

## B'nai Aviv Sisterhood Bylaws

### **ARTICLE 1: NAME**

This organization shall be known as B'nai Aviv Sisterhood and shall be affiliated with Women's League for Conservative Judaism and under the auspices of B'nai Aviv.

### **ARTICLE II: MISSION**

The mission of B'nai Aviv Sisterhood 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 Jews worldwide.

As a religious organization affiliated with Women's League for Conservative Judaism and with the Conservative/Masorti Movement, the B'nai Aviv 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 halakha of the Conservative Movement, are set forth:

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

The ultimate goal for the B'nai Aviv 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**

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

### **ARTICLE IV: DUES – FISCAL YEAR**

Section 1: Dues

A. The annual dues are:

- \$36 for B'nai Aviv members in good standing.
- \$118 for non- B'nai Aviv members.

- The fiscal year is from July 1-June 30
- Dues can be adjusted annually by a majority vote of the Sisterhood Board.

#### Section 2: Per Capita

The per capita dues of Women's League shall be included in the amount of annual dues, entered separately upon the books of the organization, regarded at all times as the property of Women's League, and is to be forwarded to Women's League in full, upon collection.

### **ARTICLE V: OFFICERS /Board of Directors**

#### Section 1: Eligibility

- A. To be eligible to serve as an officer, or member of the Board of Directors, a member must be Jewish.
- B. To be eligible to serve as an officer, a member must have been a member of the Sisterhood for at least one year, and a current member in good standing of B'nai Aviv.

#### Section 2: Board

The Board shall consist of one President or two Co-Presidents, Programming Vice President, Communications Vice President, Social Media Vice President, Membership Vice President, Recording Secretary, Treasurer, Immediate Past President and such additional officers as may be needed to effectively carry out the work of the organization.

- A. Terms:  
Officers shall be elected for a term of two years and shall hold office until their successors are elected and installed.
- B. Vacancies in Office:
  1. Vacancy in the office of president shall be filled for the unexpired term through appointment, by majority vote of the Board of Directors, after consideration of the candidates proposed. The programming vice president calls the executive committee meeting.
  2. Vacancies in any other office shall be filled by appointment for the unexpired term by the president or co-presidents.
  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 Board of Directors
- C. Presidential Appointments to the Board of Directors:  
The president or co-presidents may appoint, with approval of the Board, members to a committee as needed. Appointees serve to the end of the president's term.

D. Absences:

If a member of the Board of Directors is absent from three consecutive Board meetings, without sufficient excuse sent to the secretary or president(s), her position shall be declared vacant.

E. Responsibilities of Officers/Board members:

- Attend meetings/events regularly
- Notify the president(s) or recording secretary if unable to attend
- Be familiar with and implement the Sisterhood bylaws and policies.

**ARTICLE VI: DUTIES OF OFFICERS**

Section 1: The President:

- Preside at all meetings, conduct the business prescribed by the bylaws, preserve order and see that the officers fulfill their duties properly.
- Designate a co-president or vice president to serve and preside in her absence.
- Appoint committees and delegates with approval of the Board unless otherwise provided.
- Sign and countersign all official documents, checks and vouchers with the treasurer.
- Supervise elections.
- Act as an ex-officio member of all committees, except the nominating committee.
- Provide monthly email updates to the membership and submission to the Kol B'nai Aviv newsletter.
- Welcome new members.
- Represent the organization on the Board of Directors of B'nai Aviv and attend monthly Board meetings.
- Serve as an official delegate to the Women's League biennial convention, regional meetings and conferences; all expenses to be paid for by the sisterhood.
  - o Note: In the event of the inability of the president to attend the biennial convention or regional meetings, she shall appoint an alternate to attend in her stead. Sisterhood shall pay the alternate delegate's expenses.
- Deliver all property of the organization to her successor before installation.
- Liaison with the Women's League.
- Approve all communications prior to distribution.

Section 2: The vice presidents shall:

- Be responsible for the administration of an area of activity, such as membership, education, etc.
- Deliver all property of the organization to her successor before installation.
  - A. Membership Vice President shall:
    - o Maintain accurate lists of all members including B'nai Aviv Synagogue sisterhood members and non-B'nai Aviv Synagogue sisterhood members.
    - o Reach out to new synagogue members.

- Attend or designate a delegate to represent the sisterhood at synagogue events that may result in membership opportunities.
- B. Social Media Vice President shall:
  - Attend events or designate a representative to take pictures at all sisterhood events and post on social media.
  - Collaborate with the Communications Vice President and Co-Presidents as needed.
- C. Communications Vice President shall:
  - Generate monthly emails regarding upcoming events.
  - Generate reminder emails 1 week prior to all events.
  - Send a welcome email to all new sisterhood members indicating what sisterhood is as well as showcase recent events.
  - Coordinate RSVP's and Flyers with committee chairs.
- D. Programming Vice President shall:
  - Act as an ex-officio member of all programming sub-committees.
  - Oversee all event committee chairs.
  - Liaison between committee chairs and the Board.
  - Works with the Communication Vice President to coordinate flyers and RSVP.

Section 3: The Recording Secretary shall:

- Keep true and correct minutes of proceedings of all regular meetings, Board meetings and special meetings.
- Submit a copy of the minutes to the president at least one week prior to the next meeting.
- Collect all documents and reports for filing.
- Keep policy book.
- Deliver all property of the organization to her successor before installation.

Section 4: The Treasurer shall:

- Provide an annual accounting of the budget to the B'nai Aviv Board of Directors as noted in their by-laws.
- Keep correct records of all monies received from membership dues and other sources.
- Collect all dues and issue a receipt for the money.
- Keep the financial records in such a manner that all accounts between the organization and its members can be immediately upon request .
- Notify members of delinquencies as stated in Article IV.
- Maintain a separate record of the Women's League per capita dues, which are payable to the League upon collection.
- Correct and update membership printouts for the League.
- Deliver to successor all property of the organization before installation.

Section 5 Immediate Past President shall:

- Be a non-voting member of the Board.

- Provide advice and council as necessary.

## **ARTICLE VII: MEETINGS/EVENTS**

### Section 1: Regular Meetings/Events:

Regular meetings/events of the organization shall be held 8-10 times per year.

### Section 2: The Board of Directors

- The Board of Directors, at the call of the president, shall convene at least four times during the fiscal year.
- Any new business to be presented at the Board meeting needs to be approved by the president 48 hours prior.

### Section 3: Special Meetings:

- The president may call special meetings, if she deems it necessary.
- A written request by five sisterhood members may be made to the president for a special Board meeting, stating the nature of the call for the special meeting.
- At special meetings only the business mentioned in the call may be transacted.

### Section 4: Quorum

- 70% of members of the Board shall constitute a quorum at Board meetings.

## **ARTICLE VII: STANDING COMMITTEES**

-The Board shall establish standing committees, special committees, and/or task groups as it deems necessary.

### Section 1: Standing Committees include:

- Torah Fund
- Gift Shop

### Section 2: Standing Committee Chairs:

- Will serve a term of 1 year with the opportunity to renew at the discretion of the Board.
- Make monthly reports to the Board.
- Coordinate with the Programming Vice President.

## **ARTICLE IX: 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 at the time of voting.
- Bylaws are to be reviewed/amended/adopted prior the end of any fiscal year.

## Section 2: Presentation

- A. Petition to the Board for amendment or revision shall be submitted in writing by no fewer than five members in good standing.

## Section 3: Distribution

Any amendment shall be voted upon at a regular meeting. Amendments will then be presented to the B'nai Aviv Board of Directors for approval.

## **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 B'nai Aviv Sisterhood, 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.