

**Constitution and By-Laws**  
of  
FOREST CITY HEBREW  
BENEVOLENT ASSOCIATION

Effective April 1, 2024

Organized as the  
Slobedker Benevolent Association  
May 17, 1906  
Re-organized October 1, 1906

New name of Forest City Hebrew Benevolent Association adopted April 2, 1928

Revised to include all amendments in  
1961, 1962, 1965, 1974, 1989, 2003, 2013, 2019, 2022, 2024

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## ARTICLE I:

### Name and Purpose of the Association

Section 1. The Association shall be known by the name of Forest City Hebrew Benevolent Association (FCHBA)

Section 2. The purposes of the Association are:

- a. The furthering of Jewish life, both cultural and educational, here in this country and throughout the world
- b. To provide members with a burial plot at Mount Olive Cemetery
- c. To aid members in need.
- d. To provide such other benefits as may hereinafter be granted.

Section 3. This Constitution may be amended in the following manner:

- a. Initial recommendations for an amendment may be by either:
  1. The Executive Board,
  2. By a committee appointed for such purpose,
  3. By seven (7) members in good standing and signed by such members.
- b. Recommendations **must** be presented in writing before they are brought before the membership.
- c. To update dollar amounts in this document, it will be presented to the membership during a business meeting. After which a single vote will be held. An affirmative majority of those present at the meeting is required to pass the update.

- d. Recommendations will be presented to the membership during a business meeting. After which a copy will be distributed to the membership for review.
- e. At the next business meeting, the recommendations will be read and voted on. A three-quarter affirmative majority vote of those present at meeting is required to pass the amendment.

Section 4. A resolution for temporary action may be introduced in written form, signed by seven (7) members in good standing at a regular meeting, or a special meeting called for that purpose, and may be adopted by a three-quarter majority affirmative vote. Any such resolution so adopted shall contain the date of expiration.

## ARTICLE II:

### Meetings

Section 1. Regular meetings:

- a. Shall take place on the first Monday evening or first Sunday morning of each month.
- b. A missed meeting may be replaced by an alternate Monday evening or Sunday morning
- c. No meetings may be held on Jewish religious holidays or national holidays, except for the following: Martin Luther King, Jr. Day, President's Day, and Veterans Day.
- d. Meetings are in person or by electronic media (i.e. Zoom), except for in an election year in which the December meeting will be in person only.

Section 2. Seven members in good standing shall constitute a quorum for a regular meeting, and ten members in good standing shall constitute a quorum for a special meeting. No meeting shall be legal without the presence of at least three officers. These members are authorized to execute all the affairs of the Association.

Section 3. At the first meeting in each of the months of February, May, August, and November, the audited Financial Report for the preceding quarter of the year shall be rendered. In the other months only the Financial Report of the Operating Account needs to be reported.

Section 4. At the meetings in November and December of an election year the nomination of officers will be held. Election of officers shall be held at the meeting in December.

Section 5. Additional meetings may also be held at any other time when the President finds it necessary, or when a demand is made in writing by seven members in good standing, showing enough reason for such additional meeting. Members shall be notified of such additional meeting. At these additional meetings, various important affairs may be considered, but the purpose for which the meeting has been specifically called shall be given priority.

Section 6. All affairs of the Association are to be decided by a majority vote of those members present at the meeting, except in such cases as may be provided for in the Constitution.

## **ARTICLE III:**

### **Acceptance of New Members**

- Section 1. Those of the Jewish faith between the ages of twenty (20) and forty-nine (49) years inclusive are eligible as regular members of the Association.
- Section 2. Those of the Jewish faith between the ages of fifty (50) years through sixty-five (65) years inclusive are eligible as associate members of the Association.
- Section 3. All candidates for membership must be mentally and physically healthy and of good moral character.
- Section 4. The proposal of a candidate for membership shall contain the following:
- a. Name, residence address, e-mail address, telephone number, date of birth, occupation, marital status, religious faith and name of the member who is proposing and vouching for the candidate.
  - b. If married, the proposal shall also contain the spouse's name, religious faith, and date of birth.
  - c. Prior to being considered for membership, the candidate, at the candidate's own expense, shall furnish a certificate from a licensed medical practitioner stating that the candidate and the candidate's spouse (if applicable) are in good health both physically and mentally.
  - d. The candidate shall also furnish either a copy of their birth certificate or the candidate's driver's license, and the same for the spouse (if applicable).
  - e. This information must be rendered in writing at a meeting of the Association.
- Section 5. The names of the proposed candidates shall be submitted to the Recording Secretary. If favorably reported on by a second member of the Association, the candidate will be freed from investigation by the Deputy. Such candidate is to be accepted for membership, and the name of the second member reporting favorably shall be written in the minutes.
- Section 6. A candidate that is favorably recommended shall be submitted for approval at a meeting. Upon approval, the Recording Secretary shall advise the candidate to attend one of the next three (3) business meetings to be initiated and sworn in as a member of the Association.
- Section 7. Initiations shall not be held at meetings at which elections of officers are held.



