Women of BCRC Constitution and Bylaws  
Initial Draft April 17, 2023  
APPROVED and ADOPTED on JULY 24, 2023

Article 1

CONSTITUTIONALLY-ESTABLISHED NAME OF THE ORGANIZATION

This organization shall be known as Women of BCRC (WoBCRC).

Article 2

CONSTITUTIONALLY-ESTABLISHED OBJECTIVES OF THE ORGANIZATION

Section A. To bring WoBCRC members into closer association with one another through programming and activities.

Section B. To support and further the goals of the Congregation identified in Article 3, Section A.

Section C. To support and further the goals of the Women of BCRC.

Section D. To serve and promote Jewish and humanitarian causes.

Article 3

CONSTITUTIONALLY-ESTABLISHED AFFILIATIONS OF THE ORGANIZATION

Section A. Women of BCRC shall be an auxiliary of Beth Chaverim Reform Congregation, or another entity that is a successor to such Congregation through merger (the “Congregation”), in Ashburn, Virginia, or such other city as the Congregation may be located. WoBCRC shall be subject to the governing documents of the Congregation.

Article 4

BYLAW: MEMBERSHIP AND DUES

Section A. Any woman who is committed to the goals and objectives of WoBCRC, who is a member in good standing of the Congregation, and who is committed to furthering the vitality and vibrancy of the Jewish community in the greater Washington, DC region shall be eligible for membership.
Section B. Payment of annual dues shall constitute membership. (Honorary members, as designated by the WoBCRC Board of Directors, shall be members with full privileges of membership without the payment of dues.) Dues shall be based on the fiscal year July 1 through June 30.

Section C. The amount of dues shall be determined by the WoBCRC Board of Directors with approval of the membership.

Section D. All members shall have the right of voice and vote on motions at meetings of the members, as described in Article 10, Section A.

Article 5

BYLAW: BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section A. Any woman who is a member in good standing of the WoBCRC may serve on the Board of Directors of WoBCRC.

Section B. The WoBCRC Board of Directors shall consist of the Officers, all past Presidents of the group (to include those who served in this capacity with the Congregation’s former BCRC Sisterhood), and committee chairs.

Section C. The WoBCRC Board of Directors shall be responsible for approving the annual budget presented by the Budget Committee, approving expenditures not authorized by the budget or otherwise, overseeing the activities of the Officers and committees, recommending any changes in dues, recommending amendments to these Bylaws pursuant to Article 12, Section A, and establishing an expenditure level below which the President of WoBCRC can authorize the use of WoBCRC funds without approval.

Section D. The Officers shall constitute an Executive Committee. The Executive Committee shall oversee the activities of the Officers and committees, discuss and clarify such matters as the President may deem necessary prior to submission for action to the WoBCRC Board of Directors, address matters that demand immediate action and cannot await the decision of the WoBCRC Board of Directors, prepare a proposed annual budget to be considered by the WoBCRC Board of Directors, and vote on expenditures that are within the authority of the Executive Committee as established by the WoBCRC Board of Directors.

Article 6

BYLAW: OFFICERS

Section A. The Officers of WoBCRC shall be the President and Co- or Vice-President. The WoBCRC Board of Directors may choose to also elect a Secretary and/or a Treasurer. The Immediate Past President serves as an ex-officio Officer.
Section B. Officers shall serve for a two-year term or until their successors are elected.

Section C. No one shall serve more than one consecutive term as the President. All other Officers shall be eligible to serve two consecutive terms in the same office. No Officer shall serve for more than eight consecutive years, except that a term as President shall not be counted. A partial term served as a result of filling an unexpired term of another by appointment pursuant to Article 8, Section D, shall not be counted toward the maximum number of consecutive terms in office or years of serve as an Officer.

Section D. To be eligible for office, a woman shall be a member in good standing of the Congregation AND WoBCRC. To be eligible to serve as President, a woman shall have served at least one year as an Officer.

Article 7

BYLAW: DUTIES OF OFFICERS

Section A. The President shall preside at all meetings of the WoBCRC and WoBCRC Board of Directors. She shall call special meetings of WoBCRC (if/when needed), cooperate with all the Officers and committees in their work, and perform all duties pertaining to the office of President. She shall be an ex officio member, with power of voice and vote, of all committees, except the Nominating Committee. The President shall be empowered to approve expenditures outside the budget in an amount established by the WoBCRC Board of Directors.

Section B. Co- or Vice-President shall perform the duties of the President in the event of her absence or inability to act and shall assist the President in the discharge of her duties. She shall be the presumptive candidate for President when the incumbent’s term is ended.

Section C. The Secretary, should the WoBCRC Board of Directors choose to elect one, shall keep a record of all WoBCRC proceedings and shall be custodian of all records and documents not specifically assigned to others.

