

Congregation Shaar Hashalom Sisterhood By-Laws

Article I – Name

This organization shall be known as the Sisterhood of congregation Shaar Hashalom and shall be affiliated with the IntraContinental Region of the Women’s League for Conservative Judaism (WLCJ).

Article II – Mission

The mission of the Sisterhood at Congregation Shaar Hashalom (CSH) is to:

- i. Promote and support the welfare of the congregation and its mission of educating both youth and adults; specifically (but not limited to):
- ii. Stress ethical and religious practice in everyday life by emphasizing the importance of Jewish life in the home, through the observance of Shabbat and the Festivals; sponsor and encourage Jewish and Hebrew education and youth activities and affiliations;
- iii. Foster a sense of community and the responsibilities of such within its membership;
- iv. Sponsor and promote a general program of education and cultural activities in the Congregation;
- v. Participate in the work of the combined campaign for the Jewish Theological Seminary projects (further referred to as the Torah Fund);
- vi. Participate in activities to strengthen relationships with Israel;
- vii. Engage in such civic and philanthropic activities as may be approved by the Sisterhood Board of Directors.

Article III – Membership

1. Any woman interested in the above mission may become a member upon payment of dues. However, the total of non-congregational members shall not exceed thirty-five percent (35%) of the total membership of the Sisterhood. In the event that the congregation member quota drops below sixty-five percent (65%), non-congregation membership will automatically close until balance is achieved.
2. The Rabbi’s wife shall be an honorary member of sisterhood with full voice and vote.

Article IV—Dues

1. The Board of Directors shall determine the amount of the annual dues. Non-members of the congregation shall pay an additional three dollars (\$3.00). a portion of the annual dues shall be designated as per capita dues for payment to the Women's League and forwarded to them in full.
2. The fiscal year shall be from July 1 to June 30.
3. All sisterhood dues are to be paid in full by the Paid-Up Membership function. Individuals who have not paid their dues by said function will be immediately notified by the Treasurer. Individuals who have not paid their dues within 10 days of said notification will automatically be dropped from the roster.

Article V—Officers and Board of Directors

1. The Officers shall consist of President(s), Financial Vice-President(s), Membership Vice-President(s), Kitchen Management Vice-President(s), Torah Fund Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, and Historian.
2. Officers shall be elected for a term of one year and shall hold office until their successors are elected and installed. No officer shall be eligible for more than two successive elections to the same office unless approved by a majority vote of the responding membership.
- 3. Board of Directors**
 - a. The management of the sisterhood shall be vested in a Board of Directors that shall consist of all the officers and committee chairpersons and the past Presidents. The current elected Board shall designate such standing committees.
 - b. A past President shall be an ex-officio member of the Board with voice and vote, for the immediate five years following service as President.
 - c. The Rabbi's wife shall sit on the Board of Directors in advisory capacity.
 - d. If an elected member of the Board of Directors shall be absent from two (2) consecutive board or general meetings without proper and sufficient excuses sent to the Secretary or President(s), a written note shall be sent to said member by the corresponding secretary. At the board's discretion her office shall be declared vacant and the President shall appoint a successor after her third consecutive absence.
- 4. Eligibility**
 - a. Non-congregation members of Sisterhood may serve as an officer. No more than three non-congregation members may serve on the board at one time.
 - b. No woman shall be eligible for the Presidency who in addition has not been a member of the Board of Directors of the Sisterhood for at least one year, except when there are two women serving as Co-presidents. In that case, only one need have been on the Board of Directors for one year. This requirement may be waived by a majority approval of the membership.
- 5. Vacancies**
 - a. If a vacancy shall occur in the office of President by reason of death, resignation, or otherwise, a successor shall be chosen promptly by the Nominating committee with the approval of the elected Board.
 - b. Vacancies in any other office shall be filled for the unexpired term by presidential selection with Board approval.
 - c. If a resignation occurs prior to the Installation, selection shall revert to the

Nominating Committee.

6. Executive Committee

There shall be an Executive Committee consisting of the President(s), the immediate past President(s), Vice-presidents, Recording Secretary, and Treasurer with the President acting as chairperson. It shall convene at the request of the President(s) or at the request of three (3) members in good standing. The President(s) may invite to said meetings any person(s) whose presence may be necessary or helpful in forwarding the specific business for which said meeting is called.