Section 8. Each candidate, prior to the candidate's initiation, must pay the entire initiation fee and must sign a statement to the effect that the candidate is qualified for membership under Section 1, 2 and 3 of this Article, and that the candidate has truthfully answered all questions. The candidate must also give an oath before all members present that all the laws and ordinances of the Association will be obeyed. The candidate is then to be initiated as a member in accordance with the Association's customary rites.

Section 9. The rate of initiation fees for new candidates in the following groups shall be:

Regular Members	20-49 yrs. inclusive	
	Candidate and Spouse	50.00
	Single Candidate	25.00
Associate Members	50-59 yrs. inclusive	
	Candidate and Spouse	300.00
	Single Candidate	150.00
Associate Members	60-65 yrs. inclusive	
	Candidate and Spouse	700.00
	Single Candidate	350.00

Section 10. A new member may be expelled from membership during the first six (6) months of the member's membership if the Deputy or Immediate Past President reports the candidate, with sufficient reason, as unworthy of membership in the Association. The decision shall be approved by the executive board. This decision shall be kept in strict confidence.

Section 11. Should a candidate fail to report for initiation without just cause by the third meeting after notification of acceptance, the application for membership shall become void, and the member's initiation fee shall be refunded by Certified Mail. Should the candidate seek membership a second time, the application must be resubmitted, and an initiation fee PLUS ten dollars (\$10.00) must be paid. A copy of this Section of Article III shall be included in letters sent to the candidate.

Section 12. A candidate who has been rejected from membership cannot be proposed a second time until a period of twenty-four (24) months has elapsed.

## **ARTICLE IV:**

(This article is obsolete and been eliminated)

## **ARTICLE V:**

### **Dues, Payments, Suspensions and Expulsions**

- Section 1. Annual dues shall be paid in advance and are twenty dollars (\$20.00) per member or forty dollars (\$40.00) per married couple per year, if both spouses are members. Members who become widowed after joining are exempt from dues. January first of each calendar year is the due date for annual dues.
- Section 2. If dues are not paid by the first meeting in February, the member is automatically under suspension. The Financial Secretary is to notify the members in writing and a copy of the letter given to the Recording Secretary. Members under suspension are not entitled to any of the benefits of the Association, and they can never lay claim to the benefits lost. If dues are paid during February, the member shall remain under suspension for fifteen (15) days after the receipt of the dues. If the dues have not been received by the Association by the first meeting in March, the member shall be expelled automatically and shall be so notified by Certified Mail and a copy of the letter given to the Recording Secretary.
- Section 3. A member who resigns from membership in writing shall be dropped from membership forthwith.
- Section 4. Any member who has been expelled for non-payment of dues has the right, for a period of thirty (30) days, to pay back dues PLUS ten dollars (\$10.00) and request to be reinstated as a member. The member must provide a doctor's certificate to the effect that both the member and spouse (if applicable) are physically and mentally healthy. If the thirty (30) day period has elapsed, the member is subject to the same rules applying to new candidates.
- Section 5. Any member who becomes a permanent resident of a nursing facility shall be exempted from further payment of dues and shall retain full benefits and privileges as before, upon providing written proof to this organization.
- Section 6. Any member who has completed fifty (50) years of membership shall be exempt from further payment of dues and shall retain full benefits and privileges as before. These members shall receive a fifty (50) year award.
- Section 7. Members who become widowed after joining are exempt from dues.
- Section 8. A member found guilty of a felony criminal act by a court of law shall be expelled without notice and without debate. It shall be the duty of the President to expel such a member as soon as a copy of the Official Court Judgment is furnished (or made known) to the Association.

