Board approved on Thurs., Nov. 7, 2024

SISTERHOOD POLICIES & PROCEDURES

List of Committees

1. The following Chairpersons shall be under the supervision of the Vice-Presidents in charge of:

***Administrative Vice President(s)* (Ex-officio to all committees)**
- Sisterhood Shabbat Service
- Leadership Training
- Volunteer Recognition Event/Installation

Ways and Means Vice President(s)
- Judaica Shop
- Tributes
- Bingotini/Bingorita
- Holiday Boutique
- Mah Jongg Tournament
- Mah Jongg Nights
- Mah Jongg Cards
- Honey Jars
- Lulav & Etrog
- any other Fundraising event

Membership Vice President(s)
- Acquisition/Retention
- Hospitality (to greet & register at meetings/events)
- New Member Welcome
- Sunshine (Birthday cards)
- Membership Directory
- Telephone Tree

Education Vice President(s)
- Adult Education & Adult Education Representative
- TAS Camp Scholarships
- WRJ (Women of Reform Judaism) & Pacific District Projects
- Rosh Chodesh
- School Board Representative
- Social Action Representative
- Spirituality Day/Retreat
- Rosh Hashanah Bags for Religious School
- Chanukah Bags for Religious School

Program Vice President(s)
- Program Assistants

Religious Observances Vice President(s)

Bar/Bat Mitzvah Liaison
Oneg Shabbat Hostesses
Closet Inventory and Shopping
Temple Festival Celebrations , i.e. Purim (Hamantaschen), Simchat Torah (apples & cookies) and Chanukah
Extended Kiddush

2. The following Chairpersons shall be under the supervision of the President(s):
   Corresponding Secretary (email chair)
   Technology Chair

3. The following Chairpersons shall be under the supervision of the Treasurer(s):
   Budget Chair

4. If any of the Vice-President positions are not filled, responsibility for supervision for that VP's chairs shall fall to the President(s).

Religious Observances

1. It is the responsibility of each Bar/Bat Mitzvah family to host the Friday night Oneg Shabbat. The fee to sponsor the Oneg Shabbat shall be $150. Sisterhood members receive a $25.00 discount.
2. All fees are due and payable two weeks prior to the Bar/Bat Mitzvah.
3. If two Bar/Bat Mitzvah ceremonies are scheduled for the same weekend, each family shall pay the fee.
4. Sisterhood shall absorb the cost of the Oneg Shabbat for any family not able to pay the fee. This confidential decision shall be made by the President, in consultation with the Clergy.
5. Sponsoring an Oneg for an event other than a child's Bar/Bat Mitzvah shall be $125. This entitles the sponsor to be mentioned in the Shabbat Shalom Bulletin. The sponsor may bring a store-bought cake and/or store-bought fruit platter(s).
6. Sisterhood shall provide food**,** beverages, supplies, set up and clean-up for any regular Oneg Shabbat.
7. Any temple group having a special oneg will be asked to provide monetary support to cover additional expenses at the discretion of the Sisterhood board.
8. Sisterhood shall contribute to the cost of gifts for the Confirmands and B'nai Mitzvah.

Other Equipment and Supplies

1. All Temple groups shall provide their own supplies, including paper goods and coffee. If, in an emergency, Sisterhood supplies must be used, the group will be billed a replacement cost only.
2. Dishes, flatware or silver pieces shall be used only by Sisterhood, and may not be used privately, or off the Temple premises; except for functions catered by Sisterhood.
3. Arrangements for the use of Sisterhood-owned equipment, (i.e. coffee pots, punch bowl, etc.) by Temple groups shall be made with the President or Religious Observances Vice President(s). Each group shall be responsible for the replacement or repair of lost or damaged equipment at replacement cost.
4. Keys to the kitchen closet shall not be loaned to caterers, Temple groups, or outside groups without permission of the Sisterhood President.
5. Sisterhood property shall not be removed from the Temple at any time for use by an individual member without permission of the Sisterhood President.

Conference and Conventions

1. Reimbursement shall be given to all conference and convention delegates and alternates if there is excess money in the convention budget.
2. This reimbursement shall not exceed $250 per person and is in addition to the registration fees. (See Constitution for expenses relating to President(s) & general registration).
3. Delegates and alternates must attend all required conference/convention sessions in order to receive reimbursement.
4. The WRJ Pacific District Southern California Area Day is considered a conference.

Membership

1. There will be a minimum $5.00 charge for each non-Sisterhood member/Friend of Sisterhood to attend each Sisterhood event unless otherwise characterized as a free event conducted as a service to the Temple community. If Sisterhood dues are paid at event the event, the charge will not apply or will be reimbursed.
2. New Temple members shall be invited to attend one general meeting without paying the fee.
3. The following Temple staff are to be considered guests of Sisterhood and are not expected to pay fees to attend Sisterhood events:
   All Clergy & Immediate Family
   Religious School Director & Immediate Family
   Temple Executive Director & Immediate Family

Sisterhood dues are not expected to be paid by the temple's Senior/Executive Staff. Dues are not paid to WRJ by the Sisterhood for the temple's Senior/Executive Staff.

Friends of Sisterhood

1. Anyone who is not eligible for Sisterhood membership who pays dues to the Sisterhood is designated a “Friend of Sisterhood”. Anyone who is not affiliated with any Jewish Temple or Synagogue must join at the sponsor or patron level.
2. A Friend of Sisterhood is not a member of Sisterhood, and cannot hold any office that gives a voice on the Sisterhood Board. Dues are not paid to WRJ for Friends of Sisterhood.
3. Being a Friend of Sisterhood has the following benefits:
   a. can attend the paid-up event
   b. can attend meetings or events for the same price as a member
   c. receives $25 off the Bar/Bat Mitzvah oneg fee
4. Friends of Sisterhood are not eligible for reimbursement of conference, convention or Area Day fees or expenses.

Finance

1. The Sisterhood dues are: $50 member; $72 sponsor; $118 patron
2. The Treasurer and President(s) shall approve all payments drawn on the Sisterhood Treasury account.

Camperships

1. A person can receive only one individual Sisterhood campership within a fiscal year (July 1 – June 30). Avodah is not a Sisterhood campership and does not prevent one from receiving a Sisterhood scholarship.
2. Scholarships for trips to Israel will not be greater than $250 per person.
3. Recipients of Camperships need to volunteer for Sisterhood and/or MoTAS events. Refer to Campership Application for complete guidelines.

Judaica Shop

1. Purchase orders must be filled out by Judaica Shop Buyer or designee for Judaica shop purchases.
2. All invoices are to be signed off by Judaica Shop Coordinator prior to payment.
3. Any Sisterhood member who becomes a Jew by choice will receive a $36 gift certificate to the Judaica Shop.

Miscellaneous

1. Upon purchase of a TAS Gala Ad, a maximum of two admission tickets will be extended to current Sisterhood President(s) for personal attendance only.
2. Any non-profit organization recognized by TAS may participate in the Holiday Boutique, but will be in a designated area, must provide their own table and

supplies, and collect their own money.

3. The President(s) may authorize payment up to three hundred dollars ($300) without Executive Board approval.
4. President's Discretionary Fund shall not exceed four hundred dollars ($400).
5. Electronic voting may be used by the Executive Board to address timely issues.
6. Each officer and committee chairperson should update the procedures for their positions yearly. These procedures should include a timeline of activities, a description of expected expenses, and any information helpful to the incoming chairperson.