

BETH SHOLOM B'NAI ISRAEL SISTERHOOD  
Manchester Connecticut  
Affiliated with the Women's League for Conservative Judaism

BYLAWS

ARTICLE I: NAME

This organization shall be known as the Beth Sholom B'nai Israel Sisterhood, Manchester, Connecticut, and shall be affiliated with Women's League for Conservative Judaism.

ARTICLE II: PURPOSE

The objectives of the Sisterhood shall be to:

- A. Promote in every way possible the welfare of the congregation and its religious school.
- B. Stress ethical and religious practices in everyday living.
- C. Further Jewish education in the family; and stimulate the observance of the Sabbath and festivals.
- D. Foster a sense of communal responsibility on the part of its members.
- E. Sponsor and encourage youth activities and their affiliations.
- F. Promote educational and cultural activities in the congregation.
- D. Participate in the work of the Torah Fund and the Jewish Theological Seminary.
- E. Participate in activities to strengthen the relationship with Israel.
1. Engage in such civic and philanthropic activities as may be approved by the Board of Directors and/or the Women's League for Conservative Judaism.
- J. Promote the feeling of camaraderie among Jewish women.

ARTICLE III: MEMBERSHIP

Any woman interested in the above purposes may become a member on payment of dues.

ARTICLE IV: DUES and FISCAL YEAR

Section 1: Amount

The annual dues shall be determined by the Board of Directors and shall include the per capita dues of the Women's League.

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

Section 2: Arrears

Any member in arrears for one year's dues shall be subject to suspension if, after written notice from the Financial Secretary, her dues remain unpaid for thirty days.

Section 3: Audit

The financial records shall be audited yearly by a committee of members or an accountant.

## ARTICLE V: OFFICERS AND DIRECTORS

### Section 1. Officers

The officers shall consist of: a President or Presidium; three Vice Presidents; Recording, Corresponding, and Financial Secretaries; Treasurer; and such additional officers as may be needed to carry out effectively the work of the Sisterhood. One Vice President will be in charge of Program, one in charge of Membership, and one in charge of Fellowship.

### Section 2: Term

Officers shall be elected for a term of two years and shall hold office until their successors are elected and installed.

### Section 3: Board of Directors

The management of the Sisterhood shall be vested in a Board of Directors which shall consist of the Officers, Directors, Standing Committee Chairs, and others listed below under the chairmanship of the President as follows:

#### A. Ex officio members of the Board

1. The clergy or their spouses, when women, shall be honorary members of the Beth Sholom B'nai Israel Sisterhood and ex officio members of the Board with full power of voice and vote.
2. Beth Sholom B'nai Israel Sisterhood members who are members of the Women's League or Region Boards of Directors shall be ex officio members of the Sisterhood Board as long as they hold such positions.
3. The immediate Past President(s) of Sisterhood shall be ex officio member(s) of the Board for four years with full power of voice and vote.

#### B. B. Elected Directors

There shall be in addition a minimum of ten and maximum of sixteen elected Directors, some of whom shall be elected each year for a term of two years.

#### C. C. Presidential appointments to the Board

The President may from time to time appoint to the Board additional members. They serve until the end of the President's term.

#### D. D. Standing Committee Chairmen

The appointed chairmen of standing committees (see Article IX) shall serve on the Board of Directors with voice and vote.

### Section 4. Eligibility for Office and Board Membership

- A. A. To serve as an officer a woman must be a member of Sisterhood for at least one year.
- A. B. To serve as President a woman must be a member of the Sisterhood Board for at least one year.

B. C. Members of the Board must be members of Beth Sholom B'nai Israel Sisterhood.

#### Section 5. Vacancies

A. A. Vacancy in the office of President shall be filled for the unexpired term by majority Vote of the Board with the advice of the Nominating Committee. The Chair of the Nominating Committee shall announce the results.

A. B. Vacancies in any other office shall be filled for the unexpired term by the President on recommendation of the Nominating Committee.

