

CONSTITUTION AND BY-LAWS  
OF THE  
KENESETH ISRAEL CONGREGATION  
WASHINGTON & ROCKDALE AVENUES

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ARTICLE 1

NAME AND PURPOSE

- SECTION 1 - The name of the Congregation shall be THE KENESETH ISRAEL CONGREGATION.
- SECTION 2 - The records and books of the Congregation shall be kept in English. The meetings, however, may be conducted in Yiddish or English.
- SECTION 3 - The services of this Congregation, at its main edifice or in any branch or branches it may have, shall be conducted at all times according to traditional Orthodox ritual and in accordance with the Schulchan-Oruch and Minhag-Ashkenaz, Poland.
- SECTION 4 - Any member who attempts to introduce customs or ceremonies, or to cause the Congregation to act in any way deviating from, or contrary to, the Schulchan-Oruch or Minhag-Ashkenaz, Poland, or who seeks to disrupt the Congregation, or to foment discord therein, shall have charges preferred against him as set forth in Article 18, And if these charges are sustained, such member shall be forthwith expelled from the Congregation without further recourse.
- SECTION 5 - As long as three members in good standing vote for the continued existence of the Congregation, it shall not and cannot be dissolved.

ARTICLE 11

MEETINGS

- Section 1 - There shall be one Board of Trustees meeting each month, held on the first Sunday of the month, with discretion in the President, to designate any other day in the month, as to one of such meetings.
- SECTION 2 - Quarterly general meetings shall be held the first Sunday in the months of February, May, August and November, of each year, with discretion in the President to designate any other day in the month, as to one of such meetings.
- SECTION 3 - A special meeting may be called by the President at any time, and must be called when he is requested to do so by ten members in good standing who state the reason and purpose therefor in writing. Notice of any such meeting and its purpose shall

be mailed to the members.

SECTION 4 - Seven Trustees shall constitute a quorum at a Board of Trustees meeting, and Fifteen members shall constitute a quorum at a General Meeting.

SECTION 5 - On the Sunday following "Simchas Torah" there shall be held the annual meeting of the general membership for the election of officers, Board of Trustees, and to receive the annual reports, and to transact such other business as requires the attention of the Congregation.

SECTION 6 - The President shall have the power of appointing three tellers who shall have full charge of the election.

This Committee shall submit a ticket containing not over two names for each Trustee to be voted for and present same to the Board of Trustees at the September meeting.

Additional nominations may be made by petitions signed by seven members. These petitions must be in the hands of the Board of Trustees prior to the September meeting.

### ARTICLE III

#### NOMINATION AND ELECTION OF OFFICERS

SECTION 1 - The following officers shall be elected from the membership and shall serve for one year, or until their successors shall be elected.

- (a) President
- (b) Vice President
- (c) Treasurer
- (d) Financial Secretary
- (e) Recording Secretary
- (f) Fifteen Trustees
- (g) Gabbai Rishon and Rabbai Shane of the Congregation
- (h) Gabbai Rishon and Gabbai Shane of the Cemetery.

SECTION 2 - The President and Vice President shall appoint at the general meeting held in August a Nominating Committee of five, to select a list of Candidates for the Board of Trustees to be voted for at the annual election of officers.

SECTION 3 - A member to be eligible for any office must have been a member for at least six months prior to his candidacy, and in good standing at the time of his nomination.

SECTION 4 - The President and Vice President shall not

serve for more than two consecutive terms.

SECTION 5 - If the office of President shall become vacant, the Vice President shall succeed thereto. In the event of any other vacancy, an election shall take place at the next regular meeting, upon notice to all members in good standing; such election to be in manner hereinbefore provided, and solely for the unexpired term.

If the office of both President and Vice President shall become vacant, then the Financial Secretary, or in his absence the Recording Secretary, or in the absence of both Secretaries, the Treasurer shall call a special General meeting to elect a President and Vice President.

SECTION 6 - All resignations of officers must be filed in writing and acted upon at a regular meeting. No resignation shall be accepted prior to the delivery to the Board of Trustees by the officer so resigning, of all property theretofore entrusted to his care.

