



BY-LAWS OF CONGREGATION DOR HADASH*

Article I – NAME, LOCATION, AND PURPOSE

Section 1. The name of this organization shall be Congregation Dor Hadash.

Section 2. The Congregation shall be located in the City of Pittsburgh, Allegheny County, Pennsylvania.

Section 3. Congregation Dor Hadash shall be a Jewish religious organization affiliated with Reconstructing Judaism. Members of Congregation Dor Hadash are dedicated to preserving and transmitting our ancient heritage as explained and reinterpreted for the present age. We adhere to our tradition and culture, and deepen our understanding and appreciation of Judaism through education, practice, prayer, community, and social action.

Section 4. Dor Hadash will be governed by these By-Laws. It will also be governed by policies and procedures (“Policies and Procedures”) which the Dor Hadash Board of Directors (“Board”) may from time to time adopt, amend, or delete. The Policies and Procedures shall be consistent with these By-Laws. The current version of the By Laws and Policies and Procedures shall be readily available to all members of the congregation.

Article II – MEMBERSHIP AND DUES

Section 1. Members participate in all the activities of the Congregation.

Section 2. Membership in Dor Hadash is open to all people eighteen years or older, who are Jewish, or who are/were partnered with, married to, a child of, or otherwise related to, a Jewish member. Dor Hadash also welcomes as members those who are exploring a commitment to Judaism. Situations not covered by these guidelines will be considered by the Board on an individual basis, with the guiding principle being respect for the integrity of Jewish values and traditions.

Section 3. The congregation is democratic, and all members have equal votes. Household adults shall be considered separate members under one membership fee. Minor children of members are part of their family membership, but do not vote. Adult children of members must have their own membership in order to vote.



Section 4. The membership year and the fiscal year shall be July 1 to June 30, inclusive.

Section 5. The Board may define membership categories, which shall be enumerated in the Policies and Procedures.

Section 6. A member shall be deemed to be in good standing and entitled to membership privileges upon making their Community Dues Contribution commitment. Dor Hadash is a member-led congregation. As such, all members are expected to participate in congregational activities.

Article III – CONGREGATIONAL MEETINGS

Section 1. Annual Meeting

The Congregation shall hold an annual meeting of members during the period March 1 – April 30. The purpose of the annual meeting shall be the election of the Board of Directors and Standing Committee Chairs, the presentation of the annual reports of the Officers and Committee Chairs, and the Congregation's vote on the annual budget. Written notice (which may be via email) of the Annual Meeting shall be provided to all members at least twenty days prior to the date thereof.

Section 2. Special Meetings

Special meetings may be called by the President, or by a majority of the Board of Directors, or by petition of at least twenty voting members. Such a petition shall state the purpose of the meeting in writing.

Upon receipt of a request for a special meeting in accordance with Section 2(a) above, the Communications Chair shall mail or e-mail, or cause to be mailed or emailed, written notice containing the date, time, place, and purpose of the special meeting to each member of the Congregation at least ten days prior to the date of the meeting.

Section 3. Voting Procedures

- a. Ten percent of all voting members of the Congregation shall constitute a quorum for the transaction of business at annual and special meetings.
- b. Only members in good standing who are present at the meeting may vote.

Section 4. Meetings may be held in person, electronically, or by combination of both.

Section 5. Unless otherwise specified in these By-Laws, the current version of Robert's Rules of Order shall govern the conduct of the meetings of the Congregation.

Article IV – OFFICERS AND THE BOARD OF DIRECTORS

Section 1. As a 501(c)(3) nonprofit organization in accordance with the laws of the state of Pennsylvania, the Officers of the Congregation shall be the President, Vice President of Administration, Treasurer, and Communications Chair who shall serve as Secretary for the organization.

Section 2. The Board of Directors shall consist of:

- a. the Officers in Section 1 herein;
- b. Ritual Chair;
- c. Education Chair;
- d. Social Action Chair;
- e. Membership Chair; and
- f. during alternating years, either the President-elect or the immediate past President;
- g. in situations where the Board has lost an immediate past President, a Member at Large;
- h. any spiritual professional employed by the congregation shall serve as a non voting member of the Board;
- i. a member of Dor Ha'ba may serve as a non-voting member of the Board.

