

BYLAWS FOR TEMPLE BETH AM SISTERHOOD

Revised November, 2009

MISSION

The Mission of Temple Beth Am SISTERHOOD is to strengthen, unite and support Jewish women in their efforts to understand and perpetuate Conservative Judaism in the home, synagogue and community, to reinforce their bonds with Israel and Jews worldwide, and *Tikkun Olam* (repairing the world).

In this spirit, the following cornerstones of commitment and observance, consistent with the halakhah of the Conservative Movement, are set forth:

- Shabbat and Yom Tov
- Synagogue
- Tz'dakah
- Kashrut
- Jewish Study
- Israel

ARTICLE 1- NAME

This organization shall be known as the Temple Beth Am Sisterhood, Los Angeles, and shall be affiliated with the Women's League for Conservative Judaism.

ARTICLE II – PURPOSE

The object of the Sisterhood shall be to:

- a. Promote the program of Women's League to perpetuate Conservative/Masorti Judaism;
- b. Sponsor and promote a general program of education and cultural activities for the women of Temple Beth Am;
- c. Support in every way possible the welfare of the Congregation and its Schools and its youth activities;
- d. Promote ethical and religious practices in everyday living;
- e. Further Jewish education and observance in the home;
- f. Campaign for Torah Fund;
- g. Participate in activities to strengthen relationships with Israel;
- h. Engage in such civic and philanthropic activities as may be approved by the Board of Directors of Temple Beth Am Sisterhood.

ARTICLE III – MEMBERSHIP

Any Jewish woman agreeing to the above is eligible to become a member upon payment of dues as defined in Article IV.

ARTICLE IV – DUES – FISCAL YEAR

Section 1.

- a. Sisterhood membership dues is payable annually and includes Per Capita dues of the Women's League.
- b. General dues for Sisterhood Only shall be a minimum of \$35, including Per Capita.
- c. The fiscal year shall be from July 1 to June 30.

Section 2. Per Capita - The Per Capita dues of the Women's League shall be entered separately upon the books of the Sisterhood, regarded at all times as the property of the Women's League, and is to be forwarded to Women's League in full, upon collection during the current fiscal year.

Section 3. Arrears - Any member in arrears for one year's dues shall be subject to cancellation of their membership.

ARTICLE V – OFFICERS – EXECUTIVE COMMITTEE – BOARD OF DIRECTORS

Section 1. Officers - The officers shall consist of: a President, a minimum of 4 Vice-Presidents, Recording, Corresponding and Financial Secretaries, Treasurer, and such additional officers as may be needed to effectively carry out the work of the Sisterhood.

- a. **Terms** - Officers shall be elected for a term of two years and shall hold office until the successors are elected and installed.
 1. Outgoing officers shall be invited to serve on the Board of Directors for 2 years the expiration of term of active service.
- b. **Eligibility for Office**
 1. To be eligible to serve as an Officer, a member must be Jewish, must have been a member of the Sisterhood for at least one year, and must be a member of the Congregation.
 2. To be eligible for the Presidency, addition to # 1 above, a woman must be a member of the Board of Directors of the Sisterhood for at least one year.
- c. **Vacancies of Office**
 1. Vacancy in the Office of the 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 Chairman of the Nominating Committee announces the appointment.
 2. Vacancies in any other office shall be filled by appointment for the unexpired term by the President on recommendation of the Standing Nominating Committee, and upon approval of the Executive Committee.

3. For the purpose of determining when an Officer or a Board Member has served a term of office, service for one-half (1/2) a term shall be regarded as a full term, providing the written resignation is for valid reasons, as determined by the Executive Committee.

Section 2. Executive Committee

- a. The Executive Committee shall consist of the President, who is its Chairman, the active Past Presidents, Vice-Presidents, Secretaries and the Treasurer.
- b. The President may invite to such Executive Committee Meetings, at her option, any member whose presence may be necessary or helpful in forwarding the specific business for which a meeting is called.
- c. The Executive Committee shall have the power to authorize emergency expenditures not to exceed \$ 250 and shall report such action to the Board of Directors.

