

# Bylaws of the Neveh Shalom Sisterhood – 1922

Amended June, 2017, revised November 27, 2018; December 2021/January 2022

## Mission Statement

The Congregation Neveh Shalom (CNS) Sisterhood mission is to bring women of diverse ages, backgrounds, and interests together to serve our Congregation and community, as well as to enrich our lives through personal growth and friendship.

## Article I – Name

The name of this organization shall be the CONGREGATION NEVEH SHALOM SISTERHOOD (Sisterhood), and the organization shall be affiliated with the Women’s League for Conservative Judaism (WLCJ).

## Article II – Purpose

- Section 1. To facilitate intergenerational friendships and create a women’s family of friends.
- Section 2. To further our commitment to Jewish ideals, culture, education, spirituality, Tikkun Olam (social action), and leadership development. To stress ethical and religious practices in everyday living, and to foster a sense of communal responsibility on the part of its members, bringing about a greater awareness of their civic responsibilities.
- Section 3. To cooperate with Women’s League of Conservative Judaism and the Torah Fund Campaign.
- Section 4. To serve the goals of CNS, and to provide financial support for the religious school, the synagogue, and the local Jewish community.
- Section 5. No Sisterhood business shall be conducted on Shabbat or Jewish Holy Days. At Sisterhood events, dietary laws as directed by the synagogue shall be followed.

## Article III – Membership

Any woman interested in the above may become a member upon payment of annual dues. Any female clergy of Congregation Neveh Shalom, female spouse or partner of clergy of the Congregation will be given Honorary Membership to the Sisterhood.

Any woman who is a dues paying member upon turning 80 years of age or older may become an Honorary Member of the Sisterhood.

Honorary Members of the Sisterhood must pay the per capita annual dues to become a part of the WLCJ.

## Article IV – Dues

- Section 1. The fiscal year shall begin July 1 and end June 30 of each year.
- Section 2. The annual dues shall be set by the Board of Directors and shall include the per capita dues of the WLCJ.
- Section 3. The Financial Secretary with the approval of the current President can make exceptions due to financial hardship.

## Article V – Board of Directors

- Section 1. To be eligible to be elected to the Board, a woman must be a member in good standing of the Sisterhood. Any member in good standing of the Sisterhood may be appointed to the Board. To be eligible to serve as President, a woman must additionally have been a member of the Board of Directors of the Sisterhood for at least one (1) year and must be a member in good standing of the Congregation.

- Section 2. A woman may serve in more than one office, but no woman can serve in the offices of both President and any Secretary, President and Treasurer, or Treasurer and Financial Secretary. A woman serving in more than one position has only one (1) vote.
- Section 3. Officers shall be elected for a term of two (2) years and shall hold office until their successors are elected and installed, but no officer shall be eligible for more than two (2) successive terms in the same office or a total of four (4) successive years. No Board member shall serve as an officer in the same capacity for more than four (4) successive years. Committee Chairs are appointed by the President and have a full voice and vote at the Board meetings, and there are no term limits for Committee Chairs.
- Section 4. The management of the Sisterhood shall be vested in a Board of Directors, under the direction of the President, which shall consist of all the officers, members-at-large, ex-officio members (immediate Neveh Shalom Sisterhood past-president), and the Committee Chairs of the Bylaws, Budget, Gloria Bacharach Judaica Shop, Programming, and Torah Fund Committees and any members serving on the WLCJ. Past Presidents shall be an ex-officio member of the Board for the immediate five (5) years following their service unless they take another Board position.
- Section 5. The Executive Board shall consist of the President, who is its Chair, the Immediate Past President, Vice President(s), Secretaries, and Treasurer. The President may invite to Executive Board meetings any member whose presence may be necessary or helpful in forwarding the specific business for which a meeting is called. The Board shall have the power to authorize non-budgeted expenditures and shall report such action to the Board of Directors.
- Section 6. The Sisterhood Board may at any time engage a qualified accountant to audit the books of the Sisterhood or may request a review of the books by the Synagogue Treasurer.