#### ARTICLE IV

##### THE PRESIDENT

SECTION 1 - The President shall:

- (a) Preside at all meetings of the Congregation and of the Board of Trustees.
- (b) Be a member ex-officio of all committees.
- (c) Supervise the conduct of the elections and inform the Congregation of the result.
- (d) Have the casting vote in case of a tie, except at the election of officers.
- (e) Enforce the Constitution and By-laws of the Congregation and conduct all meetings in accordance therewith.
- (f) Appoint the majority of each committee.
- (g) Countersign all checks.
- (h) Cause the books of the Congregation to be audited at least once a year.
- (i) Incur no disbursements of over \$100.00 without the consent of the Board of Trustees or the Congregation in meeting assembled.

SECTION 2 - The President shall have charge of and supervision over all the properties and affairs of the Congregation.

## ARTICLE V

### THE VICE PRESIDENT

SECTION 1 - The Vice President shall perform all the duties of the President in the latter's absence, but in case of the death, resignation, or disability of the President, the Vice President shall assume all the duties and responsibilities of the President as provided for in Article IV.

SECTION 2 - The Vice President shall appoint the minority of all committees.

SECTION 3 - The Vice President shall be a member ex-officio of all committees.

SECTION 4 - When an appeal is taken from any decision of the President, the Vice President shall submit the question involved to the members and shall record the result.

The Vice President shall preside at all proceedings wherein the President is personally interested.

## ARTICLE VI

### THE TREASURER

SECTION 1 - Before taking office the Treasurer, at the option of the Congregation, shall furnish a bond. The amount of the bond to be decided by the Board of Trustees, the premium whereof shall be paid by the Congregation.

SECTION 2 - The Treasurer shall:

- (a) Collect and receive (from the Financial Secretary, or otherwise,) all moneys due the Congregation, give proper receipts therefor, and keep a correct account thereof.
- (b) Disburse such moneys as are directed to be paid by order of the Board of Trustees, or required by a majority vote of the members present at any regular or special meeting duly assembled, upon order signed by the President.
- (c) Keep a correct account of all moneys expended.
- (d) Render to the Board of Trustees a report of the state of finances of the Congregation.
- (e) Deposit as soon as possible, upon receipt by him, all moneys of the Congregation in such banks as it may designate.
- (f) Make all payments by check, signed by him, and countersigned by the President.

SECTION 3 - In the event of the Treasurer's temporary absence, or inability to attend to the duties of his office, the President may appoint a Treasurer pro-tem to serve in the place of the Treasurer under such regulations as he may prescribe.

But in case of the death, resignation or continued disability of the Treasurer, an election shall be had as provided for in Article III, Section 5.

SECTION 4 - The Treasurer shall attend every meeting, but if unable to do so shall have his books and reports produced or available for immediate production at the meeting.

SECTION 5 - The Treasurer upon any termination of his duties, or expiration of his term, shall deliver to the Board of Trustees, or his successor in office, in good order and condition, all moneys, books, papers, or other effects of the Congregation, in his possession, or under his control.

His bond shall not be cancelled until the President and Finance Committee shall have found his accounts correct.

#### ARTICLE VII

##### THE FINANCIAL SECRETARY

SECTION 1 - Before taking office the Financial Secretary, at the option of the Congregation, shall furnish a bond, the amount of the bond to be decided by the Board of Trustees, the premium whereof shall be paid by the Congregation.

SECTION 2 - The Financial Secretary shall:

- (a) Keep the books of the Congregation.
- (b) Receive all moneys due the Congregation and immediately turn them over to the Treasurer.
- (c) Keep a register of the names and addresses of all the members with dates of their respective admissions.
- (d) Keep correct account between the members and the Congregation and of all moneys received by or expended by the Congregation, and of all debts owed by the Congregation, and of all debts due and owing to the Congregation.
- (e) Send notices of all meetings to the members, when requested by the President or the Congregation.
- (f) Present a financial statement at each meeting.

