

BYLAWS FOR WOMEN OF BET AVIV

ARTICLE I: Name and Purpose

- Section 1: This organization shall be known as the Women of Bet Aviv, hereinafter referred to as WBA.
- Section 2: The purpose of WBA shall be to promote the welfare of the Congregation, Reform Judaism, and Women of Reform Judaism.

ARTICLE II: Membership

- Section 1: WBA welcomes all women who identify as Jewish to join. However, non-Bet Aviv members will pay an additional 25% dues.
- Section 2: Honorary membership shall be conferred upon a female Rabbi, a female Cantor, Rabbi's wife, and Cantor's wife.

ARTICLE III: Dues-Fiscal Year

- Section 1: The annual dues shall be determined by the WBA Board.
- Section 2: Dues are payable during the fiscal year and are expected to be paid by the September kickoff.

ARTICLE IV: Meetings

- Section 1: There shall be at least four (4) general meetings or events of the WBA during the fiscal year (July 1 to June 30).
- Section 2: There shall be at least four (4) board meetings of the WBA during the fiscal year.
- Section 3: A meeting of the incoming and outgoing Board members will be called by the President(s) to exchange portfolios.
- Section 4: Meetings will follow Robert's Rules of Order.

ARTICLE V: Nominations and Elections

- Section 1: Nominating Committee: Shall include two (2) board members and one (1) from the general membership. A member wishing to serve as

a member of the Executive Board should not sit on the nominating committee.

Section 2: Submission of Ballot of Candidates: The nominating committee shall first inform the Board of its ballot of candidates by May 1.

Section 3: Nomination by Petition: Nominations from any member may also be submitted in writing no later than May 1 by a member with written consent of the person nominated.

Section 4: Notice of Election: The complete ballot of candidates shall be announced by the nominating committee to the membership no later than May 20.

Section 5: Voting

a. If there is more than one candidate for any office, voting shall be by closed ballot. The ballot and instruction for voting shall be distributed along with the slate of candidates no later than May 20.

b. In the absence of additional nominations, the report of the Nominating Committee shall become the electoral ballot. Affirmation of the proposed slate will occur at the installation meeting.

c. Counting procedure when vote is indicated:

1. Fifty-one percent (51%) of the membership are required to vote for the election to be certified.

2. Candidates shall be elected by the highest number votes.

3. In the event of a tie, a run-off shall be held.

4. The nominating committee shall tally the votes, inform the incumbent WBA Board, and then publish the results to the membership.

ARTICLE VI: Directors and Officers

Section 1: WBA Board of Directors

- a. There shall be a WBA Board of Directors which shall have the sole authority to approve WBA programs and commit WBA funds through adoption of a budget.
- b. Either the President or Treasurer shall initiate the preparation of the budget for the new year. The budget committee should include the President or President's designee, the Treasurer, and a member of the general membership. The budget must be presented by the Treasurer and approved by the Board of Directors no later than June 15.
- c. The Board of Directors shall consist of the Officers, Immediate Past President, Standing Committee Chairs, and other positions deemed necessary. Board members must be WBA members in good standing and Bet Aviv members.

Section 2: Officers

- a. Immediate Past President: The immediate past WBA president(s) shall serve in this position.
- b. The Officers includes the President, two Vice Presidents, Treasurer, Recording Secretary, and Corresponding Secretary. The Officers shall be known as the Executive Committee. Officers must be Jewish, WBA members in good standing, and Bet Aviv members.

Section 3: Standing Committee Chairs

- a. The standing committees of the WBA are: (1) Membership; (2) Fundraising; (3) Programs; (4) Critical Issues; and (5) Newsletter and Publicity. The scope of these committees shall be determined by the Chair subject to direction from the President and the Board.
- a. Any WBA member in good standing can serve as a committee chair.

Section 2: Term of Office

- a. Board Members shall serve a one (1) year term which may be renewed a maximum of two (2) additional years.
- b. A board member may not serve more than three (3) consecutive terms in the same position.