### **Article VI – Officers**

The officers shall be a President, and may include a Co- President/Vice President(s), Communications/Correspondence Secretary, Recording Secretary, Financial Secretary, Treasurer(s), the Immediate Past President(s), and such additional members as may be needed to carry out effectively the work of the Sisterhood.

### **Article VII – Duties of the Officers & Board of Directors**

- Section 1. **President and/or Co-President**
- A. Preside at all meetings, conduct the business as prescribed by these Bylaws, preserve order, and see that the officers fulfill their duties properly.
  - B. Convene Budget Committee consisting of Treasurer(s), Chair of the Membership Committee, Financial Secretary, and President Elect.
  - C. Supervise elections.
  - D. Act as an ex-officio member of all committees except the Nominations Committee.
  - E. Represent the Sisterhood on the CNS Board and Executive Board and on the Board of NxNW Region of WLCJ.
  - F. Serve if possible as an official delegate of the Sisterhood to the Women’s League Convention and Region Conferences; in the event that the President is unable to attend the Convention or Conference, she shall appoint an alternate.
  - G. Appoint, at the beginning of or during her term of office, Chairs of the Bylaws, Budget, Gloria Bacharach Judaica Shop, Programming, Nominating Committee (as outlined in the guidelines in Article X), and Torah Fund Committees, and such

other committees as she may find necessary; with the approval of the Board of Directors.

- H. Track attendance and contact Board members who have missed 3 meetings per fiscal year to ensure they are still committed. Terminate and appoint new Board member to replace the individual who was terminated.

Section 2. **Vice President(s)**

A. Vice President(s)

1. Serves as Chair(s) of the Membership Committee, unless otherwise agreed upon by the Executive Committee.
2. Carry out the responsibilities of the President in the event of her absence or inability to act, or if she resigns or vacates the office.
3. Assist the President(s) in the discharge of duties.
4. Oversee the work of the Sisterhood Committees.

Section 3. **Communications/Correspondence Secretary (s)**

- A. Choose members, as needed, to serve on a Communications/Correspondence Committee and serve as chair thereof.
- B. Send out cards acknowledging Sisterhood Member life-cycle events.
- C. Forward all communications to members upon request from President.
- D. Deliver all materials to successor after installation.

Section 4. **Recording Secretary**

- A. Record all Sisterhood proceedings.
- B. Be custodian of records of all Sisterhood Business Meetings, including Minutes and Treasurer's Reports.

Section 5. **Financial Secretary**

- A. Keep records of all membership information and dues paid.
- B. Maintain an up-to-date membership roster and distribute the roster to Sisterhood members upon request.
- C. Correct and update membership to Women's League.
- D. Serve on Membership Committee and Budget Committee.
- E. Provide appropriate Membership numbers to Treasurer to ensure per-capita payment is accurately paid when due to WLCJ.

Section 6. **Treasurer**

- A. Receive all monies of the Sisterhood and send notification of dues received to the Financial Secretary.
- B. Keep correct financial records, including documentation of receipts and disbursements.
- C. Pay all bills as budgeted and/or approved by the Board.
- D. Send per capita payment to WLCJ as directed by the Financial Secretary.
- E. Prepare monthly and year-end Income/Expense Reports and present them to the Board.
- F. Serve on the Budget Committee

Section 7. **Immediate Past President**

- A. Advise members of the Executive Committee.

- B. Serve as chair of the Nominating Committee.
- C. Serve on the Budget Committee.
- D. May also serve as Parliamentarian.

Section 8.

**Members of the Board of Directors**

- A. Implement the Bylaws and policy, as needed.
- B. Approve the budget prepared by the Budget Committee, with such changes as required by the Board.
- C. Notify the President or Communications/Correspondence Secretary(s) if unable to attend meetings.
- D. Serve on committees in the capacity of Chair or committee member, as appointed.
- E. Attend at least 50% of all Board Meetings. Board Members who have missed 3 meetings without notification to the President or Correspondence Secretary they will be contacted by the President(s) to confirm they are still committed to the Board. Termination of Board Member may apply.
- F. Support Sisterhood functions, including meetings and events.
- G. Cooperate with the Membership Committee to recruit and retain members.
- H. Observe the standards of the Synagogue during Sisterhood functions.
- I. Attend Women's League training programs.
- J. Deliver all property of the Sisterhood in her possession to her position successor or Sisterhood President before leaving office.