Article VI—Duties of Officers, Executive Committee, and Board of Directors

1. President(s)

The President(s) shall preside at all meetings, conducting business as prescribed by these By-Laws, preserve order, and see that the officers fulfill their duties properly. She shall designate a Vice-President to serve and preside in her absence, appoint committees and delegates unless otherwise provided for, sign and countersign all official documents, checks, vouchers, superintend elections and shall be a member ex-officio of all committees except the Nominating Committee. She shall also represent the Sisterhood on the Board of Directors of the congregation.

The incoming President(s) shall serve as an official delegate of the Sisterhood to the Women's League National Convention and Region conference. All registration fees are to be paid by the Sisterhood. In the event of the inability of the Incoming President to attend said conference, she shall appoint an alternate, preferably a Vice-President to attend in her stead; such alternate's registration fees shall be paid by the Sisterhood. The Sisterhood shall subsidize, when possible, any expenses for the Region Conference for the Incoming President or alternate. In addition, Sisterhood shall pay the outgoing President(s)' registration fee.

2. Vice-Presidents—See Article II

Each Vice-President(s) shall assist the President(s) in the management of the Sisterhood, preside in her absence as designated by the President(s) and perform such other duties as may be required of her.

A. **Cultural Vice-President(s)** shall be responsible for the following committees:

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| 1. Adult Education | 6. Religious, special events, and Holidays |
| 2. Bookshop and Library | 7. Sisterhood-School Relations |
| 3. Israeli Affairs/Social Action | 8. Visual Techniques |
| 4. Jewish Family Living | |
| 5. Program | |

B. **Membership Vice-President(s)** shall be responsible for the following committees:

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| 1. Bulletin | 5. Membership and Retention |
| 2. Courtesy and Sick SOS | 6. Paid-Up Membership Function |
| 3. Happy Day and Memorial (Sunshine) | 7. New Members' Coffee |
| 4. Hospitality | 8. Summer Social |

C. **Financial Vice-President(s)** shall be responsible for the following committees:

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| 1. Budget | 3. Publicity and Public Relations |
| 2. Ceremonial and Gift Shop | |

- D. **Kitchen Management Vice-President(s)** shall be responsible for the following committees:
1. Kitchen Supplies
 2. Cleaning
 3. Life Cycle Functions
- E. **Torah Fund Vice-President** shall be responsible for communicating the importance of the Torah Fund Campaign, selling Torah Fund pins. She shall collect all monies raised for Torah Fund and forward said money to the WLCJ International Torah Fund Chair and provide a report to the Treasurer.

3. **Recording Secretary**

The Recording Secretary shall keep true and correct minutes of all proceedings of all regular, board, Executive Committee, and special meetings. She shall submit copies of same to the President(s) well in advance of the next meeting and collect all documents and reports, and turn same over to the Historian for filing. She shall keep in chronological order a separate book of motions and/or policies passed during her term of office.

4. **Corresponding Secretary**

The corresponding Secretary shall be responsible for all correspondence required by the Sisterhood including notices to all members, letters to other organizations and such typing tasks required by the President(s) for approval.

5. **Financial Vice-President/Treasurer**

The Financial Vice-President/Treasurer shall keep true and correct records of all monies received from Membership Dues and other sources including a separate record of per capita dues of Women's League; keep the financial records in such manner that all accounts between the Sisterhood and its members may be known at once. She shall collect all dues, and deliver to her successor, all property of the Sisterhood in her possession. She shall serve as an advisor to the Budget Committee of the succeeding year.

The Financial Vice-President/Treasurer shall receive all monies of the Sisterhood and shall issue receipt for the same; pay all vouchers signed by the President(s), and keep a strict account of all receipts and disbursements. She shall sign or countersign all checks and vouchers exclusive of the Gift Shop. She shall deposit all Sisterhood funds in a bank designated by the Board of Directors. She shall render a monthly report of the finances of the Sisterhood to the Board of Directors; shall remit per capita dues to the National Office. She shall also render an annual report of the Sisterhood finances at the Annual Election Meeting. She shall submit financial records for auditing when requested by the President(s) or Executive Committee.

Budget

The Budget shall be prepared in June and approved by the Board of Directors so that it can be functional prior to the first General Meeting. In addition, a copy shall be submitted to each member at said Meeting. The Budget Committee shall consist of the immediate past Treasurer and past Financial Vice-President(s), current Treasurer and Financial Vice-President(s), and past and current President(s). This committee shall meet as early in June as possible following the audit. The Budget shall be approved by the general membership.

A. Audit

When requested by the President(s) or Executive Committee a qualified Auditor, appointed by the President(s), shall audit the books. It is the Auditor's

responsibility to deliver all audited financial records of the Sisterhood to the new Treasurer.

