

BYLAWS

WOMEN OF REFORM JUDAISM

CENTRAL DISTRICT

Approved November 2016

ARTICLE I. NAME

The name of this organization shall be Women of Reform Judaism Central District.

ARTICLE II. PURPOSE

- A.** To promote the aims of Women of Reform Judaism and cooperate in its projects.
- B.** To bring the sisterhoods of the district into closer cooperation and association with one another to further their respective activities.
- C.** To help sisterhoods participate most effectively in the activities of Women of Reform Judaism and to serve as liaison between local sisterhoods and Women of Reform Judaism.
- D.** To assist in the organization of new sisterhoods in the district.

ARTICLE III. MEMBERSHIP AND DUES

- A.** Any sisterhood or individual member affiliated with Women of Reform Judaism and in good standing located in the WRJ Central District area, as defined by Women of Reform Judaism, shall be eligible for membership in WRJ Central District.
- B.** Every affiliated sisterhood shall pay annually to the treasury of this district, two dollars (\$2.00) for each of its dues paying members. Individual members will pay two dollars (\$2.00) per annum for membership in the district. This will come from the WRJ office and will not be charged directly to the individual member.
- C.** The fiscal year of this district shall extend from July 1st to June 30th to conform to the fiscal year of Women of Reform Judaism.

ARTICLE IV. OFFICERS

- A.** Officers of the district shall be one president, three vice presidents, one recording secretary, one corresponding secretary, one membership secretary, and one treasurer.
- B.** In case of a vacancy occurring in the office of the president, the first vice president shall complete the unexpired term of the president.

ARTICLE V. DISTRICT BOARD

- A.** The district board shall consist of the officers, area directors, chairs of standing committees and special committees, the bulletin editor, the parliamentarian, the historian, the president of each affiliated sisterhood, and all members of Women of Reform Judaism board of directors residing in the district. The past presidents

- of WRJ Central District and of former districts now encompassed by WRJ Central District shall be honorary members of the district board with voice but no vote.
- B.** Local sisterhoods may send as many delegates as desired to the district board meetings. Voting privileges are granted as per Article X.C
 - C.** The regular meeting of the district board shall be held annually, one at the time of the WRJ Central District convention, and once in the interim year(s) at such time and place as designated by the executive committee. A special meeting may be called by the president and must be called upon the written request of fifteen (15) members of the district board.
 - D.** The district board shall conduct the affairs of the district during the interim between conventions. However, it may not amend these bylaws or modify any action taken by the assembled body at the WRJ Central District convention.
 - E.** A two-thirds (2/3) majority of board members present and voting shall decide the questions, except where otherwise specified.

ARTICLE VI. EXECUTIVE COMMITTEE

- A.** The executive committee shall consist of the officers, the immediate past president, the past president preceding the immediate past president, the area directors, the bulletin chair, the parliamentarian, the historian, and all members of Women of Reform Judaism board of directors residing within WRJ Central District.
- B.** The executive committee shall conduct the business of the district between meetings of the district board and shall have power to expend sums, not to exceed one hundred dollars (\$100), for purposes not included in the budget. The executive committee may not reverse or alter any decision made by the WRJ Central District convention or the district board.
- C.** The executive committee shall meet twice during the fiscal year: once in the spring and once in the fall. One of these meetings is to be held at the same time and place as the interim board meeting and one at the WRJ Central District convention. Transportation expenses shall be reimbursed by the district treasury.
- D.** A special meeting of the executive committee may be called by the president in consultation with the first vice president.
- E.** Fifty-one percent (51%) of the members of the executive committee shall constitute a quorum.

ARTICLE VII. ELECTRONIC MEETINGS

- A.** The executive committee, standing committees, special committees and task forces, etc. shall be authorized to meet by telephone conference or through other electronic communication media so long as all the members may simultaneously participate during the meeting.
- B.** When deemed necessary by the president, electronic voting may be permitted, allowing adequate time for mailed ballots when needed.

ARTICLE VIII. DUTIES OF OFFICERS

A. President

1. It shall be the duty of the president to preside at all meetings. She shall, with the approval of the executive committee, appoint special committees. She shall appoint a historian and a parliamentarian. She shall make at least an annual report to the district, a copy of which shall be sent to the office of Women of Reform Judaism.
2. The president of the district shall automatically be a delegate of the district to the Women of Reform Judaism Fried Leadership Conference and a meeting of the legislative body. She shall represent the WRJ Central District at the WRJ district presidents council meetings. When appropriate, she shall be accompanied by the first vice president. If neither the president nor the first vice president is able to attend one of these functions, the president, in consultation with the executive committee, shall appoint an alternate from among the vice presidents.
3. When not otherwise provided, the district shall defray for the president, or her alternate, only her hotel, transportation, and registration expenses for her attendance at WRJ presidents council meetings, Central District meetings, and all other travel and lodging expenses where the president is representing the district.

B. Vice Presidents

1. There shall be three vice presidents. The first vice president shall assist the president in her performance of her duties and shall perform the duties of the president in case of her absence or inability to serve. She shall oversee the area directors. She shall serve as president-elect and as chair of conventions and interim board meetings that take place during her term of office.
2. Each of the two remaining vice presidents shall head one of the two departments each corresponding to the departments of WRJ.
3. Prior to the fall and spring executive committee meetings, each vice president shall request written reports from committee chairs who report to her.
4. Each vice president shall work closely with the chairs assigned to her by the president.
5. Each vice president shall encourage sisterhoods to attend and participate in all district conventions and meetings.

C. Area Directors – There shall be area directors who shall be responsible for maintaining contact with local sisterhoods. The number of area directors shall be that which is deemed necessary by the executive committee. The area directors shall report directly to the first vice president and provide a copy of their written reports to her prior to presentation at the fall and spring executive committee meetings. Each area director shall encourage sisterhoods to attend and participate in all district conventions and meetings.

