

*TEMPLE EMANU-EL SISTERHOOD*  
CONSTITUTION AND BY-LAWS  
revised 2011

ARTICLE I - NAME

This organization shall be known as Temple Emanu-El Sisterhood San Jose, California. The former name of Women of Temple Emanu-El (W.O.T.E.) may also be acknowledge/utilized on documents, bank accounts, and other records; where changing the title would require extensive cost and/or legal action or in any informal manner. It shall be affiliated with the Women of Reform Judaism (WRJ), Woman of Reform Judaism Pacific (WRJ Pacific) and Union for Reform Judaism (U.R.J.).

ARTICLE II - PURPOSE

This shall be a service organization to promote the program of the WRJ, U.R.J. as follows:

- Section 1. To uphold and aid the activities of Temple Emanu-El and its Religious School.
- Section 2. To foster and further the highest ideals of Judaism and humanitarian causes in the community and throughout the world.
- Section 3. To promote closer fellowship among its members.

ARTICLE III - MEMBERSHIP

Any woman who is interested in the objectives of Sisterhood shall be eligible for membership. The Rabbi of the synagogue shall be eligible for membership.

ARTICLE IV - DUES

- Section 1. Annual dues shall be paid in the amount established by the Board of Directors and as stated in the Standing Rules.
- Section 2. Dues shall be payable June 30 for the ensuing year.
- Section 3. Any woman who is new to Sisterhood and joins Sisterhood between April 30 to July 1, shall be ~~considered a paid-up member~~ provided a free membership for the ensuing year.
- Section 4. A member shall be considered in good standing if her dues are paid in full for the current year.
- Section 5. Any member who has not made payment for one year shall no longer be a member.
- Section 6. Women upon whom Honorary Membership in Sisterhood has been conferred by the Board of Directors shall not be required to pay annual dues.

ARTICLE V - MEETING DATES

(Refer to Standing Rules for information regarding meeting days.)

- Section 1. The Executive Board may change the date of any meeting as needed.
- Section 2. **Five members of the Board of Directors shall constitute a quorum.**

ARTICLE VI – SISTERHOOD EXECUTIVE BOARD

Section 1. The Executive Borad will be comprised of the following, all of whom shall be elected:

- President
- Vice Presidents
- Recording Secretary
- Treasurer
- Corresponding and Membership Secretary's

~~The President(s) and Vice Presidents shall be members in good standing of Temple Emanu El.~~

Section 2. ~~The following shall be elected:~~

- ~~A. President or co-presidents, Vice Presidents (see Article VII Section 2), Recording Secretary, Corresponding Secretary, Membership Secretary and Treasurer.~~

~~B. Corresponding Secretary & Membership Secretary may or may not be included in executive board upon discretion of president(s)~~

Section 2 – Members in Good Standing:

A. The President and Vice Presidents members must be members in good standing of Temple Emanuel

B. All board members must be members in good standing of the Sisterhood.

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Section 3.

A. The Executive Board shall consist of the elected officers as stated in Article VI Section 2-1 and the Immediate Past President(s).

B. All WRJ and WRJ Pacific Board members who are members of Temple Emanu-El shall be voting ex-officio members of the Executive Board.

Section 4.

A. The Executive Board shall have the power to transact necessary business between regularly scheduled Board of Directors meetings and to act in emergencies.

B. Five members shall constitute a quorum of the Executive Board.

ARTICLE VII - DUTIES OF SISTERHOOD EXECUTIVE BOARD

Section 1. President(s).

A. The President(s) shall serve as an active member of the Board of Directors for one year prior to election.

B. It shall be the duty of the President(s) to preside at all meetings of Sisterhood, or to assign an Executive Board member to preside, and to call special meetings when necessary.

C. The President(s) shall be a non-voting ex-officio member of all committees except the nominating committee. In years when there are two (2) Presidents, one will have the voting right of a Vice President.

D. Any vacancy arising on the Board of Directors shall be filled by the President(s) for the un-expired term with the approval of the Board of Directors.

E. The President(s) shall assign to the Board of Directors members their respective duties.

F. The President(s) shall appoint additional committee chairwomen as needed.

G. The President and/or Co-President of Sisterhood is a voting Temple Emanu-El Trustee

Section 2. Vice Presidents.

A. The Vice Presidents shall serve as active members of Sisterhood for at least one year prior to election.

B. It shall be the duty of the Vice Presidents to assist the President(s) whenever called upon to do so. They shall assume the duties of the President(s) when called upon.

C. Each of the Vice Presidents shall be responsible for one of the following departments: Administrative Services - dropped when there are two co-Presidents; Education and Religious Practices; Membership Services; Program Services; Fundraising; and Public Relations.

Section 3. Recording Secretary.

A. It shall be the duty of the Recording Secretary to keep an accurate and precise record of all meetings in such form that it becomes a permanent record.

