

BY-LAWS OF TREE OF LIFE SYNAGOGUE - CENTER

OIL CITY, PA.

ARTICLE I - NAME

SECTION 1 THE NAME OF THIS CONGREGATION SHALL BE THE TREE OF LIFE OR ETZ HAYEM.

ARTICLE II - OBJECT

SECTION 1 THE OBJECT OF THIS CONGREGATION SHALL BE TO ESTABLISH AND MAINTAIN A SYNAGOGUE AND SUCH ADDITIONAL EDUCATIONAL, SOCIAL AND RECREATIONAL ACTIVITIES AS WILL HELP TO MAINTAIN AND STRENGTHEN JUDAISM.

SECTION 2 DIVINE WORSHIP WILL BE MAINTAINED IN ACCORDANCE WITH THE CONSERVATIVE-ORTHODOX JEWISH FAITH.

ARTICLE III - ADMINISTRATION

SECTION 1 THE ADMINISTRATION OF THE AFFAIRS OF THE CONGREGATION SHALL BE VESTED IN A BOARD OF TRUSTEES CONSISTING OF SIX (6) MEMBERS, TOGETHER WITH THE OFFICERS OF THE CONGREGATION AND THE PAST PRESIDENTS THEREOF.

SECTION 2 SUCH BOARD SHALL BE ELECTED IN THE MANNER HEREAFTER PROVIDED DURING THE MEETING DESIGNATED AS THE ANNUAL MEETING OF THE CONGREGATION, AND SHALL HOLD THEIR OFFICES FOR THEIR RESPECTIVE TERMS AS HERINAFTER SET FORTH OR UNTIL THEIR SUCCESSORS HAVE BEEN DULY ELECTED AND QUALIFIED.

ARTICLE IV - MEMBERSHIP

SECTION 1 ANY PERSON NOT LESS THAN TWENTY-ONE YEARS OF AGE PROFESSING THE JEWISH FAITH AND OF GOOD MORAL CHARACTER SHALL BE ELIGIBLE TO APPLY FOR MEMBERSHIP.

SECTION 2 THE WIFE AND UNMARRIED CHILDREN UNDER TWENTY-ONE YEARS OF AGE SHALL ENJOY THE SAME PRIVILEGES OF MEMBERSHIP AS THAT OF THE HUSBAND. UNMARRIED CHILDREN OVER TWENTY-ONE YEARS OF AGE WHO ARE MEMBERS OF THE ARMED FORCES OR STUDENTS ATTENDING COLLEGE SHALL ALSO ENJOY THE PRIVILEGES OF MEMBERSHIP.

SECTION 3 APPLICATION FOR MEMBERSHIP SHALL BE MADE IN WRITING AND SUBMITTED TO THE BOARD OF TRUSTEES AND OFFICERS FOR ELECTION OR REJECTION.

ARTICLE V - MEETINGS OF THE CONGREGATION

SECTION 1 MEETINGS OF THE CONGREGATION SHALL BE HELD AT THE SYNAGOGUE CENTER ON THE FIRST MONDAY OF THE MONTHS OF JANUARY, APRIL, JULY AND OCTOBER. IN THE EVENT THE DESIGNATED MEETING DATE FALLS ON A RELIGIOUS OR NATIONAL HOLIDAY, THE MEETING DATE WILL BE AUTOMATICALLY POSTPONED TO THE FOLLOWING MONDAY.

SECTION 2 THE APRIL MEETING WILL BE DESIGNATED THE ANNUAL MEETING FOR THE PURPOSE OF ELECTION OF OFFICERS AND THE BOARD OF TRUSTEES. AT THIS ANNUAL MEETING THE FOLLOWING OFFICERS SHALL BE ELECTED:

PRESIDENT  
VICE-PRESIDENT  
RECORDING SECRETARY  
FINANCIAL SECRETARY  
TREASURER  
BOARD OF TRUSTEES (THREE MEMBERS  
EACH YEAR)

SECTION 3 SUCH OFFICERS AND TRUSTEES SHALL BE ELECTED FROM AND BY THE MEMBERS OF THE CONGREGATION.

SECTION 4 ALL OFFICERS SHALL HOLD OFFICE FOR ONE YEAR OR UNTIL THEIR SUCCESSORS SHALL BE DULY ELECTED AND QUALIFIED. ALL OFFICERS SHALL SERVE WITHOUT MONETARY COMPENSATION.