- (g) Prepare a list of members in arrears and submit it to the President, who shall advise with the Membership Committee for action.
- (h) Notify members in arrears, by registered letter, as provided for in Article XIII, or when so ordered by the President, that if their indebtedness is not paid by the next meeting, they shall be subject to suspension.
- (i) Keep a record of all papers in the hands of the President and Treasurer, and other officials and of the Property of the Congregation.
- (j) Retain subject to the Treasurer's call all receipts, orders, vouchers, and check books, and submit them to the President, or to the Board of Trustees, or the Congregation, upon request.
- (k) Keep a record of all donations and other collections ordered by the Congregation.

SECTION 3 - He shall be present or have some one represent him at the Synagogue every Sabbath and on all Holidays and keep a memorandum of all offerings made in the Synagogue and perform such other duties pertinent to his office as may be prescribed by the President.

SECTION 4 - He shall immediately send out all uncollected bills returned to him by the Collector, and shall make every effort to collect all outstanding accounts due to the Congregation.

SECTION 5 - The Financial Secretary upon expiration or other termination of his term shall deliver in good order and condition to the Board of Trustees or to his successor in office all books, papers and other effects in his possession or under his control belonging to the Congregation.

His bond, however, shall not be cancelled until the Finance Committee finds his accounts correct.

### ARTICLE VIII

#### THE RECORDING SECRETARY

SECTION 1 - The Recording Secretary shall attend all regular, special and Board meetings, and shall keep a proper record of all proceedings of the Congregation whether in Committee, Board of Trustees, or otherwise.

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He shall also issue all notices of Board and Committee meetings, and attend to all correspondence.

He shall perform such other secretarial duties as may be assigned to him from time to time by the President or the Congregation.

SECTION 2 - At the convening of all meetings he shall call the Roll of Officers, read the minutes of the previous meeting, and the minutes of the previous Board and Committee meetings, if the President so desires.

SECTION 3 - At the expiration of his term he shall deliver in good order and condition to the Board of Trustees or his successor, all the property of the Congregation in his possession or under his control.

#### ARTICLE IX

##### THE BOARD OF TRUSTEES

SECTION 1 - The Board of Trustees shall be constituted of Fifteen members, duly elected at the Annual meeting by the Congregation, and shall serve for one year, or until their successors shall have been elected. ✓

Also all signers of the mortgage note, as long as their names are signed thereto, shall be on the Board of Trustees.

SECTION 2 - The Board of Trustees shall exercise all powers vested in them by operation of law, and shall have such other powers and duties as may be incident to their office, or which from time to time may be given to them by resolution of the Congregation in meeting assembled.

SECTION 3 - The Board shall meet at least once in each month, and at such other time or times as may be requested by the President, or the Congregation in meeting assembled.

SECTION 4 - No Trustee, elected by the Congregation, at the Annual meeting, shall retain his office, in the event that he shall have been absent for three consecutive Board meetings, unless explanation satisfactory to the Board shall have been submitted.

SECTION 5 - The majority of the Board of Trustees present at any meeting of the Board of Trustees shall have authority to authorize the expenditure of any amount for any purpose up to \$100.00.

An expenditure of over \$100.00, and under \$500.00, shall require a two-thirds majority of the Board of Trustees present at any meeting of the Board of Trustees. ✓

An expenditure of over \$500.00 must be presented for the approval of the Congregation, at a regular general meeting, or a special meeting of the members. ✓

- SECTION 6 - The Board of Trustees shall decide the amount of compensation of all salaried officers.
- SECTION 7 - No appeals in the Synagogue for funds for any purpose whatsoever shall be permitted unless if approved by a majority of the Board of Trustees present at a meeting of the Board of Trustees, or a majority of the members of the Congregation present at a general or special meeting of the Congregation.
- SECTION 8 - All Past Presidents shall automatically become Honorary Directors of the Board of Trustees with the privilege of voting.

#### ARTICLE X

##### THE GABAIM

- SECTION 1 - The Gabai-Rishon shall have full charge of the daily morning and evening davening, and on Shabbos, and on all the Holidays.