Section D. The Treasurer, should the WoBCRC Board of Directors choose to elect one, shall keep a record of all monies received and disbursed and supervise the collection of all dues. She shall promptly deposit all funds in the bank designated by the WoBCRC Board of Directors and/or the Congregation. The Treasurer shall issue checks on funds when presented with documentation in such form as may be required by the WoBCRC Board of Directors. The Treasurer shall render, at a minimum, a quarterly statement of the finances. The Treasurer shall present a complete report for the year at each year’s WoBCRC annual meeting, and at the Congregation’s annual meeting, if directed to do so by the Congregation.

Section E. The Immediate Past President shall be an advisor to the President.
BYLAW: NOMINATIONS AND ELECTIONS

Section A. The President shall appoint a chair of the Nominating Committee. The Chair, in consultation with the President, shall appoint the other members of the Nominating Committee no later than December 31 of each year. The Nominating Committee shall consist of no fewer than 2 members from the WoBCRC Board of Directors and no fewer than 2 members from the general membership, including a member of the preceding Nominating Committee. The Nominating Committee shall remain constituted until the next Nominating Committee is appointed.

Section B. One month prior to the election as set forth in Article 8, Section C, the Nominating Committee shall present to the general membership a proposed slate of Officers and Board Directors for all positions the current term of which is expiring or will otherwise become vacant that year. Additional nominations may be submitted by a petition signed by 3 WoBCRC members in good standing to the chair of the Nominating Committee for consideration not later than two weeks prior to the election.

Section C. The membership shall vote on the slate presented by the Nominating Committee and nominees submitted in accordance with Article 8, Section B, at the annual meeting held pursuant to Article 10, section A.

Section D. The Nominating Committee shall have the power to recommend for approval by the WoBCRC Board of Directors women to fill any vacancies in Officer positions until the next general election. The President shall have the power to fill all other vacant positions.

Article 9

BYLAW: COMMITTEES AND DEPARTMENTS

Section A. All Committee Chairs, if the WoBCRC Board of Directors establishes Committees and appoints Chairs, shall be appointed by the President and/or by the Officer who will oversee that Committee’s work. All Committee Chairs shall be responsible to the WoBCRC Board of Directors and to the Officer to whom they report.

Section B. Committee members shall be selected by the Committee Chair or the President, subject to the requirements of these Bylaws.

Article 10

BYLAW: MEETINGS

Section A. An annual meeting of the WoBCRC general membership shall be held in the spring of each year. Additional meetings of the general membership shall be called if deemed necessary by the
WoBCRC Board of Directors. Two-thirds of the total number of WoBCRC members at any given point in time shall constitute a quorum at any annual or special meeting of the membership.

Section B. The WoBCRC Board of Directors shall meet no less than once each quarter in every year. Special meetings of the Board may be called upon the request of the President and must be called upon the written request of five board members. The presence of a majority of the WoBCRC Board of Directors constitutes a quorum.

Section C. The Executive Committee shall meet on an ad-hoc basis, though no less than once each year. The presence of a majority of the Executive Committee constitutes a quorum.

Section D. Any action that can be taken by a vote at a meeting of the WoBCRC Board of Directors may be taken without a meeting by electronic mail. At least five days must be permitted for voting, and the closing date and time for electronic transmission of votes must accompany the motion. The vote without a meeting will be cancelled and the motion tabled until the next meeting of the WoBCRC Board of Directors if at least two women eligible to vote make a demand for discussion of the motion, and the requirement of such shall accompany the motion. The number of votes cast must be at least equal to the number of attendees required to constitute a quorum if a meeting had been held. The result of any such vote shall be reported at the next meeting of the WoBCRC Board of Directors.

Section E. Any action that can be taken by a vote at a meeting of the WoBCRC Executive Committee may be taken without a meeting by electronic mail. At least five days must be permitted for voting, and the closing date and time for electronic transmission of votes must accompany the motion. The vote without a meeting will be cancelled and the motion tabled until the next meeting of the WoBCRC Executive Committee if at least two women eligible to vote make a demand for discussion of the motion, and the requirement of such shall accompany the motion. The number of votes cast must be at least equal to the number of attendees required to constitute a quorum if a meeting had been held. The result of any such vote shall be reported at the next meeting of the WoBCRC Board of Directors.

Article 11

BYLAW: PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order Newly Revised, 12th Edition shall govern the proceedings of all meetings.

Article 12

BYLAW: AMENDMENTS

Section A. These Bylaws shall be reviewed no less than once every three years.

Section B. To amend the Bylaws, the Executive Committee shall submit proposed changes to a meeting of the WoBCRC Board of Directors for initial approval.
Section C. Proposed changes to the Bylaws that are approved by the WoBCRC Board of Directors shall be made available to the membership at least thirty days before a general meeting. A two-thirds majority of the members present at the general meeting must approve an amendment. No changes to the proposed amendments, other than minor, non-substantive corrections, shall be made at the general meeting where the vote is taken.

Section D. Upon adoption, an amendment immediately becomes part of the Bylaws.

These Bylaws were approved by the Stakeholders and adopted by the WoBCRC Board of Directors on July 24, 2023.

President of the Board:     Co- or Vice-President of the Board:

__________________________________   Lisa Kimball
Printed Name       Printed Name

___________________________________
Lisa Kimball
Signature       Signature