SECTION 5 TRUSTEES SHALL HOLD OFFICE FOR TWO YEARS WITH ONE HALF OF THE BOARD ELECTED EACH YEAR.

SECTION 6 WRITTEN NOTICE FOR EACH MEETING OF THE CONGREGATION SHALL BE SENT TO ALL MEMBERS IN GOOD STANDING AT LEAST FIVE DAYS PRIOR TO THE MEETING. THE FOLLOWING SHALL BE THE ORDER OF BUSINESS: "

- A. READING OF MINUTES OF PREVIOUS MEETING AND MEETINGS OF OFFICERS AND TRUSTEES HELD SINCE PREVIOUS CONGREGATIONAL MEETING.
- B. MESSAGE OF THE RABBI AND ACTION THEREON.
- C. REPORT OF THE PRESIDENT AND ACTION THEREON.
- D. REPORT OF THE TREASURER.
- E. REPORT OF THE CHARIMEN OF STANDING COMMITTEES
- F. MISCELLANEOUS OLD BUSINESS.
- G. MISCELLANEOUS NEW BUSINESS.
- H. ADJOURNMENT.

SECTION 7 SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT. HE SHALL CALL A SPECIAL MEETING UPON REQUEST IN WRITING BY FIVE MEMBERS OF THE BOARD OR UPON THE REQUEST OF TEN MEMBERS IN GOOD STANDING. NOTICE OF SUCH MEETINGS SHALL BE SENT TO ALL MEMBERS IN GOOD STANDING AT LEAST FIVE DAYS PRIOR TO THE DATE OF THE MEETING, SAID NOTICE TO SPECIFY THE NATURE OF THE BUSINESS TO BE TRANSACTED AT THE SPECIAL MEETING.

ARTICLE VI - MEETINGS OF THE OFFICERS AND BOARD

SECTION 1 THE OFFICERS AND THE BOARD OF TRUSTEES SHALL MEET ON THE SECOND TUESDAY OF EACH MONTH.

SECTION 2 ALL MEETINGS CONCERNING SYNAGOGUE AND CONGREGATIONAL BUSINESS SHALL BE HELD AT THE SYNAGOGUE CENTER.

SECTION 3 ANY OFFICER OR TRUSTEE WHO ABSENTS HIMSELF FROM THREE (3) CONSECUTIVE MEETINGS WITHOUT VALID EXCUSE WILL BE RELIEVED OF HIS OFFICE. SICKNESS OR TEMPORARY ABSENCE FROM THE CITY DUE TO BUSINESS SHALL CONSTITUTE A VALID AND SATISFACTORY EXCUSE.

ARTICLE VII - NOMINATIONS AND ELECTIONS

SECTION 1 THE PRESIDENT SHALL APPOINT A NOMINATING COMMITTEE OF NO LESS THAN THREE MEMBERS. THE COMMITTEE SHALL OFFER A LIST OF CANDIDATES FOR EACH OFFICE AT THE GENERAL MEETING PRECEDING THE ANNUAL MEETING FOR THE ELECTION OF OFFICERS.

SECTION 2 THE LIST SHALL CONTAIN AT LEAST ONE NOMINEE FOR EACH OFFICE.

SECTION 3 ADDITIONAL NOMINATIONS MAY BE MADE FROM THE FLOOR DURING THE MEETING PRECEDING THE ELECTION MEETING. NO FURTHER NOMINATIONS WILL BE PERMITTED PRIOR TO THE ELECTION MEETING EXCEPT BY WRITTEN PETITION OF FIVE MEMBERS FILED WITH THE RECORDING SECRETARY AT LEAST TWO FULL DAYS PRIOR TO THE ANNUAL MEETING.

SECTION 4 WHEN A PREPARED PRINTED BALLOT IS USED, THE NAMES OF SUCH ADDITIONAL NOMINEES SHALL BE WRITTEN IN ON SUCH BALLOTS PRIOR TO DISTRIBUTION.

SECTION 5 THE ELECTION SHALL BE CONDUCTED IN THE FOLLOWING ORDER:

PRESIDENT  
VICE PRESIDENT  
RECORDING SECRETARY  
FINANCIAL SECRETARY  
TREASURER  
BOARD OF TRUSTEES

SECTION 6 ALL VOTING SHALL BE BY SECRET BALLOT.

