

BETH EL JUNIOR CONGREGATION

CONSTITUTION

March 1, 1960

Article I Name

The name of this organization shall be the "Beth El Junior Congregation."

Article II Qualifications for Membership

Section. 1. Family membership shall be available to any family of the Jewish faith whose family head, at the time of application, is under 33 years of age.

A. Such membership shall confer upon the family the following privileges:

- (1) To have 2 votes within the Jr. Cong.
- (2) To hold any office within the Jr. Cong.
- (3) To attend divine services.
- (4) To send any dependent child under the age of 18yrs. to such religious schools as may be sponsored by the Cong.
- (5) To participate in all activities sponsored by the Cong. on behalf of its members and/or their families.

Section 2. Individual membership shall be available to any unmarried person of Jewish faith between the ages of 21 - 33 yrs.

A. Such membership shall convey all of the privileges of family membership with the exception of that pertaining to religious schools.

PLASTEL PRODUCTS CORPORATION

B. Such membership shall be allowed one vote within the Jr. Cong.

Article III Relationship of the Jr. Congr. to the Congregation

Section 1. The Jr. Congr. shall serve as a nucleus of the young Conservative Jewish community of the South Hills. It shall act as a liason between the Cong. and the young Conservative Jewish Community in fostering all of the objects and purposes of the Congr. so that the Conservative Movement in the South Hills shall be strengthened through the growth of Beth El.

Article IV Officers

Section 1. The officers of the Jr. Cong. shall consist of a President, Vice-President, Sec.-Treasurer and Corresponding Secretary.

Section 2. The duties of the President shall be:

- A. To preside over all meetings of the Jr. Cong. & Executive Committee
- B. To appoint the chairmen of all standing committees
- C. To appoint chairmen of all special committees unless otherwise provided in the resolution creating such committee
- D. To sign all official documents of the Jr. Cong. and together with such other officers designated therefore, sign all checks and disbursements of Jr. Cong. funds.
- E. To serve as Ex-Officio member of all committees except the Nominating Committee, without right to vote.

PIASTEL PRODUCTS CORPORATION

- F. To appoint a Parliamentarian
- G. To perform such other duties and have such powers as incident to his office.

Section 3. The Duties of the Vice-President shall be:

- A. To perform any and all duties of the President in the event of his absence or disability.
- B. To serve as President until the next election in the event of the death or resignation of the President
- C. To serve as Ex-Officio chairman of all committees except the Nominating Committee, without right to vote and to receive notice of such committee meetings.
- D. To preside at Board Meetings

Section 4. The duties of the Sec-Treasurer shall be:

- A. To maintain custody of all documents pertaining to the Jr. Cong.
- B. To record and sign all minutes of meetings of the Jr. Cong., Board & Executive Committee
- C. To record and classify all by-laws of the Jr. Cong. and to keep proper record of the same.
- D. To sign all documents requiring his signature
- E. To receive all funds of the Jr. Cong. and to deposit them in such bank as may be designated by the Trustees.
- F. To keep a correct account of all receipts and disbursements of the Jr. Cong. and to report thereon whenever required to do so.
- G. To sign, together with such others authorized persons, all checks or other instruments of money.
- H. To review and investigate all statements rendered against the Jr. Cong. and report thereon whenever required to do so.

PLASTEL PRODUCTS CORPORATION

Section 5. The duties of the Corresponding Secretary shall be:

- A. To send the notices and conduct all correspondence of the Jr. Cong. and of all meetings of the Jr. Cong., Executive Committee, Board and Trustees
- B. To perform all the duties of the Sec.-Treas. in event of his absence or disability.
- C. To serve as Sec.-Treas. until calling of a special election in the event of the death or resignation of the Sec.-Treas.
- D. To review all correspondence addressed to the Jr. Cong., Exec. comm. and trustees and to read same at Jr. Cong., Exec. comm, board and trustees meetings.

Section 6. Qualifications

- A. Any family member or individual member of the Jr. Cong. in good standing shall be eligible to hold any office under this article.

Section 7. Elections, terms and vacancies

- A. The officers designated by this article shall be elected at the first Jr. Cong. meeting of each calendar year.
- B. The terms of such officers shall be for one year, or until their successors are chosen & qualified.
- C. Except as otherwise provided herein, vacancies resulting from any cause shall be filled for the balance of the term by the Trustees.

Article V Trustees

Section 1. The Trustees shall consist of 3 persons from the membership of the Jr. Cong. to be elected for a term of 3 years, except, however, that initially, the

PLASTEL PRODUCTS CORPORATION

- C. To fill vacancies of Trustees and among any officers, except as otherwise herein provided.
- D. Selection of a Nominating Committee of four members of the Jr. Cong., not more than 2 of whom shall be chosen from the Trustees.

Article VI The Board

Section 1. The Board shall consist of all elected officers, Trustees and Committee Chairmen.

Article VII The Executive Committee

Section 1. The Executive Committee shall consist of all elected officers and the Trustees.

Article VIII Elections

Section 1. The election of officers and Trustees shall take place at the first Jr. Cong. meeting of each calendar year.

Section 2. At least 15 days prior to the first meeting of the calendar year the Nominating Committee shall prepare and present to the Corresponding Sec. a list of the candidates for each office and for Trustees. This list shall be a part of the Jr. Cong. meeting notice.

