

BYLAWS
SISTERHOOD OF CONGREGATION OLAM TIKVAH

PREAMBLE

Women's League for Conservative Judaism is a religious organization affiliated with the Conservative Movement. It recognizes its responsibility to its members to formulate ideals of leadership which can serve as a standard toward which we can all strive.

In this spirit, we set forth the following cornerstones of commitment and observance, consistent with the halakhah of the Conservative Movement:

Shabbat and Yom Tov	Jewish Study
Kashrut	Tzedakah
Synagogue	Israel

Ascending achievement in personal Jewish development is the ultimate goal for our members. It is our express hope that our leaders will provide the model for others to emulate.

ARTICLE I – NAME

This organization shall be known as the Sisterhood of Olam Tikvah ("Sisterhood") and shall be affiliated with the Women's League for Conservative Judaism.

ARTICLE II – PURPOSE

The object of Sisterhood shall be to:

- a) promote in every way possible the welfare of the Congregation, its Religious School and its Preschool;¹
- b) stress ethical and religious practices in everyday living;
- c) further Jewish education in the family;
- d) create and foster Jewish sentiment in the home, stimulating the observance of home ceremonials and the dietary laws;
- e) stress the observance of the Sabbath and festivals and attendance at synagogue services;
- f) foster a sense of communal responsibility on the part of members;
- g) sponsor and encourage youth activities and affiliations;
- h) sponsor and promote a general program of education and cultural activities in the Congregation;
- i) contribute to the support and encouragement of Jewish and Hebrew education;
- j) work for Torah Fund and other Jewish Theological Seminary projects;
- k) participate in activities to strengthen relationships with Israel;

¹ Changed to include Preschool, adopted May 17, 2009

- l) engage in such civic and philanthropic activities as may be approved by the sisterhood Board of Directors and the Women's League for Conservative Judaism;
- m) promote the program of Women's League for Conservative Judaism to perpetuate Conservative and Masorti Judaism.

ARTICLE III – MEMBERSHIP

Any woman who desires to identify herself with the above purposes may become a member upon payment of dues. Sisterhood of Olam Tikvah affirms the policy of Women's League for Conservative Judaism which states that only Jewish women may serve as officers and members of the Sisterhood Board of Directors.²

ARTICLE IV – DUES – FISCAL YEAR

- Section 1: Amount: The membership dues shall be specified annually by the Sisterhood Board of Directors, and shall include per capita dues of the Women's League for Conservative Judaism. The fiscal year shall be from July 1 to June 30.
- Section 2: The per capita dues shall be entered separately on the books of Sisterhood and shall be regarded at all times as the property of Women's League for Conservative Judaism. They shall be forwarded in full to Women's League for Conservative Judaism during the current fiscal year.
- Section 3: 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 (30) days.

ARTICLE V – OFFICERS – EXECUTIVE COMMITTEE – BOARD OF DIRECTORS

- Section 1: Officers: The officers shall consist of: a President or Co-Presidents; five (5)³ Vice-Presidents (Administrative, Communications, Education, Membership, and Ways and Means); Recording, Corresponding, and Financial Secretaries; and a Treasurer, and such additional officers as may be necessary to effectively carry out the work of the Sisterhood.
- Section 2: Terms: Officers shall be elected for a term of two (2) years and shall hold office until their successors are elected and installed. No officer shall be eligible for more than two (2) successive terms in the same office.

² Changed to include *all* women per change in Women's League for Conservative Judaism Bylaws, adopted May 17, 2009

³ Changed from four (4) Vice-presidents by amendment, adopted August 10, 2003. Olam Tikvah Sisterhood Bylaws, revised May 2009

- Section 3: Eligibility for Board of Directors: A Jewish member of Sisterhood shall be eligible to serve as an officer or committee chair if she has been a member of Sisterhood for at least one (1) year and is a member of the Congregation.⁴ A woman shall be eligible for the Presidency who, in addition, has been a member of the Sisterhood Board of Directors for at least one (1) year. Sisterhood of Olam Tikvah affirms the policy of Women's League for Conservative Judaism which states that only Jewish women may serve as officers and members of the Board of Directors.
- Section 4: Vacancies in Board of Directors: Vacancy in the Office of President shall be filled for the unexpired term through appointment by vote of the Executive Committee with the advice of the Nominating Committee. The Vice-Presidents shall call the meeting. The Chairman of the Nominating Committee shall announce the appointment. Vacancies in any other office shall be appointed for the unexpired term by the President upon approval of the Executive Committee.
- Section 5: Executive Committee: The Executive Committee shall consist of the President(s), who is its Chairman, the Immediate Past President, the Vice-Presidents, Secretaries, and the Treasurer. The President(s) may invite to such Executive Committee meetings, at her option, any person whose presence may be necessary or helpful in forwarding the specific business for which such a meeting is called.
- Section 6: Board of Directors: The management of Sisterhood shall be vested in a Board of Directors which shall consist of all the Officers and Committee chairs, under the chairmanship of the President, as follows:
- a) The Immediate Past President shall be an ex-officio member of the Board with voice and vote, for the immediate two (2) terms following service as President. After the immediate two (2) terms, in order to be a Board member, if asked to serve, the Past President must indicate to the President a desire to serve, and accept the full rights and responsibilities of a Director.
 - b) Members of the Women's League for Conservative Judaism Board and Region Board of Directors shall be ex-officio members of the Sisterhood Board with voice and vote as long as they hold such positions.
 - c) Presidential Appointments to the Board: The President may appoint additional Board members to the Board of Directors with approval of the Executive Committee. Appointees serve to the end of the President's term.