SECTION 7 ALL PAST PRESIDENTS SHALL AUTOMATICALLY BE MEMBERS OF THE BOARD OF TRUSTEES. PAST PRESIDENTS SHALL NOT BE COUNTED AS ANY OF THE SIX ELECTED TRUSTEES.

#### ARTICLE VIII - COMMITTEES

SECTION 1 AT THE FIRST MEETING OF THE BOARD AND OFFICERS FOLLOWING THE ELECTION, THE PRESIDENT SHALL APPOINT THE FOLLOWING COMMITTEES:

MEMBERSHIP  
BUDGET AND FINANCE  
RATING  
GRIEVANCE  
SUNDAY SCHOOL  
HEBREW SCHOOL  
BUILDING AND MAINTENANCE  
HOUSE COMMITTEE  
ANY OTHER DEEMED NECESSARY

SECTION 2 THE CHAIRMAN OF EACH COMMITTEE SHALL BE CHOSEN FROM THE MEMBERSHIP OF THE BOARD.

SECTION 3 THE PRESIDENT SHALL HAVE THE RIGHT TO REMOVE AND REPLACE ANY APPOINTEE.

#### ARTICLE IX - DUES AND FINANCE

SECTION 1 THE EXPENSES OF OPERATING AND MAINTAINING THE SYNAGOGUE CENTER SHALL BE PAID FROM THE FUNDS DERIVED FROM DUES PAID BY THE MEMBERSHIP.

SECTION 2 THE BUDGET AND FINANCE COMMITTEE SHALL, AS SOON AS PRACTICABLE PREPARE A BUDGET FOR THE ENSUING YEAR.

SECTION 3 FOR FISCAL PURPOSES, THE YEAR SHALL BE CONSIDERED FROM SEPTEMBER 1 THROUGH AUGUST 31. NO MEMBER WILL BE PERMITTED TO LOWER THE AMOUNT OF HIS ESTABLISHED DUES EXCEPT AT THE BEGINNING OF THE FISCAL YEAR OR BY PETITION TO THE RATING COMMITTEE.

SECTION 4 THE MEMBERSHIP DUES SHALL BE THE MINIMUM REQUIRED TO MEET THE BUDGET. ALL DUES WILL BE PAID MONTHLY.

SECTION 5 TO BE A MEMBER IN GOOD STANDING, ONE MUST FULFILL HIS FINANCIAL OBLIGATIONS TO THE CONGREGATION WHICH SHALL BE DEFINED AS ONE WHO IS NOT IN ARREARS OF HIS DUES BY MORE THAN TWO MONTHS AND WHO IS COMPLETELY PAID UP PRIOR TO THE FIRST DAY OF THE JEWISH NEW YEAR.

SECTION 6 A RATING COMMITTEE CONSISTING OF THREE MEMBERS SHALL BE APPOINTED TO CONSIDER ANY HARDSHIP CASES. THIS COMMITTEE WILL DETERMINE THE ANNUAL DUES FOR EACH SUCH CASE BROUGHT BEFORE IT IN ACCORDANCE WITH SUCH INDIVIDUALS FINANCIAL CAPACITY. ALL DECISIONS OF THE RATING COMMITTEE SHALL BE KEPT CONFIDENTIAL AND PASSED ON ONLY TO THOSE MEMBERS OF THE BOARD REQUIRED TO KNOW THIS INFORMATION.

#### ARTICLE X - RIGHTS OF MEMBERS

SECTION 1 EVERY MEMBER IN GOOD STANDING, IN ADDITION TO THE RIGHT TO WORSHIP IN THE SYNAGOGUE SHALL HAVE THE RIGHT TO:

- A. VOTE AT ALL REGULAR AND SPECIAL MEETINGS.
- B. A SEAT FOR HIMSELF AND HIS FAMILY AS SET FORTH IN ARTICLE IV, SECTION 2.
- C. THE INSTRUCTION OF HIS CHILDREN IN THE SUNDAY SCHOOL, HEBREW SCHOOL AND THEIR BAR MITZVAH.
- D. THE USE OF THE SYNAGOGUE CENTER FOR RELIGIOUS CEREMONIES ONLY AND THE SERVICES OF THE STAFF AND EMPLOYEES THEREOF FOR HIMSELF AND HIS CHILDREN FOR RELIGIOUS CEREMONIES, ALL WITHOUT FURTHER OBLIGATION.
- E. CHARGES FOR OTHER FUNCTIONS WHETHER IN CONNECTION WITH RELIGIOUS CEREMONIES OR NOT, FOR USE OF PORTIONS OF THE BUILDING NOT CONNECTED WITH RELIGIOUS CEREMONIES SHALL BE DETERMINED BY THE HOUSE COMMITTEE.

