able to read and write.

Sec. 3 Should any officer, not attend to his duties, and member may bring a charge of neglect of duty against the officer. The board of directors shall listen to his defense and shall

bring a report of his innocence or guilt at the next meeting.

Sec. 4 Every member who is a person in good standing is entitled to run for office.

Sec. 5 If a member who is nominated to an office does not come to the election, he may be elected providing he sends to the Congregation in advance adequate reasons for his absence.

Article IV--Duties of the President

Sec. 1 The president must keep in his possession all valuable papers, documents and other Articles of Writ that pertain to the Congregation. He must also have in his possession our Deed, Charter, Constitution, Seal and the Bonds of the officers that that the Congregation Constitution provides for bonding. When the office of President changes hands the outgoing President must hand overall the aforementioned items to the new President at the installation of officers. The President must give to the secretary a specific inventory of every individual paper and item and documents in his possession and this inventory must be signed by him.

Sec. 2 The President has the right to spend not more than ten dollars from the charity fund for any specific worth while purpose.

In the event of an emergency in the building he may spend up to

\$50.00 for necessary repairs.

- Sec. 3 When the President finds it necessary to spend more money than the aforementioned sums, he must call a special meeting and at such a meeting authority may be granted to spend the necessary amounts only by a majority vote.
- Sec. 4 The President must be present all regular and special meetings and conduct all business according to the Constitution.
- However, in the event the President is unable to attend any of the aforementioned meetings, then the vice-president may take his place and conduct all matters pertaining to the Congregation.
- Sec. 5 The President must permit every member to speak at meetings when the member requests the floor, in his regular turn; the member must limit his remarks to the subject matter that is being discussed.
- Sec. 6 If the President wishes to discuss the subject matter by personal remarks he must leave the chair and give the vice-president the
- Sec. chair.
- Sec. 7 If the President fails to attend 3 consecutive meetings without reason, then a charge committee shall be appointed and this committee shall bring a report to the meeting of the charges and these charges must be approved by two-thirds of the members

at the meeting.

Sec. 8 The duties of the President: he must see to it that election of officers take place not later than the night of Hoshannah Rabba. If the President tries to delay election of officers to any later time, without proper reason, then the members together with the vice-president have a right to call a special meeting to hold the election. If the vice-president refuses to call a meeting for purposes of holding the election of officers, without proper reasons, then the members may call a meeting for this purpose without him, but only by approval of two-thirds of members. Prior to election of officers, the president shall appoint a judge and two tellers who shall have full charge of the election. The Judge and two tellers cannot be candidates for any office. The election of officers must be voted by closed ballot. Plurality of votes cast shall elect officers.

Sec. 9 The installation of elected officers shall take place not later than the first meeting after Succoth. The new president shall give out the Hakofas. If the president wishes to delay the installation of officers without proper reason, then he shall be held liable under Article IV-Sec. 7.

Article V--Duties of Vice-President

- Sec. 1 The vice-president must be present at every meeting and must help the president in every way to conduct the meeting and to keep order at all meetings.
- Sec. 2 In the absence of the present, the vice-president shall take his place and conduct the meeting and transact all business matters according to the Constitution with all the rights and privileges of the president. The vice-president may appoint some one to fill the post of vice-president for the time the vice-president conducts the meetings.
- Sec. 3 When the vice-president or any other officers do not attend 3 consecutive meetings without proper reason, then they can be impeached according to the same manner in which the president may be impeached.

Article VI--Duties of the Treasurer

- Sec. 1 When the Treasurer is elected he must provide \$1,000 bond, which is to be given to the President at the time the Treasurer is installed in office.
- Sec. 2 The treasurer must give to the secretary a receipt for all monies the treasurer receives. The treasurer shall not pay out any monies unless he has a duly authorized and signed request by

the President and Secretary and stamped with the official seal of the Congregation.

Sec. 3 Upon completion of his term of office, the treasurer shall hand over to the newly elected treasurer all monies in his possession and records and bank receipts and statements according to the Secretary's records. If the treasurer refuses to do this, then his bond shall be forfeited.

Sec. 4 The salary of the treasurer shall be \$100 per year.

Article VII--Duties of the Secretary

Sec. 1 A secretary must be appointed by the board of directors every year.

Sec. 2 The secretary must bring the minutes book to all meetings and shall read the minutes of the previous meeting; if they are correct as read then they may be approved by the President. If not correct, they must be corrected and then approved as corrected and amended.

Sec. 3 The secretary must bring all records and papers to all meetings and he must give to each member a reckoning of his debts upon demand.

Sec. 4 The secretary must receive from the collector every Sunday, all monies collected and credit the proper accounts and then turn over the money to the treasurer and get from him a receipt for the money.