B. She shall present to the President(s) a copy of the minutes of all meetings within one week prior to the meeting. [this does not make sense. It should read one week after the meeting or one week prior to the next meeting]

Section 4. Corresponding Secretary.

A. It shall be the duty of the Corresponding Secretary to read all incoming mail at all meetings when deemed necessary by the President(s).

- B. She shall conduct all correspondence as directed by the President(s).
- C. She shall send out announcements for all meetings when directed by the President(s).
- D. She shall keep a file of all correspondence.

Section 5. Treasurer.

A. The Treasurer, who may be bonded at the discretion of the Executive Board, shall have charge of all funds of the organization with the exception of the Judaica Gift Shop funds which shall be managed by the Judaica Gift Shop chairperson or her designee.  
~~She shall pay all approved expenses. Receipts, vouchers, invoices, etc., must be submitted to the Treasurer prior to payment.~~

~~C.B. She shall keep an accurate record and account of all transactions and submit any required tax reports. Moved to H, below~~

D. The Treasurer shall report monthly.

E. The Treasurer, the President(s) and one designated Executive Board member, jointly agreed to by the President(s) and Treasurer, shall be eligible to be signatories on all Sisterhood accounts.

F. Treasurer shall manage all financial accounts with the exception of the Judaica accounts. ~~The accounts include, including but are not limited to, checking account, savings account, certificate of deposits, money market accounts, and LIFE membership account.~~ ~~LIFE membership account, with the exception of the Judaica Shop accounts and assets.~~

Management of accounts includes:

- i) Depositing funds into the accounts.
  - a. Obtain all deposits
  - b. Deposit
  - c. Record deposit in books of record under correct fund
  - d. Provide deposit information to appropriate chairpersons
- ii) Payments
  - a. Receive requests for payment, which should include completed request for payment form indicating fund, description of expense and receipt
  - b. Process payment via check within one week of receiving request
  - c. Record payment in book of records under correct fund
- iii) Pay pay annual fees to WRJ/national, WRJ/pacific and YES fund for all sisterhood members.
- iv) Annually, transfer amount from CD to checking account as needed—

~~The treasurer shall pay annual fees to WRJ/national, WRJ/pacific and YES fund for all sisterhood members.~~

- G. Treasurer shall prepare a budget annually based on previous years actual amounts and input from committee chairs and president. The budget will be submit, reviewed and approved by the board at the budget annually to be approved at an announced sisterhood meeting.

H. She shall keep an accurate record and account of all transactions, report monthly on actual spend and remaining budget. Monthly reporting to include:

- i) Reporting summary activity by fund
- ii) Reporting detail activity for each fund to the chairperson of that fund.

~~I. She shall and submit any required tax reports. tax reports.~~

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Section 6. Membership Secretary.

- A. It shall be the duty of the Membership Secretary to record all moneys collected in payment of dues.
- B. The Membership Secretary shall keep an accurate membership list and have it available for publication.

Section 7. Sisterhood-Member-At-Large

- A. A Member at Large should attend meetings of the Executive Board, offer advice and assist the other members of the Executive Board, when needed. The number of the Members at Large shall be at the discretion of the President.

Section 8. Sharing of Executive Board positions

- A. Any position can be shared, as in Fund-Raising V.P., in charge of the Donor and Fund-Raising V.P., in charge of Catering, etc., with each person having a vote on the Executive Board except as noted above in Section 1.C. above.

ARTICLE VIII - SISTERHOOD BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the Executive Board Officers and appointed standing committee chairs who shall be members in good standing of the general membership of Sisterhood. A member who has a board position that interfaces with any Temple committee, shall be a member in good standing of Temple Emanu-El.

Section 2. The Parliamentarian shall be the Immediate Past-President and shall be a voting member.

Section 3. Board of Directors members are required to be present at Sisterhood meetings unless specifically excused by the President(s) and to fulfill the duties of each respective office as directed in the By-Laws and/or the Standing Rules.

- A. The President(s) or Recording Secretary shall be informed of anticipated absences.
- B. Absence from three consecutive meetings without a valid excuse may, at the Executive Board's discretion, necessitate either temporary substitution or the acceptance of a resignation.
- C. Co-chairs shall have equal privilege of voting.

Section 4. The Honorary Members of the Board of Directors shall be the wife of the Rabbi(s) and the Cantor's/Cantorial Soloist's wife. If these positions are held by females, **they shall be honorary Board of Directors members.**

Section 5. Each term of office is one year with the exception of the President, which is two years.

Section 6. No member of the Board of Directors shall serve in the same office or chair for more than four consecutive terms unless approved by the Executive Board.