He shall preside at the reading of the Torah, supervise the collection of the Tsedoko box, and the distribution of the Tsedoko. And shall perform such other duties as may be delegated to him by the Congregation or the President, or as may otherwise come under his jurisdiction.

At the Annual meeting of the Congregation he shall report the income and expenditures from all collections in his jurisdiction.

- SECTION 2 - In the absence of the Gabai-Rishon the Gabai Shanee shall assume all his duties.
- SECTION 3 - In the absence of both Gabaim, the President shall appoint temporary Gabaim till their return.

#### ARTICLE XI

##### THE SHAMOS

- SECTION 1 - The Shamos shall, at the option of the Congregation, furnish a bond, the amount of the bond to be decided by the Board of Trustees, the premium whereof shall be paid by the Congregation.

The Shammos shall with due diligence deliver all letters, messages, or other documents given him by either of the Secretaries and do such other work as he may be directed to do by the President, Secretaries, Board of Trustees, and the Congregation.

SECTION 3 - The Shammos shall:

- (a) Be in attendance at all services of the Congregation, open the doors of the Synagogue at least thirty minutes before the time appointed for beginning the services and prepare the Synagogue for the services.
- (b) Attend all the meetings of the Congregation, and the Board of Trustees.
- (c) Assist the Committee on Rental of Seats in the sale of Tickets for the Holidays, and shall attend thereat evenings and Sundays during the rental season.
- (d) Perform all other duties appertaining to the Shammos of an Orthodox Jewish Congregation.

SECTION 4 - The Shammos at all times shall be responsible for the condition, appearance, and cleanliness, of the Synagogue, and shall inform the House Committee of all repairs required to be made in and about the edifice.

SECTION 5 - He shall perform such further duties as may be required of him by the President or Board of Trustees, or House Committee, or the Congregation.

SECTION 6 - He shall collect all bills given him by the Financial Secretary, receipt said bills when payment is received, and deliver all moneys and uncollected bills to the Financial Secretary every week.

SECTION 7 - When a death occurs in a member's family, the Shammos shall forthwith notify the President and Financial Secretary, and shall thereupon proceed to the house of mourning to ascertain if the Congregation is to conduct the funeral. If the latter be required he shall consult the Chevra Kadisha Committee for instructions, and thereupon make the necessary arrangements for the funeral, and for the Watchers and the Tahars, and shall also, if the family of the deceased requests, procure a Shiva Minyan and perform such other duties with reference to funerals as are necessary.

ARTICLE XIICANDIDATES FOR MEMBERSHIP

- SECTION 1 - Any one of the Jewish faith, who is of good moral character, and not married contrary to the Jewish faith, and who is favorably recommended by the Membership Committee, is eligible for membership.
- SECTION 2 - If five members object to the Membership Committee's favorable recommendation of a candidate for membership, the President shall order a vote to be taken by secret ballot, and if the applicant receives a majority of all ballots cast, he shall be declared by the Presiding Officer duly elected to membership, unless a greater number of votes is desired by a two-thirds vote of the members present.

ARTICLE XIIISUSPENSIONS

- SECTION 1 - All members who fail to pay their dues and obligations to the Congregation and are in arrears for over one year, shall be notified by the Financial Secretary by registered mail, that unless such arrears as are running over one year are paid at once, they will be stricken from the membership roll, thereby losing all privileges, including burial rights.
- SECTION 2 - All members thus suspended from membership for non-payment of dues or offerings, may be reinstated within a year of such suspension upon their written application and upon payment of all arrears.

ARTICLE XIVMEMBERS

- SECTION 1 - Members accepting committee appointments must attend faithfully to their duties, unless relieved by the President.
- SECTION 2 - It shall be the duty of the membership to visit a sick member.
- SECTION 3 - All members of the Congregation shall have the right to vote on all questions which may come before a meeting.
- SECTION 4 - The minimum dues shall be \$35.00 a year, excepting for widows of deceased members, as long as they remain unmarried, whose minimum dues shall be \$17.50 a year.

