

# **CONSTITUTION OF THE SISTERHOOD OF TEMPLE B'NAI TORAH**

*February 8, 2007*

## Article 1

### NAME

This organization shall be known as Sisterhood of Temple B'nai Torah, Women of Reform Judaism, Bellevue, Washington, United States of America.

## Article 2

### OBJECTIVES

Section A. This organization shall be affiliated with the Women of Reform Judaism, The Federation of Temple Sisterhoods. Hereinafter, this federation will be referred to as WRJ.

Section B. The objectives of this organization shall be to foster and further the highest ideals of Judaism as expressed through the synagogue, to promote closer fellowship among its members, and in cooperation with the Temple, be a mentor for religious, social and educational activities.

Section C. This organization shall promote networking among Temple B'nai Torah women and shall support activities of all Temple youth.

Section D. This organization shall promote the causes of the Reform Jewish movement and further the goals of the Temple.

## Article 3

### AFFILIATIONS

The Sisterhood shall be affiliated with WRJ, which is the women's agency of the Union of Reform Judaism (URJ) and automatically shall include membership in WRJ Pacific District.

## Article 4

### MEMBERSHIP

Any woman who is committed to the goals and objectives of this Sisterhood, to the Jewish community, and is a member of this Temple shall be eligible for membership, in accordance with the Temple's By-Laws.

Article 5  
DUES

- Section A. Membership dues shall be determined by the Executive Committee and the General Board and, with proper notice, approved by the membership.
- Section B. The Sisterhood shall pay annual dues to WRJ in the amount established by the delegates at the WRJ Assembly. \*
- Section C. The Sisterhood shall pay annual per member dues to the WRJ Pacific District.

\*These dues will already be included in the sum collected by the Sisterhood and are both based on a per capita, per annum basis.

Article 6  
EXECUTIVE COMMITTEE

- Section A. The Executive Committee shall consist of the President, one or more Vice Presidents, Recording Secretary, Treasurer and the Immediate Past President. All positions may be shared.
- Section B. The term of office, for members of the Executive Committee shall be set by the members of the General Board, with one year being the minimum and two years the maximum.
- Section C. Executive Committee members may be elected for two successive terms. No Executive Committee member may be elected to the same office for more than two terms unless approved by a majority vote of the members of the General Board. If a General Board Member is elected to fill an Executive Committee member's unexpired term, she shall be eligible for re-election for a full term. The same applies if a Vice President needs to fill the unexpired term of the President.
- Section D. Members of the Executive Committee shall be Jewish and members of the Temple.
- Section E. In emergencies, if the Board cannot meet, the Executive Committee is to be consulted as a whole. This may be accomplished electronically.

Article 7  
DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- Section A. The President shall preside at all meetings of the Sisterhood and of the Executive Committee. She shall call special meetings of the Sisterhood, cooperate with all the committees in their work, and perform all duties pertaining to the Office of the President.
- The President shall be a member of all committees.
- The President, or her designee, shall represent the Sisterhood on the Temple's Board of Directors as a voting member, in accordance with the Temple by-laws.

The President shall also serve as a delegate at WRJ Pacific District Biennial Assemblies whenever possible.

Section B. The Vice Presidents 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.

Section C. The Recording Secretary shall keep a record of all proceedings and shall be custodian of all meeting agendas and minutes.

Section D. The Treasurer shall supervise the collection of all dues and other Sisterhood funds. She shall keep a record of all monies received and disbursed and shall promptly deposit all funds in the bank designated by the members of the Executive Committee.

The Treasurer shall issue checks on funds when presented with vouchers for expenses which were pre-approved by the Executive Committee. Each check signed by the Treasurer must also be signed by the President, or, in her absence, another designated signator.

The Treasurer shall render a monthly statement of the finances, and, at the final Board Meeting for the year, she shall present a complete report which has been reviewed by the Executive Committee. All papers, monies, and documents in her possession shall be delivered to her successor upon the new Treasurer's installation or at the end of the fiscal year.

#### Article 8

#### PAST PRESIDENTS ADVISORY COUNCIL

Section A. All Past Presidents of Sisterhood of Temple B'nai Torah shall maintain an advisory status and are invited to attend all Executive Committee and General Board meetings as ex-officio members.

