

**CONSTITUTION  
SISTERHOOD OF TEMPLE AHAVAT SHALOM  
Northridge, California**

**ARTICLE I NAME**

This organization shall be known as the Sisterhood of Temple Ahavat Shalom.

**ARTICLE II PURPOSE**

The mission of the Sisterhood of Temple Ahavat Shalom, an auxiliary of Temple Ahavat Shalom, is to further the highest ideals of Reform Judaism; to empower the voices of Jewish women; to foster friendship among its members; to be a resource for religious, social and educational activities; to stimulate the observance of Jewish religious life and to promote the programs of the Women of Reform Judaism and WRJ Pacific District.

**ARTICLE III MEMBERSHIP AND DUES**

**Section**

1. Any woman who is interested in the activities of this Sisterhood and satisfies the membership requirements of the Temple shall be eligible for Sisterhood membership.
2. Any woman who discontinues or is not in good standing with her Temple membership may not maintain her Sisterhood membership.
3. Dues shall be per year per person, payable at the beginning of the fiscal year. At the discretion of the Sisterhood President, no woman shall be excluded from membership in good standing in cases of distinct hardship.
4. All Sisterhood Board members shall pay their Sisterhood dues by September 30 of each year to maintain active board status.
5. In keeping with Temple policy, new Temple members who have joined the Temple after April 1, and who join Sisterhood, shall be members in good standing through June of the following year.
6. Anyone not eligible for Sisterhood membership may be a Friend of Sisterhood as defined in the Policies and Procedures.

**ARTICLE IV FISCAL YEAR**

**Section**

1. The fiscal year shall be from July 1 to June 30 of the following year.

**ARTICLE V OFFICERS**

**Section**

1. The elected officers of Sisterhood shall consist of the President(s), Vice-Presidents, Recording Secretary, Financial Secretary, and Treasurer.

2. Vice-Presidents shall be designated Vice Presidents in charge of:
  - Administrative
  - Education
  - Program
  - Membership
  - Religious Observances
  - Ways and Means
3. The President(s), with the approval of the elected officers of the Sisterhood, shall appoint the Parliamentarian, who shall serve on the Executive Board.
4. The Executive Board shall consist of the elected officers, the Immediate Past President(s), and the Parliamentarian.
5. Officers shall hold office from July 1 to June 30 of the following year.
6. Installation of officers shall be held by June 30.
7. The function of the Executive Board shall be to make recommendations to the Board of Directors and/or to act in emergencies when it is not feasible to hold a Board meeting. Such a meeting shall be held at the discretion of the President(s) or at the request of three (3) Board members.
8. The function of the Board of Directors is to act for the membership between general meetings and to expedite general meetings by transacting routine business and exploring new business which is to be presented to the membership.

## **ARTICLE VI OFFICERS' DUTIES**

### **Section**

1. The President(s) shall preside at all General, Executive Board and Board of Directors meetings and shall appoint the various chairpersons with the approval of the respective vice presidents.
  - a. The President(s) shall supervise the duties of the Parliamentarian.
  - b. The President(s) shall approve the chairpersons selected by the Vice Presidents.
  - c. The President(s), with the approval of the Temple President, may appoint Sisterhood representatives to the following Temple Committees:
    - Adult Education
    - ECEC
    - Religious Practices
    - Religious School Board
    - Youth Commission
  - d. The President(s), with approval of the Board of Directors, shall appoint the person or persons who shall conduct an inspection of the financial books and records of Sisterhood every two years in July.
2. There shall be Vice Presidents of Administrative, Education, Program, Membership, Religious Observances, and Ways and Means. They may appoint chairpersons under purview with the President(s) approval.
  - a. The Administrative Vice-President(s) shall supervise communication and sit ex-officio on those committees the President(s) may be unable to attend. She shall supervise the communication liaison.