Section 3. Nothing contained in this article shall be construed as to prevent nominations from the floor.

Section 4. In any case where there shall be more than one candidate for an elective office or where there are more candidates for Trustees than there are vacancies, the election shall be by closed ballot.

Article IX Committees

Section 1. There shall be the following standing committees:

A. Membership

B. Education and Religious

PIASTEL PRODUCTS CORPORATION

Trustees shall be divided into 3 classes, one to be elected for one year, one to be elected for two years, and one to be elected for three years, so that the term of a Trustee will expire each year and thereafter successors be elected for the full three year term.

Section 2. Initially, the 2 and 3 year term Trustees shall be the Jr. Cong. representatives to the meetings of the Cong. at large and are to be responsible for the 2 votes allowed the Jr. Cong. at Cong. meetings.

A. These Trustees shall vote as per instruction of the Jr. Cong. on any matters directly affecting the Jr. Cong. and its function, but shall be able to vote, using their discretion, on any matters upon which they have not been given any previous specific instruction.

B. Initially the one year term Trustee shall act as alternate representative to Cong. meetings in event of inability of attendance by the 2 or 3 yr. term Trustee

C. At the point where all Trustees are serving a full three year term, the two representatives to the Cong. at large will be elected from within the body of the Trustees.

Section 3. The duty of the Trustees shall be that of acting in an advisory capacity to the officers in all matters of importance pertaining to the administration of the Jr. Cong.

Section 4. Matters requiring the advisory counsel of the Trustees

A. Recommendation of fees and charges necessary for the proper administration of the Jr. Cong.

B. Preparation of an annual budget for operation of Jr. Cong. activities.

PLASTEL PRODUCTS CORPORATION

- C. Social
- D. Liason
- E. Telephone
- F. Hospitality
- G. Publicity
- H. Good and Welfare

Section 2. Chairmen of all committees shall be appointed by the Pres., unless stipulated by the resolution which creates the special committee; members of all committees shall be selected by the respective chairmen, unless stipulated by the resolution which creates the special committee.

Section 3. All committees shall record their proceedings.

Section 4. Membership Committee

- A. Shall be responsible for the solicitation of eligible members for the Jr. Cong.
- B. Shall be responsible for the encouraging of non-participating member to participate in the activities of the Jr. Cong.

Section 5. Religious and Education Committee

- A. Shall be in charge of arranging for the Jr. Cong. to periodically conduct a regularly scheduled Service for the Cong. at large.
- B. Shall be in charge of any lectures or courses of instruction undertaken by the Jr. Cong. and shall periodically canvass the members of the Jr. Cong. to determine their desire to participate in such lectures or courses.

Section 6. Social Committee

- A. Shall be responsible for the arranging of periodic activities for the Jr. Cong.

PLASTEL PRODUCTS CORPORATION

Section 7. Liason Committee

- A. Shall keep informed of the activities of the Cong. at large and other auxilliary organizations of the Cong. at large and provide a liason between the Jr. Cong. and these groups.
- B. Shall also serve as a clearing house for calendar dates so as not to have a conflict of functions.

Section 8.*

Section 9. Hospitality Committee

- A. Shall be responsible for the securing of meeting places and host and hostesses for any functions requiring same.
- B. Shall be responsible for the securing of food, necessary supplies and materials not furnished by the hosts and hostesses.
- C. Shall be responsible for the cleaning up and returning the premises to its original state, if not accomplished by the hosts and hostesses.

*Section 8. Telephone Committee

- A. Shall be responsible for the telephone communications to the members of the Jr. Cong.

Section 10. Publicity Committee

- A. Shall be responsible for all publicity for the Jr. Cong.

Section 11. Good and Welfare Committee

- A. Shall send cards conveying either the best wishes or sorrow in the name of the Jr. Cong.

Article X Meetings

Section 1. Junior Congregation

- A. The regular monthly meeting of the Jr. Cong. shall be held on the first Saturday of each month at a

PLASTEL PRODUCTS CORPORATION

place designated by the Hospitality Committee, and shall start at 9:00 P.M.

- B. There shall be no regularly scheduled meetings during the months of July and August.
- C. A minimum of 3 regularly scheduled monthly meetings shall be held on the premises of Beth El Cong. each calendar year.
- D. The presence of not less than 25% of the members in good standing shall be required to constitute a quorum in all meetings.
- E. Special meetings may be called by the President at his discretion.

Section 2. Trustees

- A. The Trustees shall meet whenever they deem it necessary in order to carry out their proper functions.

Section 3. Executive Committee

- A. Shall meet at the discretion of the President.

Section 4. The Board

- A. Shall meet prior to each regularly scheduled monthly meeting and any additional meetings deemed necessary by the Vice-Pres.
- B. Time and place of these meetings shall be designated by the Vice-Pres.

Section 5. Committees

- A. Meetings shall be held whenever called by the chairmen upon proper notice to his members.

PLASTEL PRODUCTS CORPORATION

Section 6. Procedure

The procedure at all meetings shall be governed by Roberts' Rules of Order in so far as they may be applicable and the decision of the Parliamentarian with respect to the application and interpretation of such rules shall be binding.

Article XI Amendments

Section 1. This constitution may be amended only at a meeting of the Junior Congregation, whereby all members having been notified, and attended by a majority of members of the Junior Congregation and upon a two thirds vote of said majority.