Section 3. Each Board member shall be elected by the Congregation and must be a member of the Congregation . With the exception of the President-elect and the immediate past-President, each Board member's term shall be two years plus one month after a member's successor was elected. The President-elect shall serve for one year before becoming President for a two-year term. After the two-year term as President, the holder of that office then serves one year as immediate past-President. The term of the immediate past-President shall end with the election of a new President-elect. During the month after the election of new board members, outgoing Board members will continue to serve but in an *ex officio* capacity.

Section 4. No Board member or Standing Committee Chair shall hold the same office or serve as chair of the same Committee for consecutive terms, except by the recommendation of the Nominating Committee and acceptance by the Board.

Section 5. All terms shall begin immediately after the election at the annual meeting.

Section 6. Participation in leadership roles is restricted to those who have made a commitment to Jewish values, traditions and community life. The offices of President and Ritual Chair which involve representation of the Congregation to the greater Jewish community are to be held by Jews. All other board positions are open to any member of the Congregation.

Section 7. Preference in nomination for Education Chair shall be given to a School



parent or active participant in prior School activities.

Section 8. The election of Board members shall be staggered in order to balance newly elected and continuing Board members. The Board may alter the staggering as circumstances warrant.

Section 9. If the President is unable to fulfill their duties for an extended period, then the Board shall choose a Board member to act as President pro tem. The President, with the advice and consent of the Board, shall appoint a member of the Congregation to fill any other Board vacancy, except that of immediate past-President. If a vacancy of the immediate past-President occurs, the President shall, with the advice and consent of the Board, appoint a member of the Congregation to serve as a Member-at-Large to serve for the remainder of the term of the immediate past-President.

Section 10. Any member of the Board may be removed by a two-thirds vote of the Board or a two-thirds vote of the members at a special meeting called for such a purpose.

Section 11. Board Meetings.

- a. The Board shall meet at least six times a year. Meetings may be held in person, electronically, or by combination of both.
- b. All meetings of the Board shall be open to members of the Congregation, except for Executive Sessions. Executive Sessions may be held only for sensitive and confidential issues such as personnel, legal, or security issues.
- c. The President is responsible for producing and disseminating the agenda in advance of the meeting. Items may be placed on the agenda by any Board member or Committee Chair, or by request of 10 congregants.
- d. Congregants may comment or ask questions at Board meetings following Board member comments on an agenda topic. The President may also allow a time for member comment on non-agenda items at either the beginning or the end of a Board meeting.

Section 12. Except as otherwise limited by these By-Laws, the Board shall govern the affairs of the Congregation, control the revenue and property, and promote the purpose and welfare of the Congregation. Among other things, it shall:

- a. Arrange place(s) of worship and education;
- b. Establish procedures for the fiscal management of the Congregation;
- c. Prepare a budget, including annual dues, for the annual meeting that must be approved by the Congregation;
- d. Modify the budget in light of fiscal exigencies. The Board must inform the Congregation of any cumulative budget modifications during the current year in excess of 10% of the total current annual budget;
- e. Designate one or more members of the Board, in addition to the Treasurer, who shall be authorized to sign checks and have access to the financial records on behalf of Congregation Dor Hadash;
- f. Authorize the employment, supervision, and discharge of the School Principal, Congregation Manager, Rabbi or Cantor, and other personnel, with the



exception of school teachers, aides and other school support personnel, as it may deem appropriate. The employment, supervision, and discharge of school teachers, aides and other school support personnel is the responsibility of the School Principal, with the advice and consent of the Education Chair.

- g. The issuance of public statements shall be determined by the Board through a policy which the Board shall establish and may from time to time update;
- h. Establish ad hoc committees, their functions, and their terms, and recognize auxiliary associations;
- i. Seek legal counsel and obtain appropriate insurance coverage as needed on behalf of the Congregation;
- j. Carry out long-term planning;
- k. Any member of the board to whom committees report shall be responsible for transmitting the contents of those reports to the board; and
- l. Interpret these By-laws.

Section 13. Description of Board Member Responsibilities.