Section 9. Notwithstanding Section 6 above, if the President believes that a criminal member may improve morally and become a useful member again, the president may offer the decision of the expulsion to the Association for its consideration. A majority of ***two-thirds of those members present at the meeting, by ballot, may decide that the criminal*** member may retain membership. Such a member may also be suspended for alimited time or lose any other rights.

Section 10. A member who has been previously found guilty of a felony criminal act by a court of law, shall not be permitted to hold an elected office in the Association.

Section 11. The Quick Relief Committee may waive Article 5, Section 1 or 2 on a case-by-case basis as needed.

ARTICLE VI:  
Nominations and Elections

- Section 1. The elected officers of the Association shall be as follows: President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, and Trustees (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>).
- Section 2 Election of officers shall be held biennial (every other year) at the first meeting in December. Nominations of candidates for offices may be made at the meetings in November and December.
- Section 3. Only those members who are in good standing in the books and who have been members for not less than three (3) months prior to nominations are eligible for office. Only one (1) who has served a full term in a lower office is eligible for the presidency. The President, Treasurer, Financial Secretary, and First Trustee are not to be related to each other.
- Section 4. Election shall be by secret ballot, and the candidate receiving the greatest number of votes shall be deemed elected. In the case of the election of Trustees, the order of rank shall be determined by the number of votes received. Three election judges shall be appointed by the President, who shall not be candidates, or spouses of candidates.
- Section 5. If two candidates receive an equal number of votes, a second election shall be held. Before the second ballot, each candidate shall be permitted to deliver a short speech. Then, if the result is a tie again, the current President shall have the deciding vote.
- Section 6. A new officer, who fails to be installed in the course of three (3) consecutive meetings following the member's election, loses the member's office unless the member's absence is due to illness or other extenuating circumstances. The President shall appoint a member to fill such office.
- Section 7. If a newly elected President resigns before installation, a new election for President is held. If, however, the member resigns after installation, the Vice-President takes the member's office, and the First Trustee assumes the office of Vice-President. Each trustee shall move up in ranking and the new President shall appoint a Third Trustee.
- Section 8. A President, after the expiration of the member's term of office, is considered Immediate Past-President so long as the member's successor remains in office.

Section 9. If an officer fails to attend three (3) consecutive meetings without an excuse, the member shall be removed from office, and the member's office declared vacant. The President shall appoint a member to fill such a vacancy, or any other vacancy occurring during the year.

Section 10. The Deputy, Conductor and Inside Guard shall be appointed as Officers by the President.

ARTICLE VII:  
Duties of Officers

Section 1. The duties of President shall be:

- Be chairman of all meetings; open and/or closed meetings in regular form and time,
- Appoint temporary officers in case of absence of regular officers,
- Execute all decisions; be neutral during the time of voting; and enforce order in time of balloting.
- The President must sign all decisions and papers that require the President's signature. The President is the signatory on all accounts of the Association.
- The President must explain clearly all the laws of the Constitution and see that they are rightly executed.
- The President shall determine who is entitled to any benefit and order the payment thereof. The President may also suspend and expel members.
- The President's word is law during meetings and should command the respect of the entire Association.
- The President, with the aid of the Vice-President, shall appoint all committees. The President shall appoint Sick and Shiva Committees when required and shall report to the membership upon the death of a member.
- The President has no right to participate in a debate as long as the President occupies the chair.
- The President has the deciding vote in case of a tie.

Section 2. The duties of Vice-President shall be:

- Aid the President in the duties of the President's office; to substitute for the President in the President's absence.
- Enforce strict order.
- Aid in appointing the various committees.
- The Vice President shall be the chair of the social committee.
- The Vice President shall be the chairman of all other committees, or the Vice President shall designate a chairman of individual committees.
- The Vice President shall assist the President with the Sick and Shiva Committees.

Section 3. The duties of Recording Secretary shall be:

- To write a correct non-partisan record of all events of a meeting
- The Recording Secretary must take charge of all the correspondence of the Association and fulfill all written tasks.
- The Recording Secretary must keep an alphabetically arranged book of all discharged or resigned members, with comments on their record as to when they were discharged or resigned and why.
- The Recording Secretary is to keep a record of officers who are absent for three consecutive meetings without good reason and to recommend their removal as hereinafter set forth.
- The Recording Secretary must keep a record of candidates who were rejected and the reason for their rejection.
- All these records may be kept in one book to be known as the minutes of the Association.