ARTICLE XVPERMANENT COMMITTEES

- SECTION 1 - At the first meeting of the Board of Trustees, following the annual election, the President and Vice President shall appoint the following permanent Committees of not less than three members each.
- SECTION 2 -
- (1) Advisory Board
  - (2) Finance Committee
  - (3) House Committee
  - (4) Membership Committee
  - (5) Cemetery Committee
  - (6) Committee on Order in Synagogue
  - (7) Committee on Sale and Rental of Seats
- (a) Each of the aforesaid Committees shall serve for one year from date of its appointment, excepting the Committee on Sale and Rental of Seats, which shall be appointed at the meeting in May, and serve for one year from said date.
- (b) The Recording Secretary shall notify each appointee of his appointment.
- (c) It shall be the duty of each of the above Committees to meet immediately after appointment, and organize, to elect a Chairman and Secretary, to keep a record of all proceedings, and to report to the meetings, said report to become part of the records of the Congregation.
- SECTION 3 - The President and Vice President shall be ex-officio members of all Committees.
- SECTION 4 - The President shall have the power to appoint any other or further committees that in his judgment may be necessary.
- The President shall discharge all special committees upon the completion of their respective duties.
- SECTION 5 - The Advisory Board shall, as requested by the President, assist him and the officers in conducting the affairs of the Congregation at such times and occasions as he may deem proper.
- SECTION 6 - The Finance Committee shall examine the books of the Treasurer, Financial Secretary, and Shammas, once a year, or whenever requested by the President or Board of Trustees and shall render a report thereof to the Board of Trustees and to the Congregation.

- SECTION 7** - The House Committee shall superintend the Synagogue premises of the Congregation, examine and inquire into all necessary repairs, and supplies, and report to the Board of Trustees, but shall have the right to order minor repairs independently to the extent of Fifty Dollars.
- SECTION 8** - The Committee on Membership shall investigate the character of each candidate immediately upon his proposal and shall report the result at the next meeting.
- SECTION 9** - (a) The Board of Trustees of the Cemetery Committee shall have charge of the Cemeteries owned or controlled by the Congregation and shall consist of President, Vice President, Secretary, Treasurer who, with balance of Trustees, shall conduct all business of the Cemetery.
- (b) All deeds for family plots, single graves, and all other instruments must be signed by the President under the seal of the Congregation and shall be attested by the President and the Secretary of the Board and trustees.
- (c) The Trustees shall:
- (1) Keep record of deaths
  - (2) Sell graves and plots in said cemeteries at prices fixed by the Board of Trustees.
  - (3) Superintend all necessary repairs at the Cemeteries.
  - (4) Cause to keep in good order all cemeteries and headstones.
  - (5) See that Graves are numbered.
  - (6) Cause Markers to be placed when graves are reserved.
  - (7) See that headstones of graves are set within one year of burial.
  - (8) Not allow the setting of headstones without Hebrew inscriptions.
  - (9) The President shall sign all permits for digging graves and setting head-stones.
  - (10) The exhuming and removal of bodies from the Cemeteries owned or controlled by the Congregation is against the tenets of the Schulchan-Oruch and is strictly forbidden.

SECTION 10 - The Chevra Kadisha Committee shall have charge of all funerals conducted by the Congregation, shall notify the Financial Secretary to summon members to funeral services, shall supervise the duties of the Shammos at funerals, as prescribed in Article XI, Section 7, and direct him to accompany the body to the cemetery.

- (a) The Baalay Misaskin shall be under the supervision of this Committee, and shall have as many members of the Congregation as are available, and there shall also be a women's branch of about five for that purpose.

When notified by the Chairman or Shammos, they shall proceed to the house of mourning and attend to the Tahara and Levisho of the departed, strictly according to traditional Orthodox Rites.

- (b) It shall organize promptly after Annual election and shall choose its own officers.

SECTION 11 - The Committee on Order in the Synagogue shall require that Congregants conduct themselves properly and decorously during Divine Services.

SECTION 12 - The Committee on Sale and Rental of Seats shall organize immediately after appointment, elect a Chairman, and the Financial Secretary as its Secretary. It shall have full charge of the rental of seats in the Synagogue, and shall determine the rental price to be charged for seats.