Section 3. Board of Directors – The management of the Sisterhood shall be vested in a Board of Directors which shall consist of all the Officers and Directors, under the Chairmanship of the President, as follows:

a. Members

1. Ex-Officio Members

(a) Rabbis' wives, Cantors' wives, Educational Director's wife or women serving as the Rabbi, Cantor or Educational Director, shall be Ex-Officio members of the Board with full power of voice and vote as long as they hold such positions, Current and Emeritus.

(b) Temple Beth Am Members of the Women's League International Board and Region Board of Directors shall be Ex-Officio members of the Board with voice and vote as long as they hold such positions.

2. Elected Directors

(a) The number of Directors elected shall be no more than 36 and they shall be elected for a term of two years.

3. Presidential Appointments to the Board

(a) The President may appoint, with the approval of the nominating Committee, a maximum of 6 additional Board Members to the Board of Directors for the remainder of the term.

4. **Past Presidents** who continue Temple membership and Sisterhood Membership

(b) Attendance

If a member of the Board of Directors is absent from three (3) consecutive Board Meetings, without sufficient excuse having been sent to the Corresponding Secretary or President, her office shall be declared vacant, provided she is contacted

by the Corresponding Secretary after the second absence takes place.

ARTICLE VI – DUTIES OF OFFICERS AND BOARD OF DIRECTORS

Section 1. President – The President shall:

- a. Preside at all meetings, conduct the business prescribed by the Bylaws, preserve order and see that the Officers fulfill their duties properly;
- b. Designate a Vice-President to serve and preside in her absence.
- c. Sign and countersign all official documents, checks and vouchers;
- c. Supervise voting at meetings;
- d. Act as an Ex-Officio member of all Committees, except Nominating Committee;
- e. Represent the Sisterhood on the Board of the Temple;
- f. Serve as an official delegate to the International Women's League Convention, Region meetings and Pacific Southwest Conference, all expenses to be paid by the Sisterhood. Pre/post convention and conference expenses excluded.
 1. In the event of the inability of the President to attend the Biennial Convention or Region meetings, she shall appoint an alternate, preferably a Vice-President, to attend in her stead such alternate's expenses to be paid by the Sisterhood. Pre/post convention and conference expenses excluded.

Pre/post

Section 2. Vice Presidents – Vice Presidents shall:

- a. Assist the President in the management of the Sisterhood and preside in her absence, if designated by her;
- b. Be responsible for the administration of ~~an~~ the area of activity as elected;
- c. Create and preside over a working committee under her portfolio;
- d. Deliver to successors all property of the Sisterhood before Installation.

Section 3. Recording Secretary – The Recording Secretary shall:

- a. Keep true and correct minutes of proceedings of all General Membership, Board, Executive Committee and Special Meetings;
- b. Submit a copy of Minutes to the President at least one week in advance of the next meeting;
- c. Collect all documents and reports for filing;
- d. Keep the Policy Book, sending a duplicate to the Parliamentarian;
- e. Deliver all property to successor before Installation.

Section 4. Financial Secretary – The Financial Secretary

- a. Receive all dues and all monies from other sources and issue receipt.
- b. Deposits and keep correct records of all monies received from membership dues and other sources;
- c. Give copies of deposits and receipts to the Treasurer,
- d. Serve on the Budget Committee;
- e. Deliver to successor (s) all property of the Sisterhood in her (their) possession before Installation.

Section 5. Corresponding Secretary – The Corresponding Secretary shall:

- a. Send the correspondence required of secretaries, including notices and letters. All outgoing mail is to be submitted to the President for approval prior to mailing;
- b. Create and maintain data bases as requested by the President.
- c. Deliver to her successor all property of the Sisterhood in her possession before Installation.

Section 6. Treasurer – The Treasurer shall:

- a. Receive from the Financial Secretary records of all monies deposited and their sources
- b. Pay all vouchers approved by the President
- c. Keep a strict account of all receipts and disbursements; and provide report to the Board of Directors at all Board Meetings.
- d. Remit the Women's League Per Capita Dues upon collection during the fiscal year;
- e. Submit Fiscal Year Ending Financial Report after June 30th. to the Executive Committee for review.
- f. Serve on the Budget Committee;
- g. Deliver to successor all Sisterhood property before Installation.