Section 4. The duties of Treasurer shall be:

- Receive all monies from the Financial Secretary and to give the Financial Secretary a receipt, therefore.
- Pay out monies upon the receipt of an order signed by two (2) of the following: the President, the Financial Secretary, and/or the First Trustee or approved by e-mail.
- Make sure deposits are made on a timely basis.
- The Treasurer will keep account of all incomes and deposit them promptly in the appropriate depository in the name of the Association.
- The Treasurer shall be a signatory on all accounts of this organization. All checks shall bear the Treasurer's signature and that of the President or first trustee.
- All negotiable assets under the control of the Treasurer must bear the Treasurer's signature of endorsement and the countersign of either the President or the First Trustee to change the type or maker of said assets.
- The Treasurer can singly endorse any roll- over assets within the confines of the same lending institution upon the prior instructions of the Financial Committee.
- The Treasurer must be bonded. The bond is to be furnished by the Association.

Section 5. The duties of Financial Secretary shall be:

- To keep a correct account of financial dealings between the members of the Association
- The Financial Secretary is to present the monthly and the quarterly financial report before the Association.
- Annually the Financial Secretary must notify delinquent members of their delinquency and announce the fact to the Association. The Financial Secretary is to deliver all monies to the Treasurer in exchange for a receipt. The Financial Secretary may make deposits when practical to do so and is to notify the Treasurer in writing or by E-mail.
- The Financial Secretary is to address all financial affairs of the Association including the reconciliation of all accounts.

The Financial Secretary must be bonded. The bond is to be furnished by the Association.

Section 6. The duties of Trustee(s) shall be:

- See that all funds are properly deposited in a bank or other financial institution.
- Offer resolutions for the improvement and preservation of the Association.
- Serve on the Quick Relief committee.
- The second and third trustees shall also be members of the Financial Committee

Section 7. Additional duties of the First Trustee shall be:

- In case of the Absence of the Treasurer, the First Trustee shall take the Treasurer's place.
- The First Trustee shall be a signatory on all accounts of this Association.
- The First Trustee may also deposit and withdraw funds from the bank by order of the Association.
- The First Trustee must be bonded. The bond is to be furnished by the Association.

Section 8. The duties of Deputy shall be:

- See that the new candidates do not make any false statements or misrepresentations as to their health.
- Demand the suspension of a any member who has been admitted to membership under false pretenses.
- The Deputy is to bring charges against any member who insults the Association or individual members thereof and see that the guilty receive their due consequences under this constitution.

The Deputy is entrusted with the adherence to parliamentary process and adherence to this constitution.

Section 9. The duties of Conductor shall be:

- Lead and instruct new candidates on the procedures and password necessary to enter the hall and introduce new members to the Officers.

Section 10. The duties of Inside Guard shall be:

- Receive the password from members who arrive after the meeting is in session.
- Notify the Association of the presence of new candidates.
- Expel those who do not belong to the Association from meetings, or those who are ordered to leave the meeting location.
- The Inside Guard is to obey, in every detail, the orders of the President.

Section 11. The duties of Immediate Past-President shall be:

- To advise all officers in their duties and be an advisor to the social committee

## ARTICLE VIII:

### Committees and Duties

Section 1. After every inauguration the following committees are to be appointed:

- a. Executive Board consisting of up to fifteen (15) members.
- b. Finance Committee consisting of at least three (3) members besides the Vice-President (or the Vice President's appointee), who shall serve as chairman.
- c. Scholarship Committee consisting of at least three (3) members besides the Vice-President (or the member's appointment), who shall serve as chairman.
- d. Social Committee consisting of at least three (3) members besides the Vice-President who shall serve as chairman.
- e. Budget Committee consisting of a minimum of five (5) members shall be appointed to present a budget for the following year.
- f. Quick Relief Committee shall consist of the 2<sup>nd</sup> and 3<sup>rd</sup> Trustees, and the President. All decisions shall be in strict confidence, All agreements to be kept by the Financial Secretary.
- g. Cemetery Committee shall consist of three (3) appointed directors and the following officers: President, Vice-President, Immediate Past-President, the Recording Secretary, and the Treasurer.