#### Section 6. Executive Committee

A. A. The Executive Committee shall consist of the President, who is the Chair, the Immediate Past President(s), Vice Presidents, Secretaries, and the Treasurer. The President may invite to Executive Committee meetings any person whose presence may be necessary or helpful in forwarding the specific business for which a meeting is called.

A. B. The Executive Committee shall have power to authorize emergency expenditures not to exceed \$200 and shall report such action to the Board of Directors.

B. C. The President shall call the Executive Committee meetings as appropriate.

### ARTICLE VI: NOMINATIONS AND ELECTIONS

#### Section 1: Nominating Committee

At the beginning of the year the President shall appoint a Nominating Committee consisting of five members, three from the Board of Directors and two from the general membership. This Committee shall nominate members in good standing throughout the year. When possible, the Immediate Past President shall serve as Chair of the Committee. The President shall serve as consultant to the Committee at their request.

#### Section 2: Submission of the Slate

The Nominating Committee shall submit its slate first to the Board of Directors at the March meeting and then in writing to the general membership. As a courtesy to prevent conflict of nominations, the slate shall be sent to the Region Nominating Committee

#### Section 3: Nominations by Petition

Nominations may be made in writing by not less than five members in good standing and submitted to the Chair of the Nominating Committee. Written consent of the person nominated must be received not later than fifteen days after notice of report of the Nominating Committee.

#### Section 4: Voting

In the absence of additional nominations, the report of the Nominating Committee shall

become the electoral ballot. In the event of more than one candidate for any office, voting shall be by closed ballot.

## ARTICLE VII: DUTIES OF OFFICERS AND BOARD OF DIRECTORS

### Section 1: President(s)

The President shall preside at all meetings, conduct the business as prescribed by the Bylaws, preserve order, and see that the officers fulfill their duties. She shall designate a Vice President to serve and preside in her absence, appoint committees and delegates unless otherwise provided for, sign and countersign all official documents, superintend elections, and shall be a member ex officio of all committees except the Nominating Committee. She shall serve as an official delegate of the Sisterhood to the Women's League Convention and Region meetings and conferences. Partial expenses will be paid by the Sisterhood. She shall represent the Sisterhood on the Board of Directors of Beth Sholom B'nai Israel.

- A. She shall represent the Sisterhood on the Beth Sholom B'nai Israel Board of Directors. Her name will be submitted to the Nominating Committee of Beth Sholom B'nai Israel. If said representative to the Beth Sholom B'nai Israel Board of Directors is no longer a member of the Sisterhood Board of Directors, she will resign her position on the Beth Sholom B'nai Israel Board of Directors. Another Sisterhood Board of Directors member will be recommended to the Beth Sholom B'nai Israel President to fulfill the remainder of the term.
- B. In the event of the inability of the President to attend the Women's League Biennial Convention, she shall appoint an alternate, preferably a Vice President, to attend in her stead. Such alternate's expenses shall be partially paid by the Sisterhood.

### Section 2: Vice Presidents

The Vice Presidents shall assist the President(s) in the management of the Sisterhood, preside in her absence as designated by her, be responsible for the administration of an area of Sisterhood activity to which they have been assigned, and perform such other duties as may be required of them. Each Vice President shall sit in on all committees and meetings concerned with her area of responsibility.

### Section 3: Recording Secretary

The Recording Secretary or Secretaries shall keep true and correct minutes of proceedings of all regular, Board, Executive Committee, and special meetings; submit copies of same to the President(s) in advance of the next meeting; and collect all documents and reports for filing. The Recording Secretary shall keep the Sisterhood Policy Book.

### Section 4: Financial Secretary

The Financial Secretary shall keep true and correct records of all moneys received from membership dues, including a separate record of per capita dues to the Women's League for Conservative Judaism; keep the financial records in such a manner that all accounts between the Sisterhood and its members may be known at once; collect all dues and turn them over to the Treasurer, taking her receipt therefore; and deliver to her successor all property of the Sisterhood in her possession. She shall render a monthly report of the dues collections of the Sisterhood to the Board of Directors. She shall serve on the Budget Committee.