6. Parliamentarian

The Parliamentarian shall resolve all problems of a parliamentary nature at all Sisterhood meetings in accordance with Article XI. She shall be responsible for resolving problems in the interpretation of these by-laws. She shall preside as chairperson of the Parliamentarian and Revisions Committee. The By-Laws shall be reviewed every two years by a committee chosen by the Parliamentarian, which shall include the President(s) who shall act in the capacity of advisor(s).

7. Historian

The Historian shall collect and compile all documents, reports, pictures and other materials for filing

8. Board Members

- A. Attend meetings regularly.
- B. Notify the President or the Recording Secretary if unable to attend.
- C. Be familiar with and implement Sisterhood By-laws.
- D. Serve on such committees as may be necessary in capacity of Chair-person, Secretary, or Committee Member as designated by President(s) or Vice-President(s).
- E. Support Sisterhood fund raising projects.
- F. Attend Leadership Training Courses when offered.
- G. Cooperate with the Membership Committee in all programs of membership retention.
- H. Represent the standards of the Synagogue women in the community.

9. Executive Committee

The executive committee shall convene at the discretion of the President(s) and shall decide matters of general policy.

The Sisterhood shall notify the Congregation in writing of its plans for special events and affairs as soon as specific dates have been determined. In the event that such a date conflicts with Congregation plans, the Congregational plans shall take precedent.

Article VII—Nominations and Elections

1. Nominating committee

At the beginning of the year, the President(s) shall appoint a Nominating Committee consisting of five (5) members; two (2) from the Board of Directors and three (3) selected from the general membership. This Committee shall function for one year and shall draw up a slate of candidates for office in accordance with Article V, Section 1.

2. Submission of the Slate

The Nominating committee shall report its choice of candidates to the Board of Directors. Subsequently, this Slate shall be submitted to the general membership by written notice at two weeks prior to the Election.

3. Nominating by Petition

Nominations may also be made in writing by not less than five (5) members in good-standing by submitting the names of the alternate candidates for office to the Chairperson of the Nominating Committee before the election. This alternate Slate may only be presented with the consent of the alternate candidates.

4. Notice of Elections

A formal notice of elections and the electoral slate consisting of the names of the candidates nominated for office shall be sent to the entire membership at least seven (7) days prior to said election.

5. Voting

In the event of more than one candidate nominated for any office, voting for said office shall occur by closed ballot.

6. Elections and Installation

When possible, elections should be held during the regular April Meeting. Installation of Officers should be held during the month of May.

Article VIII—Meetings**1. Regular Meetings**

The regular meeting of the Sisterhood shall be held once a month, from September to May, inclusive, to be decided upon at the discretion of the Board of Directors.

2. Board of Director Meetings

The Board of directors shall meet at a day and time to be decided upon at the discretion of the Board of Directors, as at such place as it determines. A special meeting of the outgoing and incoming Board of Directors shall be held not later than thirty (30) days after the installation of officers.

3. Special Meetings

Special Meetings may be called by the President(s) if she deems it necessary or if she is so requested in writing by five (5) members in good-standing. Said request must state the nature of the call for the specific meeting. At special meetings, only such business requested may be transacted.

4. Quorum

One third (1/3) of the members of the Board of directors shall constitute a quorum at a board meeting. One fifth (1/5) of the membership shall constitute a quorum at a regular meeting.

Article IX—Committees

The Vice-Presidents at the beginning of their terms of office shall appoint Standing Committees as stated in Article VI, Section 2. Said appointments are subject to presidential approval.

Article X—Amendments**1. Presentations**

- A. Petition for a proposed amendment may be submitted in writing by no less than five (5) members in good standing to the Revisions Committee. Subsequent to this action, it shall be presented to the general membership.
- B. The Revisions Committee to the Board of Directors shall submit amendments to these By-laws in writing.

2. Distribution

All proposed amendments shall be sent to each member of the Sisterhood and shall be voted upon at a regular meeting of the Sisterhood. Said meeting to take

place no later than the second general meeting following proposal of the amendment.

3. Adoption

A two-thirds (2/3) vote of the members present and voting shall be necessary for the adoption of amendments.

Article XI—Conduct of Meetings

The proceedings of all meetings shall be governed by these by-laws, the Parliamentary Guide of Women's League, the by-laws of the IntraContinental Region of Women's League and all points not covered thereby, by Robert's Rules of Order.