

Revised
Issued

6-20-56

CONSTITUTION AND BY-LAWS
CONGREGATION B'NAI ABRAHAM
BUTLER, PA.

PREAMBLE

Congregation B'nai Abraham shall be known as a conservative congregation.

Its cardinal purposes are to unite Jews in the worship of Almighty God, to promote Jewish religious education, and to enrich the life of the Jew in our American Community.

ARTICLE IMEMBERSHIP

SECTION 1. Any person twenty-one years or over, professing the Jewish faith shall be eligible to membership. Dues for membership shall be set by the Board of Directors.

- (A) Any single boy going to school or under his parents' care shall be included under the parents' membership.
- (B) Payment of dues shall carry with it the following:
 - (1) Membership in the B'Nai Abraham Congregation.
 - (2) Seats for the High Holidays.
 - (3) Attendance of members' children in the Sunday School and Hebrew School conducted by the Congregation.
 - (4) The privilege of two lots in Section C of the cemetery belonging to the Congregation, or a \$50.00 credit on each lot purchased in any other section of the cemetery.

SECTION 2. Special classes of membership may be created by the Board of Directors and their benefits and privileges defined by the Board of Directors.

SECTION 3. All applications for membership shall be approved by a minimum of two-thirds of the members of the Board present at the consideration of the application for membership.

SECTION 4. No member shall have the right to vote by proxy at any meeting of the Congregation.

SECTION 5. Each member shall pay to the Treasurer of the Congregation such annual dues as shall be assessed against him by the Board of Directors. The minimum dues of any member shall be \$50.00 per year and all members in good standing shall have the right to vote.

- (a) The Board of Directors shall have the authority to provide for the payment of a smaller amount of dues in case of hardship.

SECTION 6. Any member in arrears in the payment of dues for two quarters shall be considered a member not in good standing and shall not be eligible to vote at any congregational meeting nor eligible for the benefits of membership as set forth in Section 1.

SECTION 7. Unmarried women, or widows, having their own household shall be eligible for membership and shall have all the rights and privileges of membership set forth above in Article I.

ARTICLE II

MEETINGS

SECTION 1. There shall be a minimum of three meetings per year, which shall be designated regular meetings and all members of the congregation shall be notified in writing of each regular meeting at least five days prior to said meeting.

SECTION 2. Special meetings of the congregation may be called by the President, or by action of the Board of Directors, or on written request of at least ten members in good standing, said request stating the purpose of the meeting to be called. All members of the congregation shall be given five days' notice in writing of said meeting, which notice shall also state the purpose of the special meeting. The business conducted at a special meeting shall be limited to the purpose for which it was called.

SECTION 3. A quorum at a meeting of the congregation shall consist of 25 members in good standing eligible to vote.

SECTION 4. Each member of the congregation shall be entitled to one vote which must be cast by the member in person.

SECTION 5. The transaction of business at any regular or special meeting of the congregation shall be by a majority vote of all members present, except that the transaction of the following items of business shall require the vote of two-thirds of the qualified members present in good standing.

- (a) The purchase, sale, mortgage or lease of any real estate belonging to the congregation.
- (b) Any substantial change in the time, nature or order of worship of the congregation.

- (c) The election of a Rabbi for the congregation and the terms and conditions of his initial contract.

SECTION 6. At each regular meeting of the congregation, the President shall submit a report on the affairs of the congregation that have occurred subsequent to the last regular meeting; and the Treasurer shall also submit a report of the financial condition of the congregation.

SECTION 7. The order of business at all meetings of the congregation shall be:

- (a) Calling the meeting to order.
- (b) Roll call of officers.
- (c) Reading minutes of the previous meeting.
- (d) Report of officers.
- (e) Report of committees.
- (f) Unfinished business.
- (g) Report of the Rabbi.
- (h) New business.
- (i) Good and welfare.

SECTION 8. The Rabbi of the congregation may address the meeting and give a report on his office as to matters that have occurred since the last regular meeting and report, if he so desires, on the future problems of the congregation.

SECTION 9. The fiscal administrative year of the corporation shall be from June 1 to May 31; there shall be three congregational meetings per year, and one congregational meeting shall be held in May, which shall be designated as the annual meeting for the election of officers and members of the Board of Directors. The notice sent to the members for the calling of the annual meeting shall advise the members of the election of officers and members of the Board of Directors.

SECTION 10. The meeting shall be governed by Roberts Rules of Order.