Section 13.1. The President is responsible for leading the congregation. The president shall ensure the congregation's activities are compliant and in furtherance of its values. Among other duties, the president shall:

- a. Preside at all meetings of the Congregation and Board of Directors. Should the President be unable to preside, the President shall appoint another Officer to preside in their place. The President also shall sign all official documents other than those signed by the Treasurer;
- b. With advice and consent of the Board, appoint a chair to such ad hoc committees as are deemed necessary;
- c. Ensure that the annual membership meeting is held between March 1 and April 30 of each year;
- d. Call special meetings of the Board of Directors at their discretion or upon written request signed by three members of the Board of Directors or 10 congregants;
- e. Report at Congregational meetings on the state of affairs of the Congregation;
- f. Appoint a Nominating Committee Chair with the advice and consent of the Board;
- g. Nominate up to two Associate Treasurers from members of the Finance Committee. These nominations must be approved by the Finance Committee and then approved by the Board;
- h. Have the option to sit as an ex-officio member of all Committees; and
- i. Serve as the Board liaison to the Security Committee.

Section 13.2. The Vice-President of Administration shall, among other things:

- a. Have primary responsibility for the drafting and administration of Congregation contracts, leases and insurance policies;
- b. Assist the President, particularly in connection with responsibilities that include elements of administration, such as supervising and conducting year end evaluations of Congregation staff persons; interfacing with outside congregations or organizations; and helping to organize and administer ad hoc



- Congregation committees;
- c. Work in conjunction with the Treasurer on matters concerning Congregation finances, including the budget and investments; and
- d. Serve as the Board liaison to those committees not otherwise represented on the Board or otherwise designated in the Bylaws.

Section 13.3. The Ritual Chair shall, among other things:

- a. Serve as chair of the Ritual Committee.
- b. Oversee all ritual matters pertaining to congregational and community observances of Shabbat, Jewish festivals (yomai tov) and holidays (chagim), and other related events.
- c. In partnership with hired clergy, ensure that ritual aspects of life events are consistent with established Dor Hadash policies.
- d. Facilitate conflict resolution regarding Dor Hadash ritual policies and practices (minhagim).
- e. Serve as the Board liaison to the Hesed and Kehillah Committees and report to the Board on their behalf.

Section 13.4. Education Chair shall, among other things:

- a. Oversee all matters pertaining to the education of students enrolled in the Dor Hadash Religious School;
- b. Chair the Religious School Committee and serve as a liaison between school parents or guardians and the Dor Hadash Board;
- c. Supervise the Principal of the Dor Hadash Religious School, who will manage the youth education staff of the Dor Hadash Religious School;
- d. In the event of a vacancy, make recommendations to the Board for candidates for the position of School Principal. A two-thirds majority vote by the Board is needed to approve hiring or replacing a principal;
- e. With the Religious School Principal, hire Religious School teachers; and f. Serve as the Board liaison for the Learning and Programming Committee.

Section 13.5. The Treasurer shall, among other things:

- a. Oversee the fiscal management of the Congregation;
- b. Maintain suitable financial records so that the Congregation may comply with all applicable laws, including those relating to financial reporting, taxation, exemptions from taxation, and non-profit or ecclesiastical corporations, whether federal, state or local;
- c. Ensure that all required reporting to governmental authorities (such as tax returns) is completed;
- d. Monitor Dor Hadash investment accounts;
- e. Oversee payroll, ensuring that W-2s are issued to congregational employees and that 1099-MISC forms are sent to independent contractors;
- f. As keeper of records concerning dues, oversee the sending of annual dues statements to members, and reminders to members who have not yet paid their full dues;
- g. Ensure that members receive an annual statement of dues and donations paid

to the congregation.

- h. Administer any special purpose endowed funds such as the Reggel and Witt Funds.
- i. Make deposits and disbursements as authorized by the Board;
- j. Every other month, present to the Board an itemized financial statement;
- k. Present a yearly statement of the financial condition of the Congregation at the annual meeting of the Congregation;
- l. Be authorized to act as signatory on all financial accounts;
- m. Be authorized to waive part or all of the financial obligations of a member;
- n. Chair the Finance Committee;
- o. Deliver all money, books, records, and other properties pertaining to the office to a duly qualified successor.