Each January one Director shall be appointed for a term of three (3) years. In the event a Director leaves the committee for any reason, the President shall immediately appoint a replacement to complete that Director's term. Should a Director be elected as an officer of the Association and thereby hold two positions on the committee, a replacement shall be appointed by the President to serve the term of the Director while the member holds the member's elected office. This committee shall appoint five (5) of its members to represent Forest City Hebrew Benevolent Association on the Mount Olive Cemetery Board (or other number as allowed in the Mount Olive Cemetery Articles of Association).

Section 2. No Funeral Director or manager of Mount Olive Cemetery who is a member of the Association shall ever be appointed to the Board of the Forest City Hebrew Cemetery Committee. If a Funeral Director or manager of Mount Olive Cemetery is elected as an officer, which would otherwise entitle the member to be a part of said committee, the other duly appointed members of this committee shall appoint someone else to fill the member's position on the committee.

- Section 3. The duty of the Finance Committee shall be to supervise all financial matters and books of finance. They must audit the quarterly reports. The Financial Committee, along with the President and First Trustee, shall meet quarterly to review all investment allocations and other such actions and recommend changes to such allocations as deemed necessary.
- Section 4. The Cemetery Committee shall have charge of the management and conduct of the Forest City Hebrew Benevolent Association's sections in Mount Olive Cemetery, shall supervise the upkeep of it, and shall have full power to make all rules and regulations that they, the Committee, in their judgment deem necessary.
- Section 5. A member of a committee who has any charges against the member is not to serve in the member's office until such charges have been dismissed. Should the member be found guilty, the member's office is declared vacant, and another member is appointed in the member's place to serve until the end of the member's term.
- Section 6. Immediate Past President, the Vice President, and the Deputy are considered honorary members of all committees and have the right to be present at their meetings and express an opinion concerning their proceedings.
- Section 7. The Executive Board shall work out ways to improve the welfare of the Association; shall be the Executive body of this organization; but shall have no authority to bind the Association unless ratified by the Association.

## ARTICLE IX:

### Benefits

- Section 1. Benefits to Members shall be as follows: Use of Quick Relief Funds, Burial plot, and other Death benefits.
- Section 2. In case of the death of a minor child ( under the age of twenty-one {21}) or of a disabled child of any age of a member of at least three (3) months in good standing, the Association is to provide burial ground.
- Section 3. A member of three (3) months good standing who is in need must report the fact to the Association. The Quick Relief Committee shall investigate the case thoroughly and then decide to aid the member with a non-interest-bearing loan of up to five hundred dollars (\$500.00). A needy member may be extended relief only once in six (6) months.

## ARTICLE X:

### Death Benefits

- Section 1. In every case of the death of a Regular member who, at the time of death, was in good standing for at least the immediate preceding three (3) months, the Association will pay a five hundred dollar (\$500.00) Death benefit to the spouse (if living), or to the designated beneficiary (if on record with the Association), or to the estate of the deceased.
- Section 2. Regular and Associate members are entitled to a burial plot.
- Section 3. After proper and verified notice of a death is presented to the Association, Cemetery Death Benefits shall be paid during the following sixty (60) days to the surviving spouse or to the estate, if no survivor.
- Section 4. A member has the right to will the benefit to whomever the member chooses. Such will shall be made in a written statement signed before a Notary. If such a statement has not been made, the benefit will be paid to the estate of the deceased.
- Section 5. In case the spouse of a good standing member of three (3) months participates in the member's death or suicide, or the spouse dies as a result of the member's guilt, the death benefit is paid to their estate. If there is neither an estate nor heirs, the distribution of the money is to be left entirely to the decision of the Association.
- Section 6. In case of the combined murder and suicide of the spouse against member or member against spouse, only one Death benefit is to be paid since the criminally guilty party is considered automatically expelled and, consequently, no benefit can be claimed on either account. The benefit is to be paid in accordance with Section 8 of this Article.
- Section 7. Members and spouses are entitled to burial ground immediately upon induction and if they are in good standing on the books. Should the member belong to another society or synagogue, or should the member be buried without any notice given to the Association, or in a cemetery with which the Association has no connection, the Association is freed from obligations in this matter.
- Section 8. A Burial Death Benefit, to defray burial costs, will be paid directly to the Mount Olive Cemetery in Solon, OH, in accordance with the criteria and schedule listed below, for every male and female member of the Association who at the time of death is in good standing and buried at Mount Olive Cemetery:
- a. Ten years or more, the sum of ..... \$ 300.00
  - b. Twenty years or more, the sum of \$ 600.00

- c. Thirty years or more, the sum of... \$ 900.00
- d. Forty years or more, the sum of.... \$ 1,200.00
- e. Fifty years or more, the sum of..... \$ 1,500.00



## ARTICLE XI:

### Funds and Capital

- Section 1. The Capital of the Association shall consist of a general fund.
- Section 2. The general fund shall be used for Death Benefits, aid for needy, maintenance of the Association, and administrative expenses. This fund is to be used only as stipulated in the constitution.

