

# Constitution of WRJ of Temple Judea of Manhasset

As of June 6, 2011

## ARTICLE I: NAME

This organization shall be known as Women of Reform Judaism of Temple Judea of Manhasset (WRJ)

## ARTICLE II: OBJECT

The purpose of this organization shall be to foster and further the highest ideals of Judaism, to promote closer fellowship among its members, and in cooperation with the Temple and Congregation, be a mentor for religious, social and educational activities. This organization shall be affiliated with National WRJ and to best of its ability shall further the program of the National WRJ organization.

## ARTICLE III: MEMBERSHIP AND DUES

### Section 1:

Any Jewish woman who is interested in the activities of WRJ shall be eligible for membership. In addition, any non-Jewish woman married to a current or former Temple member shall also be eligible for such membership.

### Section 2:

Membership dues in this organization shall be determined by the Board of WRJ each fiscal year at the May meeting.

### Section 3:

An applicant for membership shall be considered a member upon payment of her full dues. The fiscal year shall commence on the first day of August and end on July 31.

### Section 4

When the financial situation of a member is adversely affected by circumstances beyond her control, dues may be waived. The President and Membership Chairperson are to contact said member to ascertain the facts and determine her desire to remain a member under such circumstances. This waiver of dues shall be reviewed at the beginning of each fiscal year.

## ARTICLE IV: OFFICERS AND TRUSTEES

### Section 1:

The executive board will consist of the following positions:

President and /or Co- Presidents, overseeing and in charge of Administration

1<sup>st</sup> Vice President of Membership

2<sup>nd</sup> Vice President in charge of Ways and Means

3<sup>rd</sup> Vice President in charge of Religion and Education

Executive at Large/Mentors

Two Secretaries, Recording and Corresponding/Social

Treasurer

This also includes all co Vice-Presidents and those being mentored

### Section 2:

The full board shall consist of the executive officers, trustees and any honorary members. In addition, all Past Presidents shall serve on the Board with full privileges. The immediate Past President shall be the Executive at Large.

### Section 3:

The number of Trustees proposed and elected to the Board may vary from no less than 15% of the membership to no more that 45 people. The president may appoint trustees to fill any vacancies if it is deemed necessary with Board approval.

### Section 4:

The term of the President shall be 2 years. However, if nominated and approved by the Board, she may serve an additional year. All other officers shall be elected or appointed for a 2-year term and may be re-elected for no more than one more 2 year term, with the exception of treasurer, which is a 4 year term.

### Section 5:

A member in good standing and affiliated with the Temple shall be eligible for the office of Recording/Social Secretary, Treasurer or Trustee. A Jewish member in good standing shall be eligible for the office of President or Vice President after having served as a member of the Board for at least 1 year.

## ARTICLE V: DUTIES OF ELECTED OFFICERS

### Section 1:

It shall be the duty of the President at all meetings of WRJ and of the Board, to appoint the various committees, to cooperate with the committees in their work and to perform all duties pertaining to the office of President. The President shall be an ex-officio member of all committees except the Committee on Nominations. The President shall represent WRJ at the meetings of the Temple Board of Trustees. The President may decide the expenditure of funds up to \$250 without Board approval.

### Section 2:

The Vice Presidents shall perform the duties of the President in the President's absence.

### Section 3:

The Recording Secretary shall keep a record of all proceedings of the organization shall be custodian of all records and documents.

### Section 4:

The Corresponding/Social Secretary shall attend to all correspondence of the organization and shall be responsible for sending meeting notices at least one week in advance of both Board and Regular meetings. She will be responsible for all social correspondence of the organization.

### Section 5:

The Membership Chairperson shall be responsible for the collection of all dues and deliver the same to the Treasurer. In addition, shall be responsible for recruiting new members.

### Section 6:

The Treasurer, shall receive all funds of WRJ, shall deposit same in a FDIC bank designated by the Treasurer. The Treasurer and the President and/or a Vice President must sign all checks. The Treasurer shall maintain a complete set of books, render a monthly statement of the finances. At the annual Board meetings, she shall present a complete report of the same, duly examined by the President. The Treasurers books should be reviewed annually

Section 7:

The office of Trustee carries with it the obligation to undertake and be involved in at least one WRJ activity during the term of the office.

Section 8:

Each Chairperson of each committee shall be responsible for keeping an outline of the job-description of her committee and its workings for the year she is chairperson.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1:

The President, with the approval of the Board, shall appoint a Committee on Nominations at the regular meeting in January. This committee shall consist of seven members, four of whom shall be members of the Board and three from the general membership. Of the four members from the Board, one shall be an alternate and one shall be the chair (a past President, if possible). Of the three members for the general membership, one shall be an alternate. All shall be required to attend the nominating committee meetings. The alternate members shall only be permitted to vote in the event of the inability of one of the members of the committee to act, in which event such alternate shall act in her place.

The President shall not be a member of the nominating committee. A member of the Nominating Committee shall not be eligible for election to any elected office.

Section 2:

The Committee on Nominations shall present a report at the Board meeting in March. Additional nominations, duly seconded, may be made from the floor at the April meeting. The names reported by the Nominating Committee plus any nominations from the floor, shall constitute the official ticket after all nominees have been duly notified and have accepted such nomination.

ARTICLE VII: DEPARTMENTS AND COMMITTEES

Section 1:

Committee activities shall function through four (4) departments. They shall be: Administration/Executive Board, Ways and Means, Programing (previously

Religion and Education), and Membership. Standing Committees shall consist of a Chairperson and/or Co-Chairperson.

### ARTICLE VIII: MEETINGS

#### Section 1:

Regular meetings shall be held from the period of September to June inclusive. The meeting in June shall be designated as the “annual meeting,” at which time the new officers may be installed, or in lieu of said date for installation, at such other time and place as the Board approves, to wit: a WRJ Sabbath or at a Temple Sabbath.

#### Section 2:

Executive Board Meetings shall be held no less than 5 times from September to June.

#### Section 3:

Special meetings of WRJ may be called upon request of the President and must be called upon the written request of five (5) members in good standing. Notice of such meetings must be presented to the membership at least five (5) days before the meeting date.

#### Section 4:

50% of the total board members shall constitute a quorum to any regular or special meeting of WRJ for any regular or special Board meeting.

#### Section 5:

When deemed necessary by the president, electronic and telecommunication voting may be permitted as a last resort.

### ARTICLE IX: DELEGATES

#### Section 1:

The President, with the approval of the Board, shall appoint the delegates to the National and State Conventions of National WRJ.

Section 2:

The following members shall be eligible to serve as delegates to the National WRJ conventions in this order: First, the incoming President; any additional delegates shall be appointed from among the incoming Vice-Presidents and/or the members of the board.

Section 3:

The Board shall determine the amount of money that WRJ shall provide per year to the use of the appointed delegate/delegates to the Convention each year, the determining factor being the location of the Convention and the number of people going.

ARTICLE X: EMERGENCY DISBURSEMENTS

Section 1:

In the event of an emergency, the President shall be empowered to spend a sum not to exceed \$500, with the approval of at least 2 Executive Board Members.

ARTICLE XI: AMENDMENTS

Section 1:

This Constitution may be amended at a meeting of WRJ. Such amendment shall be submitted in writing to each member of the Board. At the following meeting of the Board, the amendment shall be voted on.

Section 2:

A two-thirds vote of the members present shall be required to adopt an amendment. Upon adoption, said amendment shall immediately become part of the Constitution.

ARTICLE XII: RULES

Section 1:

The rules contained in Robert's Rules of Order, revised, shall govern the proceedings of all meetings.