- b. The Education Vice-President(s) shall supervise projects, committees and/or programs which serve education, youth and the community.
  - c. The Program Vice-President(s) shall be responsible for monthly general meetings, arranging programs & providing refreshments. She shall work together with the Membership Vice President(s) in preparing the published program guide and in planning the paid-up membership event.
  - d. The Membership Vice-President(s) shall supervise the acquisition and retention of members, the collection of dues, the maintenance of the Sisterhood membership directory, and the presentation of new member welcome gifts.
  - e. The Religious Observances Vice-President(s) shall supervise Sisterhood's participation in Oneg Shabbat, Festival occasions, Sisterhood's catering service, and Sisterhood's services to Religious School and ECEC.
  - f. The Ways & Means Vice-President(s) shall supervise the committees responsible for fundraising, donor, and the Judaica Shop.
3. The Recording Secretary shall keep a record of all proceedings of the organization in a permanent record book and shall be custodian of the minutes and the Treasurer's Report. She shall keep a record of the Executive and Board of Directors' attendance and shall notify absentees according to Article VII, Section 4. She shall attend to all correspondence as directed by the President(s).
  4. The Treasurer shall monitor all funds of the Sisterhood, including but not limited to, Catering, Oneg, and Judaica Shop bank accounts. She shall prepare an annual budget. (See Article XIII, Section 1). The permanent financial records shall be transferred by each Treasurer to her successor and shall be open for inspection at all times with the President(s)' approval. The Treasurer and President(s) shall approve all payments drawn on the Sisterhood Treasury account.
    - a. The President(s) shall initial all forms for reimbursements.
  5. The Financial Secretary shall receive funds, make deposits, and submit all records to the Treasurer. She shall ensure that a copy is made of every check.
  6. The Budget Committee shall consist of the Executive Board and Immediate Past Treasurer, and any designated person the President(s) so desires.

## **ARTICLE VII BOARD OF DIRECTORS**

### **Section**

1. The Board of Directors shall consist of the Executive Board, all members of the Sisterhood who currently serve as Officers or Directors of Women of Reform Judaism and WRJ – Pacific District and appointed chairpersons. Past Presidents, with the exclusion of Immediate Past Presidents who serve on the Executive Board per Article V Section 5, shall serve on the Board of Directors as "honorary advisors" with a voice but no voting privileges. The purpose of this is to facilitate the reaching of the required quorum to conduct business as delineated in Article X, Section 2.
2. Each officer and committee chairperson will submit a set of procedures and an annual report before the end of the fiscal year.
3. The President(s) shall appoint each chairperson for a term of one year.

4. It is the obligation of all members of the Board of Directors to attend Board and general meetings.
5. The President(s), with the approval of the Executive Board, may replace any member of the Board of Directors who does not fulfill the requirements of her office.

## **ARTICLE VIII NOMINATIONS AND ELECTIONS**

### **Section**

1. The President(s) shall form a Nominating Committee no later than the General Meeting in March. This committee shall consist of the immediate past President(s) and five (5) members appointed by the President(s). The appointed members shall be three (3) members from the Board and two (2) members from the general membership. The President(s) shall appoint the chairperson from the committee members.
2. No member of the Nominating Committee shall present a member of the Nominating Committee for office. However, such a member's name may be brought in by open nomination at the general meeting in April.
3. The duties of the Nominating Committee constitute nominating a slate for the following: President(s); six Vice-Presidents, Treasurer, Financial Secretary, and Recording Secretary.
  - a. The President(s) and Vice-Presidents shall have served on the Board of Directors of Temple Ahavat Shalom Sisterhood or held a position on an executive committee of another Women of Reform Judaism Sisterhood Board for a minimum of one year.
4. The first meeting of the Nominating Committee shall be called by the chairperson, at which time she shall read aloud all the articles of the Constitution pertaining to elections. The committee shall be instructed that the selection of candidates for office shall be consistent with the purposes in Article II. The Nominating Committee shall present a report stated to the general meeting in April. At this time, nominations may be made from the floor. Nominations from the floor must be made with the consent of the nominee, who must be a member in good standing. Nominations shall be closed in April. In the event that there is an open office, nominations may be reopened in May for that office only.
5. The names reported by the Nominating Committee, together with those nominated from the floor, shall constitute the official slate.
6. The report of the Nominating Committee shall be made public to the Sisterhood prior to the General Election in May.
7. The officers shall be elected at the general meeting in May. The vote shall be taken by written ballot whenever there is more than one candidate for any office. Only members in good standing may vote.
8. The officers shall be elected for a period of one year and may be re- elected for one consecutive term to the same office with the following exceptions:
  - a. The officers, after serving two terms, may be eligible to serve as a co-officer for an additional one year term in that office.
  - b. A co-officer, after serving two terms, may be eligible to serve in that office for an additional one year term.