#### ARTICLE XI - DUTIES AND POWERS OF OFFICES

SECTION 1 THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF THE CONGREGATION AND THE BOARD OF TRUSTEES. HE SHALL SUPERVISE AND CARRY INTO EFFECT ALL RULES, REGULATIONS, ORDERS AND DIRECTIVES OF THE BOARD OF TRUSTEES. HE SHALL SEE TO THE PROPER MANAGEMENT OF THE CONGREGATIONAL ACTIVITIES. WITH THE APPROVAL OF THE BOARD HE SHALL HIRE SUCH HELP AS MAY BE NECESSARY FOR THE ORDERLY MANAGEMENT AND OPERATION OF THE CONGREGATION.

SECTION 2 THE VICE PRESIDENT SHALL EXERCISE THE POWERS AND DUTIES OF THE PRESIDENT DURING HIS ABSENCE.

SECTION 3 THE RECORDING SECRETARY SHALL KEEP A WRITTEN RECORD OF ALL THE PROCEEDINGS OF BOTH CONGREGATIONAL AND BOARD MEETINGS. HE SHALL KEEP, PROPERLY FILED, ALL CONGREGATIONAL PAPERS. HE SHALL ISSUE SUCH NOTICE AS REQUIRED BY THE BY-LAWS AND HANDLE ALL INCOMING AND OUTGOING CORRESPONDENCE.

SECTION 4 THE FINANCIAL SECRETARY SHALL KEEP SUCH RECORDS OF FINANCIAL DEALINGS AS PERTAINS TO DUES, DONATIONS, CONTRIBUTIONS, SALE OF SEATS, HALL RENTAL, ETC.

SECTION 5 THE TREASURER SHALL KEEP A RUNNING RECORD OF ALL RECEIPTS AND DISBURSEMENTS. HE SHALL PAY ALL BILLS AND HAVE CUSTODY OF ALL BOOKS PERTAINING TO HIS OFFICE. HE SHALL HAVE CHARGE AND CUSTODY OF ALL MONIES, SECURITIES AND INSURANCE POLICIES BELONGING TO THE CONGREGATION AND SHALL DEPOSIT SAME IN SUCH DEPOSITORIES DESIGNATED BY THE BOARD. HE SHALL MAKE MONTHLY WRITTEN REPORTS TO THE BOARD AND ANNUAL REPORTS TO THE CONGREGATION. HE SHALL QUALIFY AND FILE WITH THE RECORDING SECRETARY A SURETY BOND CONDITIONED FOR FAITHFUL PERFORMANCE OF HIS DUTIES. PREMIUMS FOR THIS BOND SHALL BE PAID FOR BY THE CONGREGATION. ALL ACCOUNTS WILL BE AUDITED ANNUALLY.

#### ARTICLE XII - THE RABBI

SECTION 1 THE RABBI SHALL BE SELECTED BY THE OFFICERS AND THE BOARD OF TRUSTEES AND CONFIRMED AT A REGULAR OR SPECIAL MEETING OF THE CONGREGATION CALLED FOR THAT PURPOSE. AT THAT TIME HIS SALARY AND TENURE OF OFFICE SHALL BE DETERMINED.

#### ARTICLE XIII - MISCELLANEOUS

SECTION 1 THE AFFIRMATIVE VOTE OF A MAJORITY OF THE MEMBERS IN GOOD STANDING SHALL PREVAIL ON ANY ACTION UNDER CONSIDERATION.

SECTION 2 THE PRESENCE OF 12 MEMBERS IN GOOD STANDING SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS AT A CONGREGATIONAL MEETING.

SECTION 3 THE PRESENCE OF EIGHT MEMBERS OF THE OFFICERS AND TRUSTEES SHALL CONSTITUTE A QUORUM FOR BOARD MEETINGS.