ARTICLE III

BOARD OF DIRECTORS

SECTION 1. The business and property of the congregation shall be managed by a Board of Directors consisting of 15 members. Amended to 16 member per minutes meeting 6/19/57. See Article IV, Officers, Section 1.

- (a) The President, Vice-President and Treasurer of the congregation shall be members of the Board of Directors and are included within the 15 member board.
- (b) Members serving at the time of the adoption of these by-laws shall continue to serve until the expiration of their term of office.
- (c) A minimum of four members shall be elected to the Board of Directors at each annual meeting and each member shall serve for a term of three years.
- (d) No member of the Board of Directors shall be eligible to succeed himself.
- (e) A quorum of the Board of Directors shall consist of two-thirds of the members of the Board of Directors. *Amended 6-20-56 to read 8 members*
- (f) Members of the Board of Directors shall attend a minimum of fifty per cent of the regular scheduled meetings of the Board of Directors or shall be dropped from the rolls.

SECTION 2. Any member of the congregation in good standing shall be eligible to serve as a member of the Board of Directors.

SECTION 3. The President of the congregation shall appoint a nominating committee, which shall make nominations at the annual meeting, which shall be one nomination for each vacancy to be filled by the congregation. Nominations may be made from the floor for each office and for the Board of Directors and shall be limited to two for each vacancy voted on.

SECTION 4. The vote for members of the Board of Directors shall be by secret ballot and the winner shall be announced by name and not by the number of votes.

SECTION 5. In case of vacancy in the office of the Board of Directors or any officer of the congregation, the same shall be filled by the Board of Directors and said officers shall serve until the next annual meeting of the congregation.

SECTION 6. Any member of the Board of Directors who shall miss fifty per cent of the meetings for any one year, without satisfactory explanation to the Board, shall be considered to have voluntarily withdrawn from the Board and said office may thereafter be declared vacant by the Board of Directors.

SECTION 7. Unless otherwise provided, the Board of Directors shall:

- (a) Have custody and control and prescribe regulations for the use of all property of the congregation.
- (b) Set the annual dues for each member.
- (c) The Board shall recommend Rabbis to the congregation and after the termination of the Rabbi's initial contract, the Board shall fix the Rabbi's salary and duties, and shall have the right to terminate the Rabbi's services.
- (d) Hire and set the salary of all other employees of the congregation and do all other things necessary and incident to the transaction of the congregation's business and the protection of its assets.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the congregation shall consist of a President, a Vice-President and a Treasurer. The officers shall be nominated by the nominating committee and nominations may be received from the floor at the annual meeting. Election shall be by a majority vote of the members then present and voting. *Amended to add Secretary per minutes meeting 6/19/57*

SECTION 2. The Board of Directors shall select from their members the Secretary of the congregation. → *VOID BY ABOVE AMENDMENT*

SECTION 3. Officers of the congregation shall be elected before elections for the Board of Directors.

SECTION 4. The President shall preside at all meetings of the congregation and the Board of Directors. He shall have general supervision over all the affairs of the congregation and appoint all committees and shall be a member ex-officio of all committees.

- (a) The President shall have authority to incur indebtedness not to exceed \$100.00, without action of the Board.

(b) *officers shall serve for a term of two (2) years. amended meeting 2/15/59*

SECTION 5. The Vice-President, in case of absence or incapacity of the President, shall exercise and perform the duties of the President.

SECTION 6. The Secretary shall keep and maintain all records of the congregation except the financial records. He shall conduct all correspondence and keep minutes of the meetings of the Board of Directors and of the meetings of the congregation.

SECTION 7. The Treasurer shall collect, deposit and disburse the funds of the congregation as directed by the Board of Directors and shall deposit all funds in such bank as the Board may direct. It shall be his duty to make, execute and deliver in the name of the congregation all checks, notes and drafts and to endorse checks payable to the congregation for the purpose of collection; all notes or like instruments shall require the countersignature of the President to be valid.

- (a) The Treasurer shall keep a correct account of all receipts and disbursements and said records shall, at all times, be open to the inspection of the Board of Directors.
- (b) He shall procure a bond for the faithful performance of his services if directed so by the Board of Directors, at the expense of the congregation.
- (c) The books of the Treasurer shall be audited once a year.

ARTICLE V

COMMITTEES

SECTION 1. The President shall, upon his election, appoint the following committees:

Executive, Budget, Membership, Music and Ritual,
Religious Education, House, Publicity, Holiday
and Ushering, and Cemetery and Nominating.