9. A co-officer, after serving one term, may be eligible to serve as an officer in that office for two consecutive one year terms.  
In case of the inability of the President(s) to complete the term of office, the Board of Directors shall elect a replacement President, pursuant to Article VIII, Section 3a.
10. In the case of vacancies on the Executive Board other than the President, the Executive Board shall elect their replacement(s) to complete the unexpired term. Vacancies in a vice-presidency shall be filled pursuant to Article VIII, Section 3a. Election shall be by written ballot or unanimous vote.

## **ARTICLE IX MEETINGS**

### **Section**

1. General meetings of the Sisterhood shall be held monthly from September through May unless otherwise ordered by the Executive Board or Board of Directors. Should the Board of Directors find it necessary to cancel a General Meeting, it may do so by a majority vote.
2. Meetings of the Board of Directors shall be held monthly from September through June.
3. Special meetings of the Board of Directors or the general membership shall be called by the President(s) on written request of five (5) members in good standing. Only such business as the meeting was called for shall be discussed.
4. Meetings of the Executive Board may be called at the discretion of the President(s).

## **ARTICLE X QUORUM**

### **Section**

1. At a General Meeting, fifteen (15%) percent of the total membership shall constitute a quorum.
2. At a meeting of the Board of Directors, thirty (30%) of its membership shall constitute a quorum

## **ARTICLE XI COMMITTEES**

### **Section**

1. The President(s), with the approval of the elected officers, shall appoint as many committees as are necessary to carry on the work of the Sisterhood.
2. Any limited term committee chairperson shall be appointed by the President(s) with the approval of the Board of Directors, and shall have the privilege of a vote on that which pertains to her project only.

## **ARTICLE XII CONFERENCES AND CONVENTIONS**

### **Section**

1. The President(s) shall be the official delegate(s) to all Women of Reform Judaism and WRJ- Pacific District conferences/conventions.
2. The President(s), with the approval of the Board of Directors, shall appoint delegates and alternates to attend conferences/conventions of the Women of Reform Judaism and WRJ Pacific District.
3. Delegates/Alternates must be Sisterhood members.

4. Delegates and alternates will be appointed regardless of whether there will be voting at the conference/convention.
5. The registration fees and conference/convention expenses of the President(s) shall be paid by the Sisterhood.
6. The Sisterhood shall contribute towards conference/convention registration fees of all delegates and alternates within the constraints of the budget.

### **ARTICLE XIII DISBURSEMENTS**

#### **Section**

1. A budget shall be drawn up at the beginning of the fiscal year and shall be approved by the Board of Directors and submitted to the Sisterhood for ratification at the first general meeting.

### **ARTICLE XIV AMENDMENTS**

#### **Section**

1. Amendments to the Constitution shall be presented in writing to the membership at a general meeting, or at a special meeting called for that purpose, or by mail at least two weeks in advance; and voted upon at the following general meeting. An affirmative vote of two-thirds of the members present and voting shall be necessary to adopt the amendment. Refer to Article X, Section 1 regarding quorum requirement.
2. All amendments to the Constitution should be according to Temple policy.
3. The Constitution shall be reviewed every five (5) years by a committee appointed by the President(s).
4. Standing rules shall be reviewed every two (2) years by a committee which includes the Religious Observances and Ways and Means Vice Presidents.

### **ARTICLE XV PARLIAMENTARY AUTHORITY**

#### **Section**

1. Robert's Rules of Order Revised shall govern the procedure of this Sisterhood, unless otherwise specified in this Constitution.

### **ARTICLE XVI DISSOLUTION**

#### **Section**

1. In the event of the dissolution of this Sisterhood, the assets of the Sisterhood shall revert to the Temple.

### **ARTICLE XVII FEDERATION MEMBERSHIP**

#### **Section**

1. This organization shall remain a member in good standing of the Women of Reform Judaism and the WRJ-Pacific District.

## **ARTICLE XVIII DEFINITION OF POLICIES & PROCEDURES**

### **Section**

1. There shall be a set of Policies & Procedures which will govern those administrative practices which might change from time to time. These Policies & Procedures may be changed by any of the following procedures:
  - a. Approval by the Board of Directors at a Board meeting.
  - b. Majority vote of the membership at a general meeting.
2. All motions constituting policy, passed by the Sisterhood membership or Board, shall be added to the Policies & Procedures.

**Amended Bylaws Approved by General Membership 1/18/2018**