

Constitution of the Sisterhood of Temple of Israel

Greenville, SC

Revised June 2016

Article I – Name

The name of this organization shall be known as the Temple of Israel Sisterhood, an affiliate of the WRJ Southeast District of Temple Sisterhoods, Southeast District and of the Women of Reform Judaism.

Article II – Mission Statement

The purpose of this organization shall be to foster and further the highest ideals of Sisterhood and Reform Judaism, as an independent arm of the Temple of Israel. Sisterhood shall promote closer fellowship among its members and work in close cooperation with the Temple and its Board and the Temple Youth Group, in the areas of religious, educational and social activities. This organization, as an affiliate of the Women of Reform Judaism shall further the programs of the WRJ to the best of its ability.

Article III – Membership

Any woman who is a member of the Temple of Israel, or is interested in the purpose and activities of this Sisterhood, shall be eligible for membership.

Article IV – Dues

Section 1 – The annual dues of this organization shall be set by the Sisterhood Executive Committee and their recommendation shall be voted on by the Sisterhood Board of Directors.

Section 2 – The fiscal period of this Sisterhood shall be July 1st – June 30th.

Article V – Officers

Section 1 – The officers of this Sisterhood shall be President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and Immediate Past President.

Section 2 – If necessary because of the death or inability of the President to serve, succession to that office shall immediately be filled by the 1st Vice President.

Section 3 – If the office of a Vice-President or another office becomes vacant, it shall be filled by the Sisterhood Nominating Committee. Fulfilling an unexpired term does not disqualify a person for re-election to office.

Section 4 – Only Temple of Israel members in good standing shall be eligible to office.

Article VI – Duties of Officers

Section 1 – It shall be the duty of the President to preside at all meetings of Sisterhood, unless she assigns that duty to a designated Vice-President. It shall further be her duty to orient all officers as to how they shall perform their own. She shall at all times work in conjunction with the Vice-Presidents and the activities of the various committees. She shall approve all expenditures and be the one to sign all contracts, agreements and legal documents during her term of office. The President shall perform all other such duties as are incident to her office on a local level, as well as with the District WRJ and the National WRJ, sending required reports to them on schedule, as requested.

Section 2 - The Vice-Presidents shall, when called upon by the President, assist the President in the performance of her duties. Each Vice-President shall head a committee and appoint capable chairmen for each committee under her jurisdiction, and ensure proper execution of the requirements of that particular committee.

Section 3 - The Secretary shall keep an accurate record of all meetings, and shall have custody of the Constitution and Policies and Procedures.

Section 5 – The Treasurer shall receive all monies, including dues, and deposit it in bank approved by the Executive Committee. All checks shall be signed by the Treasurer or approved designee, as approved by the President, upon voucher or bill rendered. The Treasurer shall render a quarterly statement of Sisterhood finances to the Executive Committee or President and shall present an annual report, at the final Sisterhood Board Meeting. All papers, monies and other documents in her possession shall be delivered to her successor when installed, and in all official matters she shall be subject to the Executive Committee. She shall be a member of the Budget Committee.

Article VII – Executive Committee

Section 1 - The Executive Committee shall be composed of officers, the immediate Past President and any woman who is a member of the Southeast Board of Directors or the WRJ Board of Directors.

Section 2 – The Executive Committee shall manage the affairs of the Sisterhood. It shall have power to expend sums not to exceed \$100 for any one purpose not included in the budget.

Section 3 – The Executive Committee may not reverse or alter any decision of the membership nor shall it have the power of amending the Constitution.

Section 4 - Meeting time and place shall be set by the President.

Article VIII – Committees

Section 1 – The Executive Committee shall appoint such committees as are necessary to carry on the work and intent of the sisterhood on the local level as well as those authorized by the Women of Reform Judaism.

Section 2 – Officers and department heads shall submit annual written reports to the President.

Section 3 – The committees of the Sisterhood shall be under department heads. The Chair of each committee shall submit a written report to her Vice-President at the conclusion of the activity.

A. Under the 1st Vice President

1. Book Donation Table
2. Break the Fast
3. Latke Party
4. Onegs
5. Paid-Up Event
6. Erev Rosh Hashanah Oneg
7. Hanukkah Gift Exchange
8. Sisterhood Shabbat
9. Social Action
10. Torah Study
11. Social Media Communications

B. Under the 2nd Vice President

1. Baby Club
2. Birthday Club
3. Caring/Bereavement
4. College Outreach
5. Cookbook
6. Judaica Shop
7. Library
8. Membership
9. Uniongrams

C. Under the President (to report to the President)

1. Budget & Finance
2. By-Laws
3. Nominations

Article IX – Nominations and Elections

Section 1 – The Nominating Committee shall consist of the past President, two people elected from the membership at large, and two Sisterhood board members. They shall be elected at the first meeting of the new administration. The immediate Past President shall be the chair.

Section 2 – The Nominating Committee shall present a slate of officers at the April meeting. Nominations may be made from the floor. At this time officers are elected. Vote shall be taken by written ballot when there is more than one candidate for office.

Section 3 – Officers shall be elected for a term of one year. No officer may serve more than three consecutive terms in any one office.

Article X – Meetings

Section 1 – The regular membership meetings of the Sisterhood shall be from September through May. The annual meeting should be held in May.

Section 2 - Special meetings maybe called by the President or by any five members on written notice to the membership.

Section 3 – One fifth of the membership shall constitute a quorum at any regular or special meeting of the Sisterhood.

Article XI – Amendments

Section 1 - Amendments or revisions to this Constitution must be presented in writing to the membership 30 days prior to voting on it by the membership. Immediately upon acceptance by the membership by a majority vote, it is to become effective.

Section 2 – One fifth of the membership shall constitute a quorum at a regular or special meeting of the Sisterhood to change the Constitution.

Article XII

Roberts Rules of Order, revised edition, shall govern the proceedings of all meetings not covered by this Constitution and its policies or rules of the Southeast District of WRJ Women of Reform Judaism.

Policy Sheets

Meetings:

The general membership meeting of the Temple of Israel Sisterhood will be on the fourth Tuesday of the month in which a meeting is scheduled, unless rescheduled by extenuating circumstances, By the Executive Committee.

The Sisterhood Executive Committee meeting will be held on the Tuesday preceding the membership meeting, unless rescheduled by the board, because of extenuating circumstances.

Reports:

All Committee Chairs shall submit annual reports to the Vice-President under whom their committee functions, by April 15, unless their activity extends beyond that time. Immediately upon conclusion of the activity, the final report is to be submitted to the Vice-President.

All officers shall submit annual written reports to the President upon request.

The President is expected to read and acknowledge all mail received from the WRJ and Southeast District and submit necessary annual reports to their offices.

Conventions:

Transportation, hotel and registration expenses of the delegate, the President or her designee, will be included in the budget for the following (or divided equally if more attend):

1. WRJ Southeast District Interim Board Meeting
2. The WRJ Southeast District Biennial Assembly
3. The WRJ Fried Leadership Conference

Additional budgeted funds shall be divided among Sisterhood members in good standing who wish to attend meetings.