SECTION 4 BUSINESS AT CONGREGATIONAL AND BOARD MEETINGS WILL BE PERFORMED IN ACCORDANCE WITH PARLIMENTARY PROCEDURES AS ESTABLISHED IN ROBERTS, "RULE OF ORDER."

SECTION 5 IN THE EVENT ANY OFFICER OR BOARD MEMBER IS INCAPACITATED THE RESULTING VACANCY WILL BE FILLED BY THE PRESIDENT WITH THE CONFIRMATION OF THE BOARD. THE APPOINTEE SHALL HOLD OFFICE UNTIL THE NEXT ANNUAL ELECTION.

SECTION 6 THE BOARD WILL EXPEL ANY MEMBER FOR NON-PAYMENT OF DUES AND BY THE AFFIRMATIVE VOTE OF  $\frac{2}{3}$  OF THE BOARD MAY EXPEL A MEMBER OR REMOVE AN OFFICER ON ACCOUNT OF CONDUCT UNBECOMING SUCH MEMBER AND/OR OFFICER. NO COMPLAINT AGAINST ANY MEMBER AND/OR OFFICER SHALL BE CONSIDERED BY THE BOARD UNLESS IT IS PRESENTED

IN WRITING AND THE ACCUSED GIVEN AN OPPORTUNITY TO ANSWER AND DEFEND SUCH CHARGES.

SECTION 7 NO EXPENDITURE OR OBLIGATION SHALL BE INCURRED BY ANY OFFICER IN EXCESS OF FIFTY (\$50.00) DOLLARS. NO EXPENDITURE OR OBLIGATION IN EXCESS OF TWO HUNDRED AND FIFTY (\$250.00) DOLLARS SHALL BE INCURRED BY THE OFFICERS AND BOARD OF TRUSTEES EXCEPT UPON THE APPROVAL OF THE CONGREGATION. NO PURCHASE SHALL BE MADE OR WORK CONTRACTED FOR WITHOUT A WRITTEN REQUISITION THEREFORE SIGNED BY THE CHAIRMAN OF THE COMMITTEE.

SECTION 8 THESE BY-LAWS MAY BE AMENDED OR ALTERED BY A 2/3 VOTE OF THE MEMBERS PRESENT AT A CONGREGATIONAL MEETING. ANY PROPOSITION TO ALTER OR AMEND THESE BY-LAWS SHALL BE SUBMITTED IN WRITING, SIGNED BY AT LEAST TEN MEMBERS IN GOOD STANDING AND SHALL BE READ AT A REGULAR OR SPECIAL MEETING OF THE CONGREGATION. SUCH PROPOSITIONS TO AMEND OR ALTER THE BY-LAWS SHALL THEN BE HELD OVER UNTIL THE NEXT REGULAR OR SPECIAL MEETING. THE NOTICE OF MEETING TO CONSIDER SUCH PROPOSITIONS SHALL INCLUDE THE TEXT OF THE PROPOSED AMENDMENT OR CHANGE.

SECTION 9 NO PART OR PARTS OF THE BY-LAWS SHALL BE CONTRARY TO THE LAWS OF THIS STATE OR OF THE UNITED STATES.

SECTION 10 EACH AND EVERY MEMBER OF THIS CONGREGATION WHO IS NOW A MEMBER, OR HEREAFTER BECOMES A MEMBER, BINDS HIMSELF TO OBEY THESE BY-LAWS WHICH ARE NOW VALID OR MAY HEREAFTER BE ENACTED.

CERTIFICATION

WE, THE UNDERSIGNED PRESIDENT AND RECORDING SECRETARY  
OF THE CONGREGATION TREE OF LIFE, DO HEREBY CERTIFY THAT  
ON \_\_\_\_\_ AT A REGULAR MEETING OF THE  
CONGREGATION THE FOREGOING BY-LAWS, AFTER HAVING BEEN  
READ FOR THREE CONSECUTIVE MEETINGS, WERE DULY ADOPTED  
AND RATIFIED AS THE BY-LAWS OF SAID CONGREGATION.

\_\_\_\_\_  
PRESIDENT

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RECORDING SECRETARY

Dr. Harold Schliefer  
204 West First Street  
Ottawa, Pa.