Section 13.6. The Communications Chair shall, among other things:

- a. Function as the secretary of the corporation, ensuring that minutes are taken at all Congregational meetings and Board meetings, including Executive sessions; that minutes and other records are preserved as appropriate; and providing a copy of all minutes to the President;
- b. Oversee communications to the Congregation through the Kol, the congregational website, e-mail, and social media;
- c. Ensure that a current copy of the Dor Hadash Policies and Procedures is maintained on the members' section of the Dor Hadash website.
- d. Oversee the development, implementation and periodic updating of Dor Hadash's communications strategy with the larger community.
- e. Coordinate with the Congregation Manager or other appropriate Congregation administrator, Officer, or Committee chair with respect to all communication that is sent out, whether to Congregation members or to others, delegating responsibility as appropriate;
- f. Chair the Communications Committee to assist in these responsibilities; and
- g. Serve as the Board liaison to the Technology Committee.

Section 13.7. The Social Action Chair shall, among other things:

- a. Plan and coordinate congregation activities in furtherance of the Jewish value of "Tikkun Olam," undertaking short- and long-term projects which advance social justice and social action; and
- b. Chair the Social Action Committee.

Section 13.8. The Membership Chair shall, among other things:

- a. Chair the Membership Committee which shall, among other things, manage the recruiting, initiation, and welcoming of new members and maintain, or cause to be maintained, a current register of all members of the Congregation;
- b. Be authorized to waive part or all of the financial obligations of a member.

Section 13.9. The Member-at-Large shall, among other things:

- a. Serve as a voting member of the Board when there is a vacancy of the immediate past President.

Section 14. When an Officer or other Board position is shared, those co-officers or co Board members shall share one vote on Board matters.

Section 15. Through means of the Policies and Procedures, the Board may supplement and further delineate the responsibilities enumerated for the Board, Board members and any Committees.

Article V – STANDING COMMITTEES

Section 1. With the exception of the Nominating Committee Chair, The Standing Committee Chairs shall be elected at the annual meeting for a term of two years plus one month after a Committee Chair's successor was elected. Committee Chairs shall be permitted to serve successive terms. The chair of each Standing Committee shall appoint the members of the committee.

Section 2. The Security Committee shall, among other things, work to ensure the safety and security of the Congregation. The Board liaison for the Security Committee shall be the President.

Section 3. The Kehilah Committee shall, among other things, be responsible for coordinating the provision of food and drink at social activities after religious services, festivals, and special event celebrations. The Board liaison for the Kehilah Committee shall be the Ritual Chair.

Section 4. The Ritual Committee shall, among other things, plan and coordinate ritual activities, including regular services, life cycle events, and the ritual aspects of Jewish holiday observances and celebrations. The Ritual Committee works with the Hesed and Kehilah Committees as needed. The Ritual Committee meets at least monthly. It establishes the ritual calendar which it publishes quarterly both online and in the Kol. It coordinates the upkeep of the Sefirai Torah, siddurim, machzorim, chumashim, and religious objects. A member of the Ritual Committee serves as the b'nai mitzvah liaison, coordinating with the families of b'nai mitzvah, the religious school principal, and the Ritual Committee. Hired clergy will serve as non-voting members of the Ritual Committee.

Section 5. The Learning and Programming Committee shall, among other things, develop and supervise educational programs for members of the Congregation, and shall be responsible for developing and working to facilitate educational and other events that deepen our spiritual and cultural connections to Jewish traditions. The Board liaison for the Learning and Programming Committee shall be the Education Chair.

Section 6. The Religious School Committee shall, among other things, be responsible for coordinating with the Education Chair and the school principal to support the



school and its students.

Section 7. The Finance Committee shall, among other things, be responsible for supporting the Treasurer in furtherance of their fiscal duties and responsibilities. Upon nomination by the President, and approval by the Finance Committee and Board, up to two members of the Finance Committee may serve as Associate Treasurers who will assist the Treasurer in carrying out their aforementioned responsibilities, be authorized to act as a signatory on checking accounts, and fill in when the Treasurer is unable to attend Board meetings.

Section 8. The Social Action Committee shall, among other things, plan and coordinate activities in furtherance of the Jewish value of “Tikkun Olam,” undertaking short- and long-term projects which advance social justice and social action.

Section 9. The Communications Committee shall, among other things, support the Communications Chair in furtherance of their communications responsibilities.

Section 10. The Technology Committee shall provide technical support for services and programming. The Board liaison for the Technology Committee shall be the Communications Chair.

Section 11. The Membership Committee shall, among other things, support the Membership Chair to manage the recruiting, initiation, and welcoming of new members; and maintain a current register of all members of the Congregation.