Section 7. Judaica Gift Shop

A. Judaica Gift Shop Chairperson is responsible for all funds earned by the Judaica Shop, all financial records, assets and debits, will have separate bank account(s) from Sisterhood Treasury accounts, and may enlist a separate bookkeeper other than Sisterhood Treasurer

B. Judaica Gift Shop Chairperson ( or gift shop bookkeeper, see Item C) must submit financial reports to the Sisterhood Board of Directors annually and provide year end closing financial reports within one month of the close of each Sisterhood fiscal year.

C. When there is a separate bookkeeper for the Judaica Gift Shop, that person will be responsible for all facets of the financial records, bank accounts(s), end of year closing and tax forms and submissions, and for providing an annual financial report.

#### ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1. Only members in good standing in Sisterhood shall be eligible to serve on the nominating committee, to serve as a convention delegate, or to serve on the Sisterhood Board of Directors.

Section 2. The immediate Past President(s) shall chair the Nominating Committee.

Section 3. It shall be the responsibility of the Nominating Committee to prepare a slate of candidates to the Executive Board. The slate of nominees shall be announced and advertised at the meeting before the donor luncheon.

Section 4. Additional nominations shall be accepted from the general membership following publication of the Nominating Committee's slate up to one week prior to the election.

Section 5. Elections will take place at the Donor Event.

Section 6. Executive Board members commence duties on July 1 of each year. Board of Directors shall be installed at Erev Shabbat Service, as scheduled by Temple.

Section 7. Terms of office shall be from July 1 to June 30.

#### ARTICLE X - DELEGATES TO CONVENTIONS AND CONFERENCES

Section 1. The President(s) shall be the delegate to conventions. If she is unwilling or unable to attend, or if additional delegates are allowed, the President(s) shall appoint delegates from among the Sisterhood members who are Temple Emanu-El members in good standing, and are interested in pursuing a leadership role in sisterhood.

Section 2. Sisterhood shall provide a fund to defray expenses for the delegates to attend conventions and conferences. All approved convention expenses must be within our planned yearly budget and can be shared among the women attending.

A. The following guidelines will be followed when budgeting and awarding funds to convention attendees.

- i. Registration fees will be paid by Sisterhood for all delegates.
- ii. Registration fees, airfare and hotel expenses will be paid by Sisterhood for our president and/or co-president at an amount to be determined by the Executive Board.
- iii. To encourage members to participate in these events, Sisterhood will pay a reasonable amount for airfare for delegates who are attending one of these events for the first time at an amount to be determined by the Executive Board.
  
- iv. Sisterhood will fund these expenses yearly until the budget line is depleted. Additional funds will be placed in the line item for conventions during National WRJ Biennial years.
- v. Special circumstances that fall outside of these guidelines may be discussed by the Executive Board on a case-by-case basis.

Section 3. Delegates shall submit reports of conventions which shall be recorded in official meeting minutes. Any member accepting funds to help defray the cost of these events, shall commit to gathering and presenting information available at the event to the Sisterhood board upon the request of the president. Members who present reports will be given consideration for subsequent conventions.

ARTICLE XI - FINANCIAL PROCEDURES

- Section 1. The fiscal year of the organization shall run from July 1 to June 30.
- Section 2. No indebtedness over \$60.00 shall be incurred by any member or officer of Sisterhood except by authorization of the annual budget.
- Section 3. Expenditures which deviate from the budget by \$60.00 may be approved at a regular announced meeting, or by an email sent to the members in attendance at the previous announced meeting..
- Section 4. Any expenditure made in anticipation of income may be incurred with the majority approval of the Executive Board or at a Sisterhood meeting.
- Section 5. The Board of Directors, at it's discretion, can add new line items to the annual budget.

ARTICLE XII - ANNUAL REPORTS

- Section 1. Each Board of Director member shall keep an up-to-date procedure book to be submitted to the President(s) at the end of their term of service.

ARTICLE XIII - AMENDMENTS

- Section 1. Amendments to these Constitution and By-Laws may be proposed by the Board of Directors or by written petition of any member to the Board of Directors.
- Section 2. A proposed amendment must be made available to the general membership at least two weeks prior to the next Sisterhood meeting.
- Section 3. An amendment or revision must be adopted by two-thirds of those present and voting at a Sisterhood meeting, or by two-thirds of those responding to a ballot by mail or e-mail and then shall immediately become part of the By-Laws.

ARTICLE XIV - PARLIAMENTARY PROCEDURE

- Section 1. The Rules contained in Robert's Rules of Order, current revision, shall govern this organization in all cases where they are applicable and in which they are consistent with these By-Laws and with the By-Laws of WRJ Pacific.
- Section 2. Diciplinary actions by the Board of Directors will be discussed and decided in a Closed Session to protect the confidentiality of the member under consideration. When members fail to act responsibly in the interest of Sisterhood or disrupt meetings, the Board has the authority to reprimands the member resulting in sensure, suspension or termination.