### Section 5: Corresponding Secretary

The Corresponding Secretary or Secretaries shall send required correspondence, including

notices and letters. She shall be responsible for sending the membership list to Women's League.

#### Section 6: Treasurer

The Treasurer shall receive from the Financial Secretary all dues from the Sisterhood, and moneys from other sources, and shall issue receipts for the same; pay all vouchers; be Budget Committee Chair; and shall render a monthly report of the finances of the Sisterhood to the Board of Directors, and periodically to the general membership at monthly meetings.

#### Section 7: Board Members

- A. Attend meetings regularly.
- B. Notify the President or Recording Secretary if unable to attend.
- C. Attend Synagogue services as often as possible.
- D. Be familiar with and implement the Sisterhood Bylaws and Policies.
- E. Serve on such committees as may be necessary, in capacity of Chair or committee member.
- F. Support Sisterhood fundraising projects.
- G. Participate in the Torah Fund Campaign.
- H. Attend Leadership Training courses when offered at Region or Sisterhood if possible.
- I. Attend Region meetings and events when possible.
- J. Cooperate with the Membership Committee in all programs of membership retention.
- K. Deliver to her successor all Sisterhood property in her possession.

### ARTICLE VIII: MEETINGS

#### Section 1: Regular Meetings

When possible the regular meetings of the Sisterhood shall be held on the second Sunday of each month from September to June.

#### Section 2: Board of Directors Meetings

The Board of Directors shall meet on the fourth Tuesday of each month from September through June.

#### Section 3: Special Meetings

Special meetings may be called by the President if she deems it necessary, or if she receives a request in writing from five members. The request is to state the nature of the call for the special meeting. At special meetings only such business may be transacted as has been mentioned in the call.

#### Section 4: Quorum

One-fifth of the members of the Board of Directors shall constitute a quorum at Board meetings. One-tenth of the membership shall constitute a quorum at regular meetings of Sisterhood.

### ARTICLE IX: COMMITTEES

At the beginning of her term of office the President shall appoint the following Standing Committees:

Donor Dinner  
Fellowship  
Fellowship  
Judaica Shop  
Membership and Retention  
Nominating  
Parliamentary Procedure  
Publicity and Public Relations

Religious School Liaison  
Sandals Lecture and Dinner (with Hadassah)  
Sisterhood Shabbat  
Sisterhood Speaks  
Torah Fund  
Torah Study Shabbat  
Web-mistress

The President(s) and the Board of Directors may appoint other committees as necessary.

## ARTICLE X: AMENDMENTS

### Section 1: Presentation

- A. of Directors.
- B. to the Board of Directors.

### Section 2: Distribution

All amendments approved by the Board shall be sent to each member of the Sisterhood, and shall be voted on at a regular meeting of the Sisterhood.

### Section 3: Adoption

A two-thirds vote of the members present and voting shall be necessary for adoption of amendments.

## ARTICLE XI: CONDUCT OF MEETINGS

The proceedings of all meetings shall be governed by these Bylaws. The Parliamentary Guide of Women's League for Conservative Judaism and the Bylaws of the North Atlantic Region shall be used as guides.

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These Bylaws were revised under the direction of Irene Tabatsky, Parliamentarian, and Mimi Witkin, President.

Mimi Witkin, President  
Temple Beth Sholom Sisterhood

Adopted September 5, 2006

- Synagogue and Region name changes were approved by the Sisterhood Board of Directors on January 4, 2011.

Carol Goldstein, Sally Ivaldi, Judy Meyer: Presidium  
Mimi Witkin Parliamentarian

- Meeting days in Article VIII were changed by the board in the spring of 2012.

- "Keruv" changes to Article III, and to Article V, Section 4A and 4B, were approved by the board and by the general membership in March 2013.

Carol Goldstein, Sally Ivaldi, Judy Meyer: Immediate Past Presidents