

CONSTITUTION AND BY-LAWS FOR THE
CONGREGATION TORATH CHAIM
OF PITTSBURGH, PENNSYLVANIA

C O N S T I T U T I O N

ARTICLE I

Section 1. The name of our Congregation shall be Torath Chaim (Anshe Sfard), according to our Charter, and it shall never be changed.

Section 2. The style of prayer in our Synagogue shall be Sfardic. The Synagogue, its rites and customs shall be orthodox. It must never be changed to any other style.

Section 3. The books of all accounts shall be in English and the minutes of the Congregation Torath Chaim (Anshe Sfard) must never be kept in any other script except plain Yiddish (Jargon).

Section 4. It cannot be instituted in our orthodox Synagogue of Congregation Torath Chaim (Anshe Sfard), that men and women shall be seated together during services.

ARTICLE II

Section 1. Amendments

This Constitution may be amended in the following manner:

1. Any member may propose an amendment in writing to the Secretary of the Congregation, who shall then read it at the first Board Meeting, following its receipt.
2. The Board may consider the proposed amendment and upon a three-fourths vote of the Board Members present, the amendment may then be brought to the next General Meeting of the Congregation Torath Chaim (Anshe Sfard), where it must have its first reading.
3. In order to make the amendment final, copies of the amendment must then be sent to the entire membership of the Congregation seven days before the next regular meeting or special meeting and must have a three-fourths majority of the members present at such meeting, as above stated.

B Y - L A W S

ARTICLE I

Section 1. Regular meetings of the Congregation shall be held in the Social Hall of the Congregation Torath Chaim (Anshe Sfard) on the last Sunday of the month, according to the English Calendar, at 7:30 P.M., of November, February, May and August.

Section 2. Special meetings may be called in the following manner:

- a. The President may call a special meeting when he finds important matters concerning the welfare of the Synagogue.
- b. A special meeting may be called by a written resolution brought up at any regular meeting by any member.
- c. A special meeting may be called when seven members in good standing demand a meeting from the President in writing. The President then must order the Special Meeting within 10 days.
- d. For all special meetings, notices must be sent out by the Secretary to every member in good standing, five days before the date of the Special Meeting. In addition, he must stipulate the business that will be transacted at the said meeting.
- e. At the special meeting, no other business may be discussed, except that for which the special meeting was called.

ARTICLE II

Section 1. The elective officers of the Congregation shall consist of a President, 1st Vice President, 2nd Vice President, Treasurer, Financial Secretary, Recording Secretary, Two Gaboims and Members of the Board of Directors.

Section 2. The term of the elected officers shall be for one year, beginning with the first regular meeting in November.

Section 3. The President shall preside at all general meetings and special meetings.

Section 4. All worthy goods and documents shall be in the possession of the President, such as the Deed, the Charter, the Constitution, Seal and the Bonds of the officers, which are required by the Constitution.

Section 5. The President has the power to spend no more than Twenty-Five (\$25.00) Dollars between meetings.

Section 6. When the President finds it necessary to spend more than the mentioned sum, he must call a meeting of the Board of Directors.

Section 7. The President shall designate who shall conduct Cantorial services at all services, conducted at the Synagogue, except when the Congregation shall have a regular paid Cantor or during the High Holidays.

Section 8. The President shall be ex-officio member of all standing committees.

Section 9. The President must give every member the right to speak on the subject debated.

Section 10. When the President wishes to speak, he must leave the Chair and turn it over to the Vice President.

Section 11. When the President does not attend three (3) successive regular Board or special meetings he must state his reason for doing so. When he gives no reason he loses the right to this office and the Vice President shall assume the office of President, with all of the power and duties of the office.

Section 12. It is the duty of the President to see that the election of officers shall take place Chol Hamoed Succoth or on or before October 25th.

ARTICLE III

Section 1. The First Vice President shall preside over all Board Meetings.

Section 2. The First Vice President shall attend to all regular and special meetings and assume such assignments as the President may designate. He shall assist the President in every respect to help maintain order.

Section 3. When the President is absent from any regular or special meeting, he shall assume the Chair of President and conduct all the business that shall come before the meeting.

Section 4. When the Vice President does not attend three (3) regular Board or special meetings without giving reasonable cause for his failure to attend, he shall lose his right of office.

Section 5. The Second Vice President shall take over the duties of the First Vice President when he is absent from any meeting, and assume such other duties as the President may designate.

ARTICLE IV

Section 1. When the Treasurer is elected, he must post \$1000.00 Real Estate or Surety Bond and turn it over to the President when he takes office.

Section 2. The Treasurer must issue a receipt to the Financial Secretary for all the monies received and he must not issue any money without an order signed by the President and Financial Secretary.

Section 3. The Treasurer must also keep an account of all income and disbursements. The Treasurer shall deposit all the money in the designated bank.

Section 4. The Treasurer shall receive an annual salary as set up in the budget.

ARTICLE V

Section 1. The Financial Secretary shall keep a record of all the financial transactions, receipts of monies, disbursements of all monies. The Financial Secretary should receive a receipt from the Treasurer for all monies turned over to the Treasurer.

Section 2. The Financial Secretary shall keep an accurate record of the congregational membership and the collection of dues and shall perform such other duties as may be assigned to him by the President, with the approval of the Board, touching upon the finances of the Congregation. He must bring his books to every meeting.

Section 3. The Financial Secretary must turn over every Sunday to the appointed collectors, a list of debts to be collected from members and outsiders. When he receives the money, to credit same to the proper account and turn the money over to the Treasurer.

Section 4. The Financial Secretary must be in the Synagogue during the reading of the Torah on Saturdays, Holidays and High Holidays, to keep a record of the donations.

Section 5. The Financial Secretary shall send out statements to the membership for dues, donations and assessments.

ARTICLE VI

Section 1. The Recording Secretary shall keep accurate records of all of the meetings of the Congregation and of the Board of Directors. He shall read the minutes of the previous Board and Regular Meetings of the Congregation at each meeting. He shall also perform such other duties as may be assigned to him by the President.

ARTICLE VII

Section 1. The Board of Directors shall consist of the elected officers of the Congregation, Junior Past President and eleven elected members of the Board.

Section 2. The Board of Directors shall hold monthly meetings at the Synagogue.

Section 3. The Board of Directors shall conduct the business of the Congregation between regular meetings (October 8, 1958).

Section 4. The Board of Directors shall keep order in the Synagogue during any of the services. It shall be their duty to see that every one occupies their seats during any services and while the Torah is being read.

Section 5. It shall be the duty of the Board of Directors to see that the Administration functions within the budget, which shall be approved by the membership on an annual basis.

Section 6. The Board of Directors, in cooperation with the elected officers, shall prepare an annual budget and shall set the salaries of all paid employees and present same at the first regular meeting, following the installation of officers, for membership approval.

ARTICLE VIII

Section 1. Application for membership shall be in the following manner:

- a. The applicant shall fill out an application and attach thereto Two (\$2.00) Dollars, initiation fee.
- b. The President, upon receipt of such application, shall turn same over to the Membership Committee to investigate the prospective member. Following the investigation, they shall report to the next regular meeting with their recommendation to either accept or reject the applicant.
- c. The applicant, who has been accepted to membership, shall be subject to the regular annual dues set up by the Budget for the ensuing year.
- d. A member, so accepted, shall be entitled to all of the benefits of the Congregation, including two seats, one for a man and one for a woman, during the High Holidays. He shall also be entitled to two burial plots in the Cemetery of the Congregation, one for a man and for a woman and any child under 21 years and single.