

BYLAWS OF CONGREGATION B'NAI ISRAEL SISTERHOOD

ARTICLE I: NAME

This organization shall be known as Congregation B'nai Israel Sisterhood and shall be affiliated with Women's League for Conservative Judaism.

ARTICLE II: MISSION

The mission of Congregation B'nai Israel Sisterhood, affiliated with Women's League for Conservative Judaism, is to strengthen and unite the women of the synagogue and support them in efforts to understand and perpetuate Conservative/Masorti Judaism in the home, synagogue, and community; and to reinforce their bonds with Israel and with Jews worldwide.

As a religious organization affiliated with Women's League for Conservative Judaism and with the Conservative/Masorti Movement, Congregation B'nai Israel Sisterhood recognizes its responsibility to its membership to formulate ideals of leadership that can serve as a standard toward which all members can strive.

In this spirit, the following cornerstones of commitment and observance, consistent with the *halakhah* of the Conservative Movement, are set forth:

- o *Shabbat and Yom Tov*
- o *Kashrut*
- o Synagogue
- o Jewish Study
- o *Tzedakah*
- o Israel

The ultimate goal for Congregation B'nai Israel Sisterhood's membership is ascending achievement in personal Jewish development. It is the express hope that our leadership will provide the paradigm for others to emulate.

ARTICLE III: MEMBERSHIP

Section 1:

Eligibility

Any woman agreeing to the above mission is eligible to become a member upon the payment of dues.

Section 2. Ex-Officio Members:

An ex-officio member is one who is not required to pay dues to the Sisterhood. Rabbi's wife, Cantor's wife, Educational Director's wife, or women serving as the Rabbi, Cantor or

Education Director, shall be Ex-Officio members, with full power of voice and vote so long as they hold such positions.

ARTICLE IV: DUES - FISCAL YEAR

Section 1:

Dues

- A. Dues shall be paid annually, in the amount fixed by the Board of Directors.
- B. The fiscal year is from July 1 to June 30.

Section 2: Per Capita

Dues to Women's League for Conservative Judaism shall be the amount set by Women's League. These per capita dues shall be included in the annual dues and forwarded to Women's League annually.

Section 3: Arrears

Any member in arrears for one year's dues shall be dropped from membership.

ARTICLE V: OFFICERS - EXECUTIVE COMMITTEE - BOARD OF DIRECTORS - TRUSTEES

Section 1: Eligibility

- A. To be eligible to serve as an officer or member of the board of directors a member must be a synagogue member.
- B. To be eligible to serve as an officer, a member must have been a member of the organization for at least one year, and a member of the congregation.
- C. To be eligible for the presidency, in addition to A. and B. above, a woman must be Jewish. **In the case of a co-presidency, at least one of the nominees must be Jewish.**

Section 2: Officers and Trustees

A. Elected Officers

President or Co-Presidents(2)	Program Vice President
President(s)-Elect	Recording Secretary
Membership Vice-President	Corresponding Secretary
Ways and Means Vice President	Financial Secretary Cultural
Vice-President	Treasurer
Torah Fund Vice President	

and such additional officers as may be needed to carry out effectively the work of the organization.

B. Trustees

There shall be up to three trustees: the immediate Past President **or co-presidents**

(2), and two other past presidents or co-presidents (up to 4).

C. Terms

Officers and trustees shall be elected for a term of two years and shall hold office until their successors are elected and installed. No officer shall be eligible for more than two successive terms in the same office, or a total of four years. Any exceptions must be approved by the board.

D. Vacancies in Office

1. Vacancy in the office of president or co-presidents shall be filled for the unexpired term through appointment, by majority vote of the executive committee, after consideration of the candidates proposed by the nominating committee. A vice president calls the executive committee meeting. The chair of the Nominating Committee announces the appointment. If the remaining co-president decides to complete the term by herself, she may do so with the approval of the Sisterhood Board
2. Vacancies in any other office shall be filled by appointment for the unexpired term by the president, on recommendation of the standing nominating committee, and approval of the executive committee.
3. For the purpose of determining when an officer or a board member has served a term of office, service for one-half a term shall be regarded as a full term, provided the written resignation is for valid reasons, as determined by the executive committee.

Section 3: Executive Committee

- A. The executive committee shall consist of the president or co-presidents (2), who is its chair, the president-elect, the immediate past president or co-presidents (2), vice presidents, secretaries, and the treasurer.
- B. The president or co-presidents (2) may invite to executive committee meetings, at her option, any member whose presence may be necessary or helpful in forwarding the specific business for which a meeting is called.
- C. The executive committee shall have power to authorize emergency expenditures not to exceed \$500 and shall report such action to the board of directors.

