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 lll MEMBERSHIP AND DUES

Section

1. Anyone who identifies as female, nonbinary, or gender fluid who is interested in the activities of this Sisterhood and satisfies the membership requirements of the Temple shall be eligible for Sisterhood membership.
2. Anyone not eligible for Sisterhood membership may be a Friend of Sisterhood as defined in the Policies and Procedures.
3. Any TAS Member who discontinues TAS Membership, or whose Temple Membership is not in good standing is not a Sisterhood member in good standing and does not receive the benefits of Sisterhood membership.
4. Dues shall be per year per person, payable at the beginning of the fiscal year. At the discretion of the Sisterhood President, no one shall be excluded from membership in good standing in cases of distinct hardship.
5. All Sisterhood Board members shall pay their Sisterhood dues by September 30 of each year to maintain active board status.
6. 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.

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(s), Financial Secretary(s), and Treasurer(s).
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
        Religious Practices
        Religious School Board
    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 be in charge of Sisterhood Shabbat and the Volunteer Recognition event/Installation.
    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. They shall work together with the Membership Vice President(s) in preparing the program guide and in planning the paid-up membership event.
    d. The Membership Vice-President(s) shall supervise the acquisition and retention of members and the collection of dues.
    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 .

f. The Ways & Means Vice-President(s) shall supervise the committees responsible for fundraising and the Judaica Shop.

3. The Recording Secretary(s) shall record all proceedings of the organization. These records shall be placed in the Sisterhood's permanent records. The Recording Secretary shall keep a record of the Executive and Board of Directors' attendance and shall notify absentees according to Article VII, Section 4.
4. The Treasurer(s) shall monitor all funds of the Sisterhood, including but not limited to, General, Catering, Oneg, and Judaica Shop bank accounts. They shall assist in the preparation of an annual budget. (See Article XIII, Section 1). The permanent financial records shall be transferred by the outgoing Treasurer(s) to their successor(s) and shall be open for inspection at all times with the President(s)' approval
5. The Financial Secretary(s) shall receive funds, make deposits, and submit all records to the Treasurer(s).
6. The Budget Committee shall consist of the Executive Board, Immediate Past Treasurer(s), 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 members of the Board of Directors who do not fulfill the requirements of their 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 all the articles of the Constitution pertaining to elections shall be read aloud. 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 term 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 one-year 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. Limited-term committee chairpersons shall have the privilege of a vote on that which pertains to their 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 (either email or US 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. Policies and Procedures shall be reviewed every two (2) years by a committee of Executive Board Members appointed by the President.

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: Thurs., Sept. 19, 2024