⁴ Changed for clarification of who may serve as Officer/Committee Chair, adopted May 17, 2009

Section 7: Absences: If a member of the Board of Directors is absent from three (3) consecutive regular Board meetings without a proper and sufficient reason, of which the Administrative Vice-President or the President(s) have been apprised, her position shall be declared vacant, provided that written notice was sent by the Administrative Vice-President after the second absence.

ARTICLE VI – DUTIES OF OFFICERS AND BOARD OF DIRECTORS

Section 1: President(s). The President(s) shall:

- a) Preside at all meetings, conduct the business as prescribed by the Bylaws, preserve order, and see that the officers fulfill their duties properly.
- b) Designate a Vice-President to serve and preside in her absence.
- c) Appoint committees and delegates with the approval of the Executive Committee unless otherwise provided for.
- d) Sign and countersign all official documents, checks and vouchers.
- e) Supervise elections.
- f) Act as an ex-officio member of all committees, except the Nominating Committee.
- g) Represent Sisterhood on the Board of Directors of the Congregation.
- h) Serve as an official delegate of Sisterhood to the Women's League for Conservative Judaism Convention and Region meetings and Conference, all expenses to be paid by Sisterhood. In the event of the inability of the President to attend the Biennial Convention or Region meetings or Conference, she shall appoint an alternate, preferably a Vice-President, to attend in her stead. Such alternate's expenses shall be paid by the Sisterhood.
- i) Deliver to successor(s) all Sisterhood property in a timely manner.

Section 2: Vice Presidents. The Vice-Presidents shall:

- a) Assist the President(s) in the management of Sisterhood and preside in her absence, when designated by her.
- b) Be responsible for the administration of an area of Sisterhood activity as assigned.
- c) Perform such other duties as may be required.
- d) Deliver to successor(s) all Sisterhood property in a timely manner.

Section 3: Recording Secretary. The Recording Secretary shall:

- a) Keep true and correct minutes of proceedings of all regular, Board, Executive Committee and Special meetings.
- b) Submit copy of minutes to the President(s) in advance of the next meeting.
- c) Collect all documents and reports, and file same.
- d) Keep the Sisterhood policy book, sending duplicate to the Sisterhood Parliamentarian and President(s).
- e) Deliver to successor all Sisterhood property in a timely manner.

Section 4: Financial Secretary. The Financial Secretary shall:

- a) Keep correct records of all monies received from membership dues and other sources.
- b) Collect all monies, make deposits and turn deposit receipts over to the Treasurer.
- c) Maintain a separate record of per capita dues to the Women's League for Conservative Judaism.
- d) Keep the financial records in such a manner that all accounts between the Sisterhood and its members be known.
- e) Correct and update membership printouts from Women's League for Conservative Judaism.
- f) Deliver to successor all Sisterhood property in a timely manner.

Section 5: Corresponding Secretary. The Corresponding Secretary shall:

- a) Do the correspondence required of secretaries, including notices and letters. All outgoing mail is to be submitted to the President(s) for approval prior to mailing.
- b) Deliver to successor all Sisterhood property in a timely manner.

Section 6: Treasurer. The Treasurer shall:

- a) Receive from the Financial Secretary all deposit receipts.
- b) Serve as chair of the Budget Committee, which will present a budget for Board approval in April for the following year. The Ways and Means VP and Financial Secretary shall be members of the Budget Committee.
- c) Pay all vouchers authorized by the President(s) according to the approved budget.
- d) Keep a strict account of all receipts and disbursements.
- e) Remit the Women's League for Conservative Judaism per capita dues by December 31.
- f) Submit to the Board quarterly financial and budget reports.
- g) Submit books for review before July 31.
- h) Deliver to successor all Sisterhood property in a timely manner.

Section 7: The Executive Committee. The Executive Committee shall:

- a) Approve all new appointments when vacancies occur on the Board of Directors.
- b) Approve Presidential appointments to the Board of Directors.
- c) Assign the committees for the current year to the Vice Presidents.
- d) Conduct other business as necessary.

Section 8: Board of Directors. The Board of Directors shall:

- a) Attend meetings regularly.
- b) Notify President(s) or Administrative Vice-President if unable to attend meetings.
- c) Be familiar with and implement the Sisterhood Bylaws and adopt Policy.
- d) Approve the Sisterhood Budget.