- (a) The Secretary shall prepare all tickets for the rental of seats in the Synagogue, keep record, and collect therefor, shall be in attendance evenings and Sundays during the rental season, shall deliver all moneys to the Treasurer every day, if so requested, and file full report with the Congregation.
- (b) It is the duty of the Shammos to assist this Committee in the rental of seats, and he must be in attendance evenings and Sundays during the rental season.

#### ARTICLE XVI

##### ELECTION OF A ROV AND CHAZAN

SECTION 1 - A Rov or a Chazan shall be elected at a general or a special meeting of the Congregation, at such salaries and upon such terms as the Congregation may then determine.

SECTION 2 - No Rov or Chazan shall be inducted into office

until he shall have signed a contract, approved by the Board of Trustees.

- SECTION 3 - No Rov or Chazan shall be eligible for election unless he is a strictly Orthodox Jew.
- SECTION 4 - No Rov shall be eligible for election unless he possesses the necessary and authenticated certificates of Hatoras Maurosh issued by the proper authorities and submitted to the Board of Trustees for approval.
- SECTION 5 - Election of a Rov or Chazan shall be by ballot, a majority of the members present being necessary to elect or reject.

#### ARTICLE XVII

- SECTION 1 - The Rov shall be the spiritual leader and adviser of the Congregation, and his decision in all religious matters of the Congregation shall be final.
- SECTION 2 - During the services the Sexes must be separated.
- The Auditorium occupied by women for services must be separated from the men's Auditorium by a partition six (6) feet high, or else situated in a gallery.
- SECTION 3 - The Bima shall be at or near the center of the men's auditorium.
- There must be a Bima in the Synagogue.
- SECTION 4 - The Schulchan-Oruch and the Minhag-Ashkenaz, Poland shall be the sole guides and authority on all matters of this Congregation.
- SECTION 5 - The custom which allows the body of a deceased person to be brought into the Synagogue shall not be permitted by this Congregation.
- SECTION 6 - No deviation from Sections 1, 2, 3, 4, 5 of Article XVII shall be permitted as long as there is one dissenting vote.

#### ARTICLE XVIII

##### CHARGES AND TRIALS

- SECTION 1 - Charges against a member or officer of the Congregation must be submitted in writing and presented at a regular meeting of the Congregation, in duplicate (one to remain with the Congregation and the other to be delivered to the accused.) After the charges have been filed by the Secretary and the majority present

have decided whether the charges are cognizable under the rules of the Congregation, the President shall appoint a Trial Committee of five (5) disinterested members that shall hear the charges and report its verdict to the Congregation.

- SECTION 2 - The accused and the complainant shall have the right to peremptorily challenge two members of the Committee at the time of their appointment and the President shall thereupon appoint others in their places.
- SECTION 3-- The accused and the complainant each shall have the right to select a member of the Congregation as counsel.
- SECTION 4 - This Committee shall elect a Chairman from its number who shall, in writing, summon the accused and the complainant, and their witnesses, on not less than ten (10) days' written notice, stating the time and place of the trial.
- SECTION 5 - The testimony of the complainant and his witnesses shall be heard, and thereafter that of the accused and his witnesses with the right of cross-examination to each side. If the accused shall default in appearance, no verdict shall be rendered without hearing the complainant and witnesses for both sides who appear.
- SECTION 6 - The Committee must keep records of the testimony and proceedings, and shall submit the case to the Congregation together with its verdict.
- SECTION 7 - Should the Congregation regard the verdict of the Committee as against the weight of evidence, or contrary to the By-Laws, rules and regulations of the Congregation, it may reject the verdict, and after hearing the testimony read, it shall by a majority vote decide whether the accused be guilty or not guilty. However, if the Committee finds that charges were filed contrary to these By-Laws, the charges shall be dismissed and both parties notified.
- SECTION 8 - If the defendant shall be adjudged guilty, he shall be summoned to appear before a regular meeting of the Congregation for sentence and shall be subjected to such penalty as the Congregation prescribes and as laid down in Article XXII. However, both parties shall be notified of such action at least one week prior to the meeting. No member shall be tried twice for the same offense.
- SECTION 9 - If the Congregation be the complainant, the President shall designate a member to represent

the Congregation. The Committee shall have the power to employ a process server and also a competent stenographer and to pay a reasonable sum for such services.