Section 3: Quorum:

- a. A board meeting may be called to order when 50% plus one of the Board Members are present.

Section 4: Vacancies

- a. If a vacancy of the office of WBA President occurs, Co-Presidency shall be made of the two Vice Presidents. If there are not two Vice Presidents, the Presidential Council shall be established and will include three standing committee chairs as voted on by the Board of Directors.
- b. Vacancies which occur shall be filled by the board until the next general election.

Section 5: Removal of Board Members:

- a. Any Board Member may be removed from her office for cause including conviction of any felony, gross neglect, or mismanagement. Removal shall only be done by a secret ballot of the Board and must have two-third majority.

ARTICLE VII: Duties of Executive Committee and General Board

Section 1: President(s)

- a. The President(s) shall preside at all meetings, oversee officers, and represent WBA when necessary. She (They) shall designate the Vice President/President Elect to preside in her (their) absence (see Article V, Section 4a, Succession of Officers) and sit on any WBA committee at her (their) discretion. The President(s) must be a member in good standing of Bet Aviv and be Jewish.
- b. The WBA President(s) sits as a member of Bet Aviv Board of Directors.

Section 2: Vice President and Other Officers

- a. The Vice Presidents -- shall perform the duties of the President in case of her (their) inability to act. The Vice Presidents shall be responsible for the oversight and performance of the programs and standing committee functions as assigned by the President. The Vice President who has been in office the longest (or who has been on the WBA Board the longest in the event that both Vice Presidents

have held office for the same duration) shall be deemed the senior Vice President and shall perform the duties of the President in case of her inability to act.

- b. The Recording Secretary(s) -- shall be responsible for all minutes of Board Meetings and the distribution of the previous month's committee meeting minutes to all Board members.
- c. The Corresponding Secretary -- shall be responsibility for all correspondence coming to the WBA and correspondence from the WBA as directed by the President.
- d. The Treasurer -- shall receive and be responsible for all monies of WBA and shall issue receipts for same, pay all vouchers, and keep a strict written account of all receipts and disbursements. The Treasurer may disburse funds needed on one signature not exceeding \$300.00. Checks exceeding \$300.00 shall be signed by the Treasurer and the President. If the check is written to the President, it needs to be approved by another member of the executive committee.
- e. An appointed WBA member may sit on any Women of Reform Judaism organizational meetings to represent WBA.

Section 3: Chair Appointments -- The President(s), with assistance of the Board, may appoint a WBA member to serve as chair of any committee deemed necessary. The President, with assistance of the Board, may appoint a WBA member to serve as chair of any Ad Hoc Committee the Board deems is needed.

Section 4: Board Members shall:

- a. Attend board meetings and general membership meetings regularly. Any member who fails to attend three successive general meetings or events or board meetings may be removed from office upon determination by the board that such absences are without justifiable cause.
- b. Be familiar with and implement WBA Bylaws.
- c. Support WBA projects and activities whenever possible.
- d. Deliver to their successors all WBA property in good condition.

Section 5: Board Voting:

- a. Each board member has one vote.
- b. The President's - vote will count as a tie breaker. If more than one person holds the office of President, only one shall preside as president.
- c. Presidential Council – in the event of a three-member council serving, the one who presides will have the tie breaking vote and the other two shall vote as members of the Board.
- d. Quorum: A vote at a Board meeting may not be taken unless 50% plus one of the Board members are present.

ARTICLE VIII: Amendments

- Section 1: Presentation: Amendments of these Bylaws may be made anytime upon written submission to the WBA Board.
- Section 2: Distribution: All Amendments approved shall be made known to each member of WBA and shall be voted upon at a general membership meeting of WBA.
- Section 3: Adoption: By simple majority of the WBA general membership.

ARTICLE IX: Miscellaneous

- Section 1: Bylaws: The Bylaws of WBA shall not conflict with the Bylaws of Bet Aviv. If so, Bet Aviv's Bylaws will prevail.
- Section 2: Expenditures: WBA members will not incur any monetary expenditure over \$50 without the approval of the WBA President and consultation with the Treasurer.