- e) Serve on such Committees in capacity of Chairman, Secretary, or Committee member as assigned.
- f) Support Sisterhood fund-raising and other projects.
- g) Cooperate with Membership Committee to recruit and retain members.
- h) Participate in the Torah Fund.
- i) Attend Training Courses when offered in Region.
- j) Attend Region meetings and events.
- k) Attend synagogue services.
- l) Represent the standards of the Sisterhood in the community.
- m) Have sole authority to approve modifications to the Sisterhood budget.
- n) Deliver to successor all Sisterhood property in a timely manner.
- o) Vote on all Sisterhood business.

Section 9: Audit. The books of Sisterhood may be reviewed at the discretion of the synagogue auditor and/or the discretion of the Executive Committee of Sisterhood.⁵

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee.

- a) At the beginning of her term, the President(s) shall appoint a Nominating Committee consisting of its Chairman (the Immediate Past President, or her designee in consultation with the President)⁶ and four (4) members which shall include two (2) from the Sisterhood Board of Directors and two (2) from the Sisterhood general membership.
- b) The Nominating Committee proposes the slate of officers to comprise the Executive Committee.
- c) The Nominating Committee functions throughout the administration, and submits names to fill vacancies.

Section 2: Submission of the Slate.

The Nominating Committee shall, at least thirty (30) days before election, inform the Board of Directors of its slate, and at the same time, submit it to the Sisterhood membership and to the Region Nominating Committee Chairman in writing.

Section 3: Nomination by Petition.

Nominations may also be made in writing by five (5) or more Sisterhood members in good standing, submitted to the Chairman of the Nominating Committee, not later than fifteen (15) days after the report of the Nominating Committee is circulated to the general membership provided written consent of the person nominated is included.

⁵ Changed to include synagogue auditor as well as Sisterhood review, adopted May 17, 2009

⁶ Changed to “Immediate Past President in consultation with President”, adopted May 17, 2009

Section 4: Notice of Election.

The report of the Nominating Committee plus the nominations by petition shall be sent to the membership at least seven (7) days before election, and immediately to the Region Nominating Committee Chairman. If there is more than one candidate for an office, names are listed alphabetically. The President conducts the meeting.

Section 5: 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. The President announces the result of the vote.

ARTICLE VIII – MEETINGS

Section 1: Regular Meetings of the Sisterhood shall be held at least twice yearly.

Section 2: Board Meetings shall be held monthly at such time and place as is determined, from September through June. A special Board meeting shall be held (incoming and outgoing Boards) no later than thirty (30) days after the installation of new officers.

Section 3: Special Meetings.

- a) Special meetings may be called by the President(s), if she deems it necessary.
- b) A written request by five (5) members of Sisterhood may be made to the President(s) for a Special Board meeting stating the nature of the call for the Special meeting. At such meetings only the business mentioned in the call may be transacted.

Section 4: The Executive Committee shall convene at least two (2) times during the fiscal year at the call of the President.⁷

Section 5: 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.

ARTICLE IX – STANDING COMMITTEES

Section 1: Standing Committees:

The Vice Presidents, in consultation with the President, shall at the beginning of their terms appoint the chairman and members of the following Standing Committees, where such committees are deemed appropriate to the operation of the Sisterhood: Budget and Finance, Community Service, Hospitality, Israel Affairs, Judaica Shop, Membership Retention, Mitzvah Corps, Parliamentary

⁷ Changed in minimum number of Executive meetings, adopted May 17, 2009
Olam Tikvah Sisterhood Bylaws, revised May 2009

Procedure/Bylaws Revision, Simcha Catering, Sisterhood Shabbat, Social Action, Torah Fund, and Trips/Tours. Where no committee is formed, the President shall determine to whom Women’s League for Conservative Judaism mailings for said committee shall be distributed.

Section 2: Other Committees:

The President(s), with the approval of the Executive Committee, may create other committees and appoint chairmen thereto as she finds necessary.

ARTICLE X – AMENDMENTS

Section 1: Presentation

- a) Petition for amendment or revision shall be submitted in writing to the Sisterhood Board of Directors by not less than five (5) members in good standing.
- b) Amendments to these Bylaws shall be submitted in writing to the Sisterhood Board of Directors by the Bylaws Revision Committee, which shall include the Parliamentarian, for approval.
- c) Amendments to these Bylaws shall be submitted to the Women’s League for Conservative Judaism Region Parliamentarian for evaluation before being voted upon by the membership.

Section 2: Distribution.

Amendments recommended by the Sisterhood Board of Directors and evaluated by the Region Parliamentarian shall be available to each member of the Sisterhood. The amendments shall be voted upon at a 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, the Bylaws of the Seaboard Region of Women’s League, and in all points not covered thereby, by the current Robert’s Rules of Order.

Adopted (date) _____ President _____

Bylaws Committee member _____

Bylaws Committee member _____

Bylaws Committee member _____

Bylaws Committee member _____