D. Recording Secretary – She shall keep minutes of all meetings of the district executive committee and plenary sessions of the district board in separate books provided for that purpose. She shall maintain a notebook of the minutes for four administrations prior to the current administration.

- E. Corresponding Secretary** – She shall be responsible for collecting and printing rosters of all district board members including past presidents, and thereafter keep these lists up to date. She shall work with the president in compiling and distributing the district notebooks, and may be responsible for correspondence relating to the district.
- F. Treasurer** – She shall receive all monies of the district and deposit same in the bank determined by the treasurer. All checks shall be signed by the treasurer, or in her absence, by the Assistant Treasurer or by a member of the executive committee appointed by the president. The treasurer shall make disbursements only at the direction of the president. In the absence of the president, the first vice president shall approve the disbursement. The treasurer shall submit her report at each executive committee and district board meeting and report at the WRJ Central District convention. The treasurer shall prepare a one-year budget, sending a copy to the president. This budget must be approved by the executive committee and then by the delegates attending either the WRJ Central District convention or the WRJ Central District interim meeting, depending on the year in which it is presented. The treasurer will also submit the budget to the WRJ office. At anytime, as deemed necessary by the president, the financial records may be reviewed by an appropriate professional. Any expense incurred for this review will be paid from the reserve operating fund.
- G. Assistant Treasurer** – She shall assist the treasurer in her performance of her duties and shall perform the duties of the treasurer in case of her absence or inability to serve.
- H. Membership Secretary** – She shall send out bills for dues and receive payment of same. She shall keep account of the dues received from the affiliated sisterhoods and forward same to the treasurer for deposit.

ARTICLE IX. NOMINATION AND ELECTIONS

- A.** The nominating committee shall be comprised of seven (7) members:
 - 1.** The immediate past president, who may act as chair.
 - 2.** The president preceding her, who may be vice chair.
 - 3.** If either of the above is unable to serve, the executive committee shall appoint a nominating committee chair or vice chair.
 - 4.** With the approval of the executive committee, the president shall appoint a third member and alternate from the executive committee to the nominating committee.
 - 5.** At the post WRJ Central District convention executive committee meeting, the newly elected president shall also appoint four additional members and alternates for each from the general body.
 - 6.** The nominating committee shall be representative of the geographic area of the district.
 - 7.** This committee shall present at the next WRJ Central District convention, a slate of one nominee for each office, each area director, and each chair for election by the general body.
 - 8.** The chair of nominating shall be responsible for convening the nominating committee.

9. The transportation costs and one night room charge or alternative costs necessary to convene this meeting and essential telephone costs of this committee shall be paid by the district treasury.
- B. Following the interim board meeting and prior to the executive committee meeting preceding the WRJ Central District convention, the chair of the nominating committee shall request from each sisterhood and all members of the district board the biographies of possible candidates for positions on the district board.
- C. The nominating committee shall meet, in the same city, immediately following the executive committee meeting preceding the WRJ Central District convention unless alternative plans are arranged. It shall present the slate to the local sisterhoods in the pre-convention bulletin.
- D. The officers, area directors, and chairs of the district shall be elected and installed at the WRJ Central District convention for a term of two (2) years. Appointees to the board shall be installed at the same time.
 1. No officer shall be eligible for election to the same office for more than one (1) consecutive term with the exception of the treasurer, who may serve two (2) consecutive terms.
 2. No officer may be eligible to more than three (3) consecutive offices unless entering the position of first vice president.
 3. Area directors and chairs shall serve no more than three consecutive terms.
- E. If an officer is filling an unexpired term, she may be eligible for re-election to that office.
- F. Any vacancies occurring on the executive committee or WRJ Central District board shall be filled by the chair of the nominating committee after consultation with the vice chair and the president.

ARTICLE X. CONVENTIONS

- A. A convention of the district shall be held biennially at such time and place as shall be determined by the executive committee.
- B. The voting body of the convention shall consist of the district board, members of the Women of Reform Judaism board of directors residing in this district, the delegates or their alternates of each affiliated sisterhood, and individual members who are present. Each person shall vote in one (1) capacity only.
- C. Each sisterhood with up to ninety-nine (99) paid members shall be entitled to five (5) voting delegates. Each sisterhood with one hundred (100) to two hundred forty-nine (249) paid members shall be entitled to seven (7) voting delegates. Each sisterhood with two hundred fifty (250) or more paid members shall be entitled to nine (9) voting delegates. The number of delegates to which each sisterhood is entitled includes the sisterhood president.
- D. A two-thirds (2/3) majority of delegates present and entitled to vote shall decide the questions.

ARTICLE XI. PARLIAMENTARY AUTHORITY

- A. The rules contained in *Robert's Rules of Order Newly Revised* shall govern the proceedings of all meetings to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII. AMENDMENTS

- A. Amendments to these bylaws may be proposed by the bylaws committee, a local sisterhood, an individual member, the district executive committee or the district board, before or during the executive committee meeting prior to the WRJ Central District convention. Upon approval of the executive committee, such amendments shall be acted upon at the district convention. Each affiliated sisterhood and individual member shall have received a copy in writing of the proposed amendments at least thirty (30) days prior to the WRJ Central District convention. A two-thirds (2/3) vote of those present and voting shall be required to adopt any amendment.
- B. Proposed amendments to these bylaws, endorsed in writing or electronically by the presidents of fifteen (15) sisterhoods in the district, may be presented from the floor of a board or WRJ Central District convention meeting. Such proposed amendments shall be voted upon at the next WRJ Central District convention providing all sisterhoods have been duly notified of such proposed amendments as specified in Section (A).