Section 4: Board of Directors

The management of the sisterhood shall be vested in a board of directors, which shall consist of all the officers and directors, with the president or co-presidents (2) as chair, as follows:

A. Members

1. Ex-Officio Members

- a. A past president or past co-presidents (2) shall be an ex-officio member of the board with voice and vote, for the immediate 5 years following service as president or co-presidents (2). After the immediate five years, in order to be a board member, if asked to serve, the past president or past co-presidents (up to 4) must indicate to the president or co-presidents (2) or nominating committee a desire to serve, and accept the full rights and responsibilities of a director.
- b. Women serving as the rabbi, cantor or education director/chair shall be ex-officio members, with full power of voice and vote as long as they hold such positions.
- c. Members of Women's League board and region board of directors shall be ex-officio members of the board with voice and vote as long as they hold such positions.

2. Elected Directors

- a. The elected directors shall be elected for a term of two years, the number to be 10% of the members are in good standing.
- b. No elected directors shall serve more than two consecutive terms, or four consecutive years. One year must elapse before she is eligible for re-election. Any exceptions must be approved by the board.

3. Presidential Appointments to the Board

The president or co-presidents (2) may appoint, with approval of the executive committee, additional board members to the board of directors in numbers not exceeding two. Appointees serve to the end of the president's or co-presidents (2) term.

B. Absences

If a member of the board of directors is absent from three consecutive board meetings, without sufficient excuse sent to the corresponding secretary or president or co-presidents (2), her position shall be declared vacant, provided she is contacted by the corresponding secretary after the second absence takes place.

C. Removal of Officers

An Officer of the Board may be considered for removal due to failure to carry out her duties enumerated herein, failure to carry out fiduciary responsibilities, failure to carry out directions of the Board, or other cause determined by the Board.

ARTICLE VI: DUTIES OF OFFICERS AND BOARD OF DIRECTORS

Section 1: The president or co-presidents (2) shall:

- Preside at all meetings, conduct the business prescribed by the bylaws, preserve order and see that the officers fulfill their duties properly.
- Designate a vice president or the president(s)-elect to serve and preside in her absence.
- Appoint committees and delegates with approval of the executive committee unless otherwise provided.
- Sign and/or countersign all official documents.
- Supervise elections.
- Act as an ex-officio member of all committees, except the nominating committee.
- Represent the organization on the board of the congregation.
- Serve as an official delegate to the Women's League biennial convention, region meetings and conferences, all expenses to be paid by the sisterhood. NOTE: In the event of the inability of the president or co-presidents (2) to attend the biennial convention or region meetings, she shall appoint an alternate, preferably a vice president, to attend in her stead. Sisterhood shall pay the alternate delegate's expenses.
- Deliver all property of the organization to her successor before installation.

Section 2: The president(s)-elect shall:

- Assist the president or co-presidents (2) in the discharge of her duties.
- Preside as president in the event of absence, resignation, or inability of the

president to discharge her duties. Once elected to office, the president(s)-elect shall automatically advance to the office of president.

Section 2: The vice presidents shall:

- Assist the president or co-presidents (2) in the management of the organization and preside in her absence, if designated by her.
 - Be responsible for the administration of an area of activity, such as Membership, Ways and Means, Cultural, Program, Torah Fund, etc.
 - Deliver all property of the organization to her successor before installation.

Section 3: The recording secretary shall:

- Keep true and correct minutes of proceedings of all regular, board, executive committee and special meetings.
 - Submit a copy of minutes to the president at least one week in advance of the next meeting.
 - Collect all documents and reports for filing.
 - Send notices of meetings to board members
 - Deliver all property of the organization to her successor before installation.

Section 4: The communication/corresponding secretary shall:

- Send the correspondence required of secretaries, including cards and letters.
- Submit membership list to Women's League, when asked.
- Deliver to successor all property of the organization before installation.

Section 5: The financial secretary shall:

- Record reservations and collect and record money for Sisterhood events and functions.
- Welcome attendees at Sisterhood events and functions, record attendance and collect any additional monies.

- Submit records and monies collected at Sisterhood events and functions to the treasurer, and report reservations and number of attendees to the Sisterhood Board.
- Serve on the budget committee.

Section 6: The treasurer shall:

- Receive from the financial secretary, project chairs and board members all monies of the organization and shall issue receipts for same.
- Pay all vouchers and requests for reimbursement approved by the board.
- Keep a strict accounting of all receipts and disbursements.
- Remit the League's per capita dues upon collection.
- Submit books for audit as requested.
- Serve on the budget committee.
- Deliver to successor all property of the organization before installation.
- Keep correct records of all monies received from membership dues and other sources.
- Keep the financial records in such a manner that all accounts between the organization and its members be known at once.
- Maintain a separate record of the Women's League per capita dues, which are payable to the League by the treasurer upon collection.