The President shall post a list of all committees in the Community Center.

SECTION 2. The Executive Committee shall consist of the President, Vice-President, Treasurer and three members of the Board of Directors. It shall have authority to administer and manage the affairs of the congregation between meetings of the Board. All actions of the Executive Committee shall be reported to the Board of Directors at its next meeting and shall be subject to ratification by the Board of Directors.

SECTION 3. The Religious Education Committee shall supervise the Sunday School and Hebrew School. The Rabbi shall be a member of the said Committee.

SECTION 4. The House Committee shall manage, control and supervise all properties of the congregation (excepting the cemetery property) and shall supervise all maintenance, repairs, alterations and personnel. The Committee by a majority vote shall be authorized to spend a maximum of \$50.00 without consent of the Board of Directors.

SECTION 5. The Cemetery Committee shall consist of three members. They shall have control and management of the allotting and selling of cemetery lots to the members of the congregation; shall hire caretakers and order such improvements as are deemed necessary. The Cemetery Committee shall govern and make rules for the use of the cemetery and the sale of lots and shall supervise all funerals.

SECTION 6. The Nominating Committee shall consist of at least three members. The Committee shall not consist of any member of the Board of Directors whose term is not then ending. The Nominating Committee shall report to the congregation at the annual meeting designated for the election of officers, their nominees for the offices of the congregation and members of the Board of Directors.

SECTION 7. The Membership Committee shall receive applications for membership in the congregation and shall make recommendations with respect thereto to the Board.

SECTION 8. The Holiday Committee shall have complete supervision and management of the arrangements for the High Holidays, including the allotting of seats to members.

SECTION 9. The Music and Ritual Committee shall report to the Board its recommendations with respect to the character of the religious service and the musical participation in the service. The Rabbi shall be a member of the Music and Ritual Committee.

SECTION 10. The Publicity Committee shall be in charge of publicity with respect to all congregational activities and the publication of the official bulletin of the congregation if authorized by the Board of Directors.

SECTION 11. The Holiday Ushering Committee shall distribute seats during the High Holidays.

SECTION 12. The President may appoint any other Committee or Committees that he deems necessary.

ARTICLE VI

THE RABBI

SECTION 1. The Rabbi shall be initially elected and the terms of his contract fixed at a meeting of the congregation. No such contract shall exceed three years.

- (a) Election of a Rabbi shall be by two-thirds vote of the qualified members in good standing present at a meeting called for the purpose of electing a Rabbi.
- (b) The Board of Directors only shall recommend Rabbis to the congregation for their approval.

SECTION 2. The Rabbi shall, when requested, officiate at the marriage ceremonies and funerals of the members of the congregation and their families. Such ceremonies may be conducted only by the Rabbi of the congregation at the Synagogue or Community Center unless by his consent, or in his absence, the President invites another Rabbi to participate in the ceremony with the Rabbi or as a substitute for the Rabbi.

SECTION 3. The Rabbi shall keep a record of all births and deaths in the congregation. This register of record shall remain the property of the congregation and shall be available to the Board of Directors when requested.

ARTICLE VII

AMENDMENTS

SECTION 1. The by-laws of the congregation may be amended at any regular meeting of the congregation or any special meeting of the congregation called pursuant to Article II, Section 2.

7/24/56

CHANCE OF BY-LAWS

Article 16, Section 10:

- Item 3 - Should read as follows: Section A - \$250.00 per lot.
- Item 4 - First half of Section B - \$250.00 per lot.
Second " of Section B - \$250.00 per lot.
First half of Section C - \$150.00 per lot.
Second " of Section C - \$100.00 per lot.
- Item 5 - From the above prices, each member in good standing is entitled to a credit of \$50.00 on each lot.
- Item 6 - ~~Anyone purchasing four lots or more is entitled to an additional credit of \$75.00 for cash.~~
- Item 7 - Anyone purchasing eight lots or more is entitled to an additional credit of \$75.00 for cash.
- Item 8 - No concrete boxes will be allowed hereafter on any grave.
- Item 9 - Anyone desiring to plant trees or shrubbery on plots must first get permission from the Cemetery Committee.
- Item 10 No stone or monument may be set without the written permission of the Cemetery Committee.
- Item 11 - All funeral arrangements to be in charge of Cemetery Committee.