

The Federation Employment Service

N. Y. C.

Article I

Name and Object

Sec. 1 The name of the organization shall be THE FEDERATION EMPLOYMENT SERVICE.

Sec. 2 The object of the organization shall be to administer employment services of a placement, guidance, and research kind for Jews resident in New York City.

Article II

Membership

Sec. 1 Institutions affiliated with the New York or Brooklyn Federations of Jewish Charities may join upon approval of the Board of Directors.

Article III

Officers and Mode of Election

Sec. 1 The Board of Directors shall consist of two representatives each from the agencies cooperating in the employment centralization plan, THE FEDERATION EMPLOYMENT SERVICE. At least one of those representatives shall be a member of the board of directors of the cooperating institution. In addition to such representatives, the Board of Directors shall consist of three members-at-large.

Sec. 2 The representatives of the cooperating institutions shall be appointed by their boards of directors.

Sec. 3 Appointments of the three members-at-large shall be made by the majority vote of the Board of Directors.

Sec. 4 The following officers shall be elected annually by the Board of Directors from among the members of the Board: President, Hon. Vice-President, three Vice-Presidents, Treasurer, and Secretary.

Article IV

Business Men's and Advisory Councils

Sec. 1 The Business Men's Council shall be set up as a special adminis-

trative body for the purpose of stimulating employment opportunities among the industries in which they have influence. The Business Men's Council shall consist of such persons as may be invited to serve by the Board of Directors.

Sec. 2 The Advisory Council shall consist of as many experts in the field of labor, economics, and personnel as will accept such advisory posts upon invitation of the Board of Directors. The Advisory Council shall be set up as a special administrative body for the purpose of providing technical and professional counsel in problems of placement, guidance, and research.

Article V

Meetings

Sec. 1 The Board of Directors shall meet once each month, except during July and August.

Sec. 2 The Business Men's Council shall meet on such special occasions when the Chairman of the Board of Directors will issue instructions for the purpose.

Sec. 3 The Advisory Council shall meet quarterly throughout the year, in January, April, September, and October, for the purpose of reviewing the technical developments in the centralization experiment.

Article VI

Amendments

Sec. 1 This Constitution may be altered or amended by a vote of two-thirds of the entire membership of the Board of Directors, provided that notice of any proposed alteration or amendment shall have been given at least one meeting prior to the meeting at which the alteration or amendment is to be voted upon.

BY-LAWS

Article 1

Duties and Powers of Officers

Sec. 1 It shall be the duty of the Chairman, or in his absence of the Vice-Chairman, to preside at all meetings of the Board of Directors, the Business Men's Council, and the Advisory Council, and to act under the rules prescribed by parliamentary law and usage. The Chairman shall have the power to appoint all standing and special committees.

Sec. 2 The Secretary shall, under instructions from the Chairman, be the medium through which THE FEDERATION EMPLOYMENT SERVICE shall maintain communication with other organizations and with the public. He shall keep a record of all the proceedings of Board meetings, and shall notify members of general and special meetings, and shall have charge of all the records of the organization.

Sec. 3 The Treasurer shall receive all the monies of the organization and disburse the same under the direction of the Board of Directors. He shall keep a full and correct account of his transactions, and report to the Board in writing at its regular meeting each month. It shall be his duty to take charge of all the securities and valuable papers of the organization and shall deposit the same in the name of the organization in a trust company or safe deposit vault, access to which shall be had only by the Treasurer, the Chairman, the Vice-Chairman, and the Chairman of the Finance Committee, at which time at least two of the above designated officers shall be present. The Treasurer shall make an examination of the books, records, vouchers, financial accounts, and all other written or documentary matter referring to or explaining the financial conditions of the organization at least once a year.

Sec. 4 The Board of Directors shall have the power to make and adopt rules and by-laws for its government and the government of the organization, not inconsistent with the Constitution.

Sec. 5 In case of any vacancy occurring in the Board of Directors, the Board shall have the power to ask the cooperating institution to fill the same before next Board meeting after such vacancy occurs.

Article II

Standing Committees

Sec. 1 The following standing committees shall be appointed by the Chairman of the Board of Directors, each committee to consist of at least three members of the Board:

Committee on Finance

Article III

Duties of Committees

Sec. 1 The Committee on Finance shall supervise all the financial affairs (including the budget) of the organization, and shall keep full and correct account of all appropriations made by the Board. It shall keep the properties of the organization properly insured.

Article IV

The Order of Business for Board Meetings

Sec. 1 First, roll call
Second, reading of the minutes
Third, communications from the chair
Fourth, report of standing committees
Fifth, report of special committees
Sixth, old business
Seventh, new and miscellaneous business
Eighth, election of officers

Sec. 2 Cushing's Manual of Parliamentary Law and Practice shall be the standard of authority controlling the parliamentary actions of the Board.

Article V

Amendments to By-Laws

Sec. 1 These By-Laws may be altered or amended by a vote of two-thirds of the entire membership of the Board. But no amendment to these By-Laws shall be adopted by the Board of Directors unless such amendment shall have first been presented at the previous meeting of the Board and a copy sent to each Director.