- Sec. 5 The secretary or his representative must be present in the Synagogue during the reading of the Torah on Saturdays, Holidays, Rosh Hashonal and Yom Kippur, in order to duly record all monies pledged to the Synagogue.
- Sec. 6 The secretary shall duly record all monies pledged, dues owed, and assessments levied on all members. He shall present to each member a statement of his account.
- Sec. 7 The secretary shall keep complete records and accounts of all monies that are expended by the treasurer or any other members of the Congregation. The secretary shall compile a yearly report giving a detailed account of all financial matters. He shall present each individual, a statement of his account in full upon completion of his term of office.
- Sec. 8 The secretary must receive all monies that come into the Congregation, whether , at meetings or by collection, whether by a paid collector or through an appointed collector. The secretary in turn shall turn over all monies to the treasurer and obtain a receipt from him covering all transactions and duly record them in the proper manner.
- Sec. 9 When the secretary is appointed he must provide a \$1,000 bond which is to be given to the president when the secretary is installed

in office

Sec. 10 The salary of the secretary shall be decided upon at the discretion of the board of directors

Article VIII--Duties of the Trustees

Sec. 1 Trustees are to keep order and quiet during services in the Synagogue and while the Torah is being read. They shall see to it that everyone keeps his seat and does not wander aimlessly about. Should anyone fail to maintain quiet the Trustee shall report this to the President.

Sec. 2 The trustees shall keep order and dignity at all meetings and aid the president in his conduct of the meetings. They shall keep out of the meeting any person whom the president refuses permission to attend meetings.

Sec. 3 Should a member become disorderly during services and refuses to obey the trustees, then the trustee shall report this to the President. The President shall request the member to maintain order and quiet. If the members continues to disrupt services, then the president shall bring charges against the member and if the charge committe finds the member quilty, the president can fine the member from 1.00 to 5.00 for a first offense. Should three offenses be charged then the president can expell the

member from the Synagogue and all fines charged against him are to be recorded in his account and he is to be held liable for them as well as all dues.

Article IX--Priviledges and Duties of Members

Sec. 1 A prospective member must be proposed by a member in good standing and shall give \$1.00 as proposition fee. Then the president shall appoint a committee of three to investigate the proposed member and his character and background and at the next meeting should the committee report a favorable report then the president shall order a ballot be taken on the candidate for membership. Three negative votes shall reject the candidate from membership in the Synagogue.

Sec. 2 A candidate for membership who is rejected may be proposed for membership after a six month period.

Sec. 3 All members shall obey the president, vice-president, trustees and all other officers who are detailed to keep order during service or meetings. Should any member fail to obey then the president may ask them to leave by sending a trustee to carry out this order.

Sec. 4 When a member is given the floor to address his remarks to the chair, he must rise and speak quietly and he must not embarrass

or insult anyone. Nor may anyone stop him until his remarks are completed. If he is out of order the president may correct him or stop his remarks or direct him to discuss only the matter at hand.

Sec. 5 No member may insult any other member or person while in the Synagogue, or during Services, or while at a meeting. Should a member or a number of members create such a disturbance that it forces the closing of the meeting, the president or the members may prefer charges before the Board of Directors against the member or members who created the disturbance.

Sec. 6 When a member insults another member during the aforementioned times in the Synagogue then a charge may be brought against the insulting member at the meeting. The president shall turn these accusations over to the Board of Directors for their consideration. The offender may be expelled from the membership and he also loses all rights and privileges.

Sec. 7 No new member may vote at an election unless his name has been on the membership roster for at least three months and the new member must be in good standing.

Sec. 8 No one is permitted to ascend to the altar to pray whether it be on the Sabbath or the High Holidays or on any other occasion

unless he has the permission of the proper authority to assume this privilege. Nor is any member permitted to delegate the privilege of praying at the altar to anyone else.

Sec. 9 If a committee is appointed by the vice-president or the president and does not carry out its functions and duties then the president or the vice-president has the right to discharge this committee and appoint another committee in its place. No committee may refuse to serve without proper reasons.

Sec. 10 Dues shall be \$12.00 per year except for those who were members prior to April 24, 1950. Who do not wish to be affiliated with the cemetery. Their dues shall be \$6.00 per year and they shall have no cemetery privileges.

Sec. 11 Should the membership recognize the need for a change in dues, then a special meeting should be called of all members for the specific purpose of seeking to increase the dues. At such a meeting it may be determined exactly what rate of dues and assessments may be charged by a two-thirds majority vote of all members present.

AUDITING COMMITTEE

Sec. 12 At the last regular meeting in April and October of every year the president shall appoint a committee of five members to inspect and audit the books of the congregation and at the next regular

meeting this committee shall present its report.

Sec. 13. The president shall appoint a committee to handle the sale of seats prior to the High Holidays every year.

Article X--Sickness

Sec. 1 Should a member become, God forbid, sick then the officers and members are obligated to visit every two or three days upon the instruction of the president.

Article XI--Amendments

Sec. 1 Should the members of the Congregation recognize a need for an ammendment to this constitution then the president shall call a special meeting by notice for this purpose a two-thirds vote will be necessary to approve an ammendment.

Article XII

Sec. 1 When a motion is passed at any meeting and is written into the minutes book then it may not be reconsidered at the next meeting unless two-thirds of those members present at the meeting vote to do so.

This constitution was adopted _____