Section 12. The Hesed committee shall, among other things, assist members with life cycle events, arrange for visitations and assistance to members who are ill, and manage the sales of cemetery plots owned by the Congregation. The Board liaison for the Hesed Committee shall be the Ritual Chair.

Section 13. The Nominating Committee shall be reconstituted annually as detailed in Article VI.

Section 14. The Standing Committee Chairs shall provide periodic reports of their committee’s activities to their Board liaison. The frequency of reporting shall be addressed in Policies and Procedures.

Section 15. The President, with the advice and consent of the Board, may establish additional ad hoc and long term committees as they see necessary. The names and charges of these committees shall be delineated and made public through Policies & Procedures.

Section 16. The Board may recognize auxiliary associations within the congregation. These associations may be governed under their own rules, so long as their mission aligns with that of Dor Hadash. Through means of the Policies and Procedures, the Board may further delineate these associations.

Article VI – NOMINATION AND ELECTIONS

Section 1. By November 15 of each year, the President, with the advice and consent of the Board, shall appoint a Chair of the Nominating Committee. The Chair shall appoint the members of the committee, making a good faith effort to include a broad representation of the Congregation. By December 1 of each year, the Board shall notify the Nominating Committee of any Officer and Standing Committee Chair position openings. The Nominating Committee shall solicit candidates for these positions, making a good faith effort to encourage candidates who are newer members, or members of constituencies otherwise underrepresented on the Board. Candidates for these positions may come forward on or before January 15. By February 1, the Nominating Committee shall advise the President of the Committee's nominees for each of the open positions. The written notice of the annual meeting will identify the Committee's nominees, as well as any additional candidates, will advise that additional nominations will be accepted from the floor at the annual meeting, and will describe voting procedures at the annual meeting.

Section 2. All candidates known at the time the notice is prepared shall be included in the written notice of the Annual Meeting.

Section 3. Such nominations shall include the name of the candidate, office or position for which they are nominated, and consent of the nominee to serve if elected.

Section 4. Only voting members in good standing in attendance in person or remotely at the Annual Meeting shall be eligible to vote. For each position, the candidate with the most votes shall be declared elected.

Article VII – AMENDMENTS

Section 1. Amendments to these By-Laws may be proposed by a two-thirds vote of all Board members or by thirty voting members of the Congregation, submitted in writing to the President at least two weeks prior to submission to a Congregational meeting for approval. Proposed amendments may be voted upon at any meeting of the Congregation provided copies of the proposed amendments have been provided to the members at least ten days prior to the date of the meeting. An affirmative vote of a majority of the voting members in good standing present at the meeting shall be sufficient to amend the By-Laws provided a quorum is present.

Article VIII – INDEMNIFICATION CLAUSE

Section 1. The Congregation hereby indemnifies and holds harmless the officers of Dor Hadash, the Board members and the committee chairpersons for their actions performed in the scope of their duties for Dor Hadash as officers, Board members and committee chairpersons to the fullest extent permitted by law, unless such member is



found guilty of or liable for fraud or other deliberate malfeasance. In each instance where indemnification is sought, the Board must approve the request for indemnification.

Article IX – DISSOLUTION

Section 1. Any proposal for dissolution of Dor Hadash must be submitted in writing and with notice to all members by mail, e-mail, or *Kol* no later than thirty days prior to the annual meeting.

Section 2. Dissolution requires approval of three quarters of all members in good standing as defined by Article II Section 6.

Section 3. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation 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 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Allegheny County, exclusively for such purposes as said court shall determine, which are organized and operated exclusively for such purposes.

*The first bylaws were adopted by a majority vote at the October 7, 1965 meeting of the Congregation and revised at the February 16, 1969 meeting of the Congregation. Additional Revisions were on October 20, 1974, July 11, 1976, August 14, 1977, June 4, 1989. On November 19, 1989 the bylaws to establish a board of directors were passed by a majority vote of the Congregation. Further amendments were adopted March 21, 1993; March 16, 1997; March 30, 2003; March 20, 2005; June 17, 2005; March 26, 2006; March 25, 2007; March 29, 2009, January 27, 2019, and March 29, 2020. The bylaws were revised March 29, 2015 incorporating all amendments and changes, and were again revised on March 29, 2020, March 14, 2021, and April 10, 2022.