#### Article 9

#### GENERAL BOARD

Section A. Any woman who is a member of the Sisterhood in good standing may be elected to the General Board and shall serve for a full term of two years.

Section B. The General Board shall consist of a flexible number of Sisterhood members who are committed to the objectives of the organization, as stated in Article 2. The number of General Board members will be determined by the Nominating Committee in consultation with the Executive Committee and Past Presidents Advisory Council.

Article 10  
COMMITTEES

Section A. All committee chairs shall be members, in good standing, of the Sisterhood and shall be responsible to the Executive Committee.

Section B. Committees shall liaison with the Executive Committee through written reports and consultation with a designated Executive Committee member.

Article 11  
NOMINATIONS AND ELECTIONS

Section A. Four months in advance of the election, the President shall appoint a Chair of the Committee on Nominations. The Chair, in turn, shall appoint two additional members from among the General Board membership and two Sisterhood members, not present members of the General Board, to the Committee on Nominations. This slate shall then be announced at the following General Board meeting. The Committee on Nominations shall remain constituted until the next Committee is appointed. The Committee must remain intact in order to act to fill any unexpired terms and to be able to evaluate potential leaders throughout the year.

Section B. Prior to the first meeting of the Committee on Nominations, the Chair shall submit an article to the D'varim and/or a message on Sisterhood e-group asking for nominations to the Sisterhood Board.

Section C. The Committee on Nominations shall present a report to the general membership two months prior to the general election (or submit the slate in writing in advance of that election meeting). The names reported by the Committee in advance of the election shall constitute the official slate.

Section D. The Executive Committee and members of the General Board shall be elected at the Annual meeting

Section DE A vacancy occurring in any office or on the Board, within a given year, before the term for that office or General Board position officially expires, shall be filled for the unexpired term by the President with the concurrence of the Executive Committee.

Article 12  
MEETINGS

Section A. Regular meetings of the Executive Committee shall be held.

Section B. Regular meetings of the General Board shall be held September through May. One meeting at the end of the Sisterhood year shall be designated the Annual Meeting.

Section C. Special meetings of the Executive Committee and/or the General Board may be called upon at the request of the President and must be called upon the written request of three Executive Committee and/or General Board members.

Section D. Special meetings of the general membership may be called at the request of the President and must be called upon the written request of one-third of the members.

Section E. One-third of the members shall constitute a quorum at any meeting of the General Board or Executive Committee. The number of members that shall constitute a quorum at a general meeting shall be specified by the General Board.

Article 13  
FISCAL AFFAIRS

Section A. The fiscal year shall be from July 1 to June 30 in congruence with WRJ's Fiscal Year.

Section B. In the event of an emergency, the President shall be empowered to spend a sum not exceeding a ceiling amount to be determined by the Executive Committee at the first monthly meeting following the installation of the Executive Committee and the General Board.

Article 14  
DELEGATES TO WRJ ASSEMBLY

Section A. Delegates to the WRJ Biennial Assembly shall be determined by the Executive Committee consultation with the General Board. Only members in good standing are eligible to be delegates. The following is quoted from the Constitution of WRJ, Article 6, Section B:

“Each Sisterhood shall have delegates to the Assembly in the following proportion to membership.”

1-99	members-	5 delegates
100-149	members-	6 delegates
150-199	members-	7 delegates
200-299	members-	8 delegates
300-399	members-	9 delegates
400-599	members-	10 delegates
600-799	members-	11 delegates
800 or more	members-	12 delegates

Section B. Delegates to WRJ Pacific District Biennial Assembly shall be determined by the Executive Committee in consultation with the General Board.

Article 15  
AMENDMENTS

Section A. This Constitution may be amended at a meeting of the organization provided that the proposed amendment has been submitted in writing to the Board at least 60 days before. In addition, the proposed amendment must have been read at one general membership meeting for action to be taken upon a second reading at the following meeting. The Executive Committee may inform the members of its opinion on the proposal. A two-thirds vote of those present and voting is necessary for adoption. Upon adoption, an amendment immediately becomes part of the Constitution.

Section B. This Constitution shall be reviewed every two years.

Article 16  
PARLIMENTARY AUTHORITY

Section A. The rules contained in Roberts' Rules of Order, Newly Revised shall govern the proceedings of all meetings.