Section 7. Duties of the Board Members

- a. Attend meetings regularly and act judiciously;
- b. Notify the President or Corresponding Secretary if unable to attend meetings;
- c. Implement the Bylaws and adopt Policy;
- d. Approve the Budget;
- e. Serve on Committees in the capacity of Chairman, Secretary or Committee member as appointed;
- f. Support Sisterhood programs and projects;
- g. Cooperate with the Membership Committee to recruit and retain members;
- h. Participate in the Torah Fund campaign;
- i. Attend training programs when offered by Pacific Southwest Region;
- j. Attend Region meetings and events;
- k. Attend Synagogue services;
- l. Represent the standards of the Sisterhood in the community;
- m. Deliver to successor all Sisterhood property before Installation.

Section 8 Financial Records

After review of the Executive Committee, the President shall submit a copy of the Fiscal Year Ending Financial Record to the Temple Board Vice President of Budget and Finance.

ARTICLE VII – MEETINGS

Section 1. General Membership Meeting/Program

There shall be a minimum of three(3) general membership meetings of the Sisterhood, during the fiscal year.

Section 2. The Executive Committee at the call of the President, shall convene at least two (2) times during the fiscal year.

Section 3. Board Meetings

- a. The Board of Directors shall meet a minimum of six (6) times at such a place as it determines, from September through May during the fiscal year.
- b. A special meeting for the newly elected Officers and Board Members shall be held after Installation, either July or August.

Section 4. Special Meetings

- a. Special meetings may be called by the President, if she deems it necessary.
- b. A written request by 5 members may be made to the President for a special Board meeting, stating the nature of the call for the special meeting.
- c. At special meetings, only the business mentioned in the call may be transacted.

Section 5. Quorum

- a. Fifteen (15) of the members of the Board of Directors shall constitute a quorum at Board Meetings;

ARTICLE VIII- STANDING COMMITTEES

Chaired by Vice President of Education	Chaired by Vice President of Membership
Adult Education	Membership
Youth/School Liaison	Public Relations
Chaired by Treasurer	
Budget and Finance	
Chaired by Parliamentarian	Chaired by Vice President of Programming
Parliamentary Procedure	Program
Bylaws Revision	Social Action
Chaired by Vice President of Torah Fund	Chaired by Vice President of Ways & Means
Torah Fund	Ways & Means
Chair Appointed by President	
Nominating	

These Committees correspond to parallel Region and International Committees and, with the exception of the Nominating Committee, receive mailings from Women's League.

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

- a. At the beginning of the fiscal year, the President shall appoint a Nominating Committee, consisting of a Chairman and (4-6) members which shall all be members of the Board.
- b. No alternates shall be appointed.
- c. The Nominating Committee presents the slate of Officers and Directors to the general membership in April.
- d. Elections shall be held at the Sisterhood General Meeting in May.

Section 2. Nominations by Petition

Nominations may also be made by a written petition from five or more members in good standing, submitted to the Chairman of the Nominating Committee not later than 15 days after the report of the Nominating Committee is circulated to the general membership, provided the written consent of the person nominated is included.

Section 3. Notice of Elections

- a. The report of the Nominating Committee, plus the nominations by petition shall be sent to the membership at least 7 days before elections.
- b. If there is more than one candidate, names are listed alphabetically.
- c. The President conducts the meeting.

Section 4. Voting

In the absence of additional nominations, the report of the Nominating Committee shall be the electoral ballot. In the event of more than one candidate for any office, voting shall be by closed ballot. The President announces the results of the vote.

ARTICLE X – AMENDMENTS

Section 1. Presentation

- a. Petition for amendment or revision shall be submitted to the Board of Directors in writing by no fewer than five members in good standing.
- b. Amendments to these Bylaws shall be submitted in writing to the Board of Directors, by the Bylaws Revision Committee, chaired by the Parliamentarian.
- c. Amendments to these Bylaws shall be submitted to the Region Parliamentarian for evaluation before being voted upon by the general membership.

Section 2. Distribution

Amendments recommended by the Board of Directors and evaluated by the Region Parliamentarian shall be voted upon at a general membership meeting.

Section 3. Adoption

A two-thirds vote of the members present and voting shall be necessary for adoption of an amendment.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The proceedings of all meetings shall be governed by these Bylaws, the Parliamentary Policy recommendation of Women’s League, the Bylaws of the *Pacific Southwest* Region of Women’s League, and in all points not covered thereby, by the current *Robert’s Rules of Order*.