- SECTION 10 - If the accused does not appear before the Trial Committee after due notification, the Congregation shall nevertheless proceed to pass judgment on his case and he shall be notified by registered mail of the Congregation's verdict.
- SECTION 11 - In all cases of conviction such punishment shall be meted out as provided for in Article XXII, or as the Congregation shall, by a majority vote, determine. However, expulsion of any member must follow upon his conviction for a violation of Article I, Section 4, of these By-Laws.
- SECTION 12 - Any member who has been found guilty of an offense may apply in writing for a rehearing of his case within four (4) weeks of the rendition of the verdict; but if such request has been previously rejected at an open meeting, such rejection becomes final and the case shall be deemed closed for all purposes.

#### ARTICLE XIX

##### AMENDMENTS

- SECTION 1 - No part of this Constitution and By-Laws shall be suspended, modified, amended or repealed until it shall have been first submitted in writing to a meeting especially convened for that purpose, the notice for which meeting shall distinctly state the nature of the proposed amendment, and the article or section to be suspended, modified or repealed; said amendment if adopted at the special meeting shall be inserted in the notice convening the next quarterly general meeting to be moved for final adoption thereat, upon concurrence of two-thirds (2/3) of the members present, and with no less than seventy-five (75) members in good standing constituting a quorum.
- SECTION 2 - The Congregation may from time to time pass such measures as do not conflict with the basic principles of this Constitution and By-Laws, but in no event shall Article I, Section 1 to 5 ever be repealed, suspended, or in any way modified by implication or otherwise.
- SECTION 3 - Whenever a section of this Constitution or By-Laws shall not be clear to or comprehended by the members, it shall be submitted to the President at a regular meeting for interpretation.

ARTICLE XXWHEN BY-LAWS BECOME OPERATIVE

SECTION 1 - These By-Laws shall take effect immediately.

ARTICLE XXISYNAGOGUE RULES

SECTION 1 - No member or non-member shall be allowed to conduct Divine Services in the Synagogue unless he shall have obtained permission from the Gabbai to do so.

SECTION 2 - While attending divine services members must refrain from conversing and shall assist the Synagogue Committee in maintaining order and decorum when so requested by its Chairman.

SECTION 3 - A request for the safe keeping of a Sefer Torah  $\text{ספר תורה}$  in the Synagogue shall be granted and accepted only at the owner's risk, and upon the prior release of the Congregation in writing of all responsibilities therefor.

ARTICLE XXIIPENALTIES

SECTION 1 - A member who attempts to disrupt or undermine the Congregation shall be expelled upon being found guilty after trial as provided in Articles I and XVIII.

SECTION 2 - Any member of this Congregation who weds contrary to the Jewish Faith shall be expelled upon being found guilty after trial as provided in Articles I and XVIII.

ARTICLE XXIIIORDER OF BUSINESS

1. Opening of the Meeting
2. Calling of the Roll of Officers
3. Reading of the Minutes
4. Report of Finances
5. Proposals for Membership
6. Reports of Trustees
7. Reports of Committees
8. Communications
9. Installation of new members
10. Nomination and election of officers
11. Appointment of Committees
12. Unfinished business
13. New Business
14. Report upon sick members
15. Good and Welfare
16. Closing of the meeting.

ARTICLE XXIVRULES OF PROCEDURE AT MEETINGS

SECTION 1 - Every motion must be seconded.

SECTION 2 - No business shall be taken up except in the order prescribed, unless, on motion, such irregularity shall be sanctioned by a majority of the members present.

SECTION 3 - No motion shall be received or laid before the Congregation unless moved by one (or two) members, nor open for discussion until so stated by the President. When a question is before the Congregation, no other motion shall be in order except:

1. To adjourn
2. To lay on table
3. The previous question
4. To postpone action thereon
5. To refer to a committee
6. To amend

which motions shall have precedence in the order in which they here appear. The first three shall be decided without debate, the fourth shall also be decided without debate unless it is proposed to postpone action for a definite period in which case it shall be debatable.