## ARTICLE XII:

### General Duties

- Section 1. If an officer fails to perform the duties of the office for three (3) consecutive meetings without showing sufficient cause, the member's office is declared vacant, and another member is appointed by the president in the member's place to serve to the end of the term.

## ARTICLE XIII:

### Disputes

- Section 1. Any cases of disagreement among members or between the members and the Association concerning benefits or other matters are to be settled by the Association, provided no criminal charges are involved.

## ARTICLE XIV:

### Dissolution

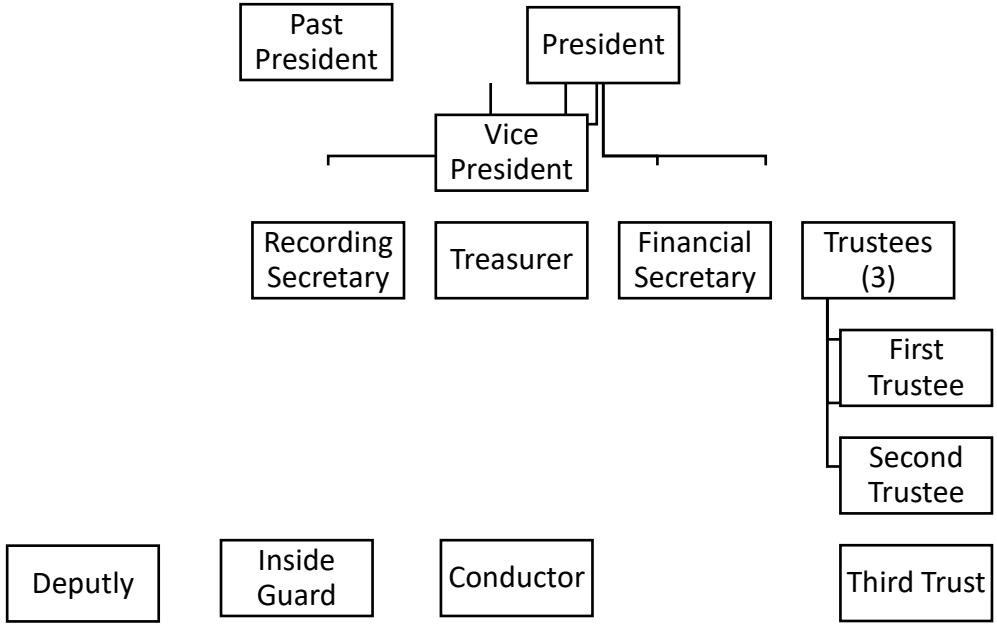
- Section 1. At the dissolution of this Association all remaining funds will be placed in trust,
- Section 2. The Trust's principal will be used for payment of benefits, in accordance with the listing of members as of the date of dissolution. All members' benefits will be grandfathered at the top of the scheduled Death Benefit in accordance with Article X, Section 1 and Burial Death Benefit in accordance with Article X, Section 8.
- Section 3. All earnings of this trust will be paid to the Mount Olive Perpetual Care Trust and added to the principal thereof, unless needed to pay for benefits as defined above.

## ARTICLE XV

### Conclusions and Explanations

- Section 1. Ignorance is no excuse. Therefore, each member shall have in the member's possession a copy of this Constitution which should be read frequently so that all the rules and regulations of the Association may be known.
- Section 2. A member who belongs to the Association for three months less one day, although having paid dues for three months, shall be considered as having belonged to the Association for less than three months and shall not be entitled to any of the benefits.

# Formal Hierarchy



## List of Committees Currently in the Constitution

Executive Board

Finance Committe

Scholarship Committee

Social Committee

Budget Committee

Quick Relief Committee

Cemetery Committee