

Board approved on December 7, 2017

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)

Historian
Publicity
Mailing
Sisterhood Shabbat Service
Sisterhood Seder
Communication Liaison
Leadership Training

Ways and Means Vice President(s)

Volunteer Recognition Event/Installation
Judaica Shop
Tributes
Bingotini

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)
Telephone Tree

Education Vice President(s)

Adult Education & Adult Education Representative/TAS
Camp Scholarships
ECEC Representative
WRJ (Women of Reform Judaism) & Pacific District Projects
Rosh Chodesh

School Board Representative
Youth Commission Rep TAS (Youth Activities Chair)
Community Service/Avodah Representative
Social Action Representative
Spirituality Day/Retreat
Rosh Hashanah Bags for ECEC & Religious School through Dalet
Chanukah Bags for ECEC & Religious School through Dalet

Program Vice President(s)

Program Assistants (Facilitators and volunteers)

Religious Observances Vice President(s)

Bar/Bat Mitzvah Liaison
Oneg Shabbat Hostesses
Closet Inventory and Shopping

TAS Religious Practices Committee Representative
Temple Festival Celebrations , i.e. Purim (Hamantaschen), Simchat Torah (apples & cookies) and Chanukah
Extended Kiddush

2. 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 \$225. Sisterhood members receive a \$25.00 discount. Included in the fee is a donation to SOVA. This donation shall be at least \$18.
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 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 expense 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.

DONOR POLICY

See the Donor Policies and Procedures document for the Donor Policy. The donor program is suspended for the 2017-2018 year.

Membership

1. A raffle for a free admission to the next Volunteer Recognition Event shall be held at the Volunteer RecognitionEvent for anyone who has paid dues for the next year by the end of the event.
2. There will be a minimum \$5.00 charge for each non-Sisterhood member 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 charge will not apply or will be reimbursed.
3. New Temple members shall be invited to attend one general meeting without paying the fee.

4. The following Temple staff are to be considered guests of Sisterhood and are not expected to pay fees to attend Sisterhood events:

- All Rabbis & spouses
- Cantor & spouse
- Religious School Director & spouse
- ECEC Director & spouse
- Temple Executive Director & spouse

In addition dues are not expected to be paid by a temple's Senior/Executive Staff or by the Sisterhood on their behalf.

Friends of Sisterhood

1. Anyone who is not eligible for membership who donates an amount equal to Sisterhood dues is designated a "Friend of Sisterhood".
2. A Friend of Sisterhood is not a member of Sisterhood, and cannot hold any office that gives a voice on the Sisterhood Board, cannot earn donor, and dues are not paid to WRJ.
3. Being a Friend of Sisterhood has the following benefits:
 - a. can attend the paid-up luncheon
 - b. can attend meetings 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.

Dues

The Sisterhood dues are: \$45 member; \$72 sponsor; \$118 patron

Scholarships

1. A person can receive only one individual Sisterhood scholarship within a fiscal year (July 1 – June 30) excluding Avodah credit.
2. Scholarships for trips to Israel will not be greater than \$250 per person.
3. Recipients of Camperships need to work five (5) hours (reduced to three(3) hours for those under 10 as of July 1st of the fiscal year) for Sisterhood and/or MoTAS events. Refer to Scholarship 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.

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. Any remaining tickets will be raffled off for the General Membership
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 two hundred dollars (\$200) without Executive Board approval.
4. President's Discretionary Fund shall be 5% of the year's operating budget not to exceed four hundred dollars (\$400).
5. Electronic voting may be used by the Executive Board to address timely issues.