Section 7: Trustees

Trustees shall act as advisors to the president or co-presidents(2) and the board.

Section 8: Board of Directors

Each member of the board of directors shall:

- Implement the bylaws and adopt policy.
- Approve the budget.
- Notify the president or co-presidents(2) or recording secretary if unable to attend meetings.
- Serve on committees in capacity of chair, secretary, or committee member as appointed.
- Support fundraising and cultural projects.

- Cooperate with the membership committee to recruit and retain members.
- Represent the standards of the sisterhood in the community.
- Attend Women's League training programs as possible.
- Attend region/area meetings and events as possible.
- Participate in the Women's League Torah Fund campaign.
- Deliver to successor all property of the organization before installation.

ARTICLE VII: MEETINGS

Section 1: Regular Meetings

General meetings of the organization shall be held six times a year. This might take place during a planned program.

Section 2: The Executive Committee

The executive committee, at the call of the president **or co-presidents (2)**, shall convene as necessary during the fiscal year.

Section 3: Board Meetings

- A. The board of directors shall meet monthly as possible.
- B. A special directors meeting for the newly elected officers and board members shall be held no later than 30 days after installation and include training provided by the League.

Section 4: Special Meetings

- A. The president **or co-presidents (2)** may call special meetings, if she deems it necessary.
- B. A written request by five members may be made to the president for a special board meeting, stating the nature of the call for the special meeting.
- C. At special meetings only the business mentioned in the call may be transacted.

Section 5: Quorum

- A. **Four** members of the executive committee shall constitute a quorum at Executive Committee Meetings.
- B. **Eight** members of the board of directors shall constitute a quorum at board meetings.
- C. **Sixteen** members shall constitute a quorum at general meetings.

ARTICLE VIII: STANDING COMMITTEES

Section 1: Establishment

The board of directors shall establish standing committees, special committees, and/or task groups as it deems necessary.

Section 2: Composition and Appointment

At the beginning of her administration, the president **or co-presidents (2)** shall appoint the chair and members of all committees with the approval of the board of directors.

ARTICLE IX: NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee

A. Near the beginning of her term, the president **or co-presidents (2)** shall appoint a nominating committee consisting of its chair plus **four** other members, which shall include **three** from the board of directors and **one** from the general membership.

B. No alternates shall be appointed.

C. The nominating committee proposes the slate of officers and elected directors.

Note: Elected directors can be nominated with or without portfolio

D. The nominating committee functions throughout the administration and submits names to fill vacancies as required.

Section 2: Submission of the Slate

In March or April of every other year, the nominating committee shall, at least 30 days before elections, inform the board of directors of its proposed slate, and at the same time, submit in writing the proposed slate to the general membership and to the region nominating committee chair.

Section 3: Nominations by Petition

Nominations may also be made by a written petition from five or more members in good standing and submitted to the chair of the nominating committee, not later than 15 days after the report of the nominating committee is circulated to the general membership, provided the written consent of the person nominated is included.

Section 4: Notice of Election

A. The report of the nominating committee plus the nominations by petition shall be sent to the membership at least seven days before elections, and immediately to the region nominating committee chair.

B. If there is more than one candidate, names are listed alphabetically.

C. The president or co-presidents(2) conduct the meeting.

Section 5: Voting

In the absence of additional nominations, the report of the nominating committee shall become the electoral ballot. In the event of more than one candidate for any office, voting shall be by closed ballot. The president or co presidents (2) announce the results of the vote.

ARTICLE X: AMENDMENTS

Section 1:

Amend/Alter/Repeal/Adopt

The members of the Sisterhood have the power to amend, alter or repeal these bylaws and to adopt new bylaws by a vote of two-thirds of the members present and voting.

Section 2: Presentation

- A. Amendments to these bylaws shall be submitted in writing to the board of directors, by the bylaws revision committee, chaired by the parliamentarian.
- B. Petition to the board of directors for amendment or revision shall be submitted in writing by no fewer than five members in good standing.
- C. Amendments to these bylaws shall be submitted to the region parliamentarian for evaluation before being voted upon by the membership.

Section 3: Distribution

Amendments recommended by the board of directors and evaluated by the region parliamentarian shall be sent to each member of the sisterhood. Following this notice, the amendment shall be voted upon at a regular meeting.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The proceedings of all meetings shall be governed by these bylaws, the parliamentary policy recommendations of Women's League, the bylaws of the Pacific Southwest Region of Women's League, and in all points not covered thereby, by Robert's Rules of Order Newly Revised in its most recent edition.

Adopted _____ Date _____ President
or Co-Presidents (2)

Parliamentarian _____