**Article VIII - Budget and Audit**

Section 1. An annual budget shall be compiled by a Budget Committee designated by the Executive Board and shall be presented for adoption at the first Board Meeting of the fiscal year.

Section 2. Audit: the Board may at any time engage a qualified accountant to audit the books of the Sisterhood or may request a review of the books by the Synagogue Treasurer.

**Article IX - Meetings and Events**

Section 1. Sisterhood general meetings and/or events shall be scheduled in accordance with fulfilling the Mission Statement and Purpose as stated above.

Section 2. Board Meetings shall be held monthly from July to June unless otherwise specified. Executive Board Meetings may be held at the discretion of the President. Any cancellation of a Board Meeting will be in writing.

Section 3. A special meeting of the Sisterhood Board may be called at the discretion of the President. The special meeting should be limited to the purpose for which the meeting is called.

Section 4. One-half (1/2) of the members of the Board of Directors will constitute a quorum at a Board Meeting. During a General Meeting a quorum is those that are present. A quorum can include those attending electronically. At a meeting at which there is a quorum present, a simple majority affirmative vote is required to pass a motion.

Section 5. Proxy votes must be submitted in writing, signed and delivered to the Sisterhood President or sent from a personal email to the Sisterhood President.

Section 6. The proceedings of all meetings shall be governed by these Bylaws, the Bylaws of the NxNW Region of Women's League, and on all points not covered thereby, by Roberts' Rules of Order, Newly Revised in its most recent edition.

## **Article X – Nominations, Elections and Vacancies**

- Section 1. As soon as possible after installation, but at least by the end of the first year, the President shall appoint a Nominating Committee consisting of at least five (5) members, two (2) members from the Board and two (2) members from the membership at large, with the Immediate Past President serving as Chair of the Nominating Committee. If the President is elected for a second term, the Chair of the Nominating Committee shall be appointed by the current President. This committee shall function throughout the entire year.
- Section 2. Submission of the Slate: The Nominating Committee shall submit its slate to the Board of Directors two months before the elections. The slate shall be submitted to the general membership at least thirty (30) days before the election. Revisions to the slate from the membership need to occur within 10 days of receipt of the Slate
- Section 3. Nomination by Petition: Nomination may also be made in writing by a member in good standing, submitted to the Chair of the Nominating Committee, together with written consent of the person nominated.
- Section 4. Notice of Election: Should there be a revised Slate, the completed slate shall be sent in writing to the entire membership at least fifteen (15) days before the election.
- Section 5. Time of Election: Election of officers shall take place at a Spring meeting, and installation of officers shall take place as soon thereafter as feasible, but not later than July 1.
- Section 6. Voting: In the absence of additional nominations, the report of the Nominations Committee shall become the electoral ballot. In the event of more than one candidate for any office, the Nominating Committee shall determine the process for creating closed ballot voting.
- Section 7. Vacancies:
1. Vacancy in the office of President 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. The Vice President shall call the Executive Committee meeting. The Chair of the Nominating Committee shall announce the appointment.
  2. Vacancies in any other office shall be filled by appointment for the unexpired term by the President, selected from recommendations of the Nominating Committee, and with the approval of the Executive Committee.

## **Article XI – Amendments**

- Section 1. Amendments to these By-Laws may be made by a majority vote of those present at any general meeting of the organization, or at a special meeting called for that purpose, provided said amendment has been presented to the Board and submitted in writing general body at least one(1) week preceding the meeting at which it is to be voted upon.
- Section 2. These By-Laws shall be reviewed every four (4) years, unless the Executive Committee requests and earlier review. A minimum of three (3) members of the Executive committee shall perform the By-Laws review.
- Section 3. Any provision of these Bylaws can be suspended by a majority vote at a regular meeting of the Sisterhood.

(Dates and Signatures on next page.)

Approved by the CNS Sisterhood Membership on: \_\_\_\_\_

Sisterhood President(s) as of date adopted: \_\_\_\_\_

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CNS Sisterhood Parliamentarian signature: \_\_\_\_\_

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