SECTION 4 - No motion to introduce any new business shall be entertained until all undisposed matters on the Secretary's table shall have been duly cleared.

SECTION 5 - Resolutions, amendments to the Constitution and By-Laws and charges against officers and members must in all cases be presented in writing in order to be considered.

SECTION 6 - The mover of any verbal proposition shall upon the request of the President or two or more members, reduce it to writing.

SECTION 7 - Any member entitled to a vote may move for a division of the question when the sense will admit it.

SECTION 8 - A motion to reconsider any former resolution or vote shall only be made and seconded by members who voted with the majority.

SECTION 9 - When the reading of any paper is called for and objected to the question shall be decided by vote.

- SECTION 10 - When members speak they shall rise and address the presiding officer confining themselves strictly to the merits of the question under consideration.
- SECTION 11 - A member shall not be interrupted while speaking unless by the presiding officer, who may call to order or admonish the speaker to a closer adherence to the subject and to avoid all personalities.
- SECTION 12 - No member shall be allowed to speak more than twice on the same subject without the permission of the presiding officer.
- SECTION 13 - When two or more members rise at once the President shall decide who is to speak first.
- SECTION 14 - A motion for the previous question shall be presented in the following manner: "Shall the motion for the previous question prevail?" After the motion for the previous question is made, no other motion is in order. Immediately after the motion for the previous question is carried, the main question must be put to a vote.
- SECTION 15 - A motion which has been tabled can be acted upon again if two-thirds (2/3) of the members present vote to take it up.
- SECTION 16 - If a motion involves expenditures of money, the largest amount suggested must be first voted upon.
- SECTION 17 - Two (2) members in good standing may move at the same meeting or following meeting for the reconsideration of an adopted motion.
- SECTION 18 - The President in his discretion may on important questions postpone action thereon to the next regular or quarterly general meeting.
- SECTION 19 - The President may after calling a member to order three times refuse him permission to address the meeting.
- SECTION 20 - The President must answer all proper questions. The President may interpret the laws of the Congregation and may participate in all debates.
- SECTION 21 - At the conclusion of debate on a motion and when the same is put to a vote by the President, no member shall have the right to the floor on the subject except by the unanimous consent of the members present; if, however, the motion for the previous question has been carried, no one shall be entitled to the floor on the main question except those who had requested the privilege of the floor before the motion for the previous question was made.

- SECTION 22 - No person who is not a member shall be allowed to be present at a meeting without the consent of the Congregation.
- SECTION 23 - Points of information or points of order are always in order. The President must decide all points of order according to these laws and regulations. Decisions of questions unprovided for herein shall be decided according to Cushing's Manual.
- SECTION 24 - If a member appeals from the decision of the President, the Vice President shall submit the following question: "Shall the decision of the President prevail?" The vote taken thereon decides the appeal.
- SECTION 25 - When debating on a question relating to a member, that member is not allowed to participate in the vote, but shall leave the meeting room during the proceedings, if the President so directs.
- SECTION 26 - One rap of the gavel calls the meeting to order and also denotes close of debate; upon three raps of the gavel the members shall rise.
- SECTION 27 - Upon the death of a member, the President shall request the membership to rise without striking of the gavel as a sign of respect to the memory of a departed member.
- SECTION 28 - Upon all questions not otherwise provided for in these rules, the vote of a majority of the members present decides. In case of a tie vote, the vote of the presiding officer controls.

AMENDMENT  
TO THE CONSTITUTION  
OF  
CONGREGATION KNESETH ISRAEL

"RESOLVED that the following Articles be added to the Constitution of Congregation Kneseth Israel:

Article XXV.

This Congregation is organized exclusively for religious purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954.

Article XXVI.

Upon dissolution of this Congregation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the Congregation, dispose of all of the assets of the Congregation for the purposes of the Congregation in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954."

7/15/77  
DATE

Leo C. Spustan  
TRUSTEE DRES

[Signature]  
TRUSTEE