

Bylaws of the Congregation Schaarai Zedek Sisterhood

Preamble

Congregation Schaarai Zedek Sisterhood is a part of Congregation Schaarai Zedek, Inc., a Florida not-for-profit corporation. Accordingly, these Bylaws are subject to the Bylaws of Congregation Schaarai Zedek, Inc.

Article I

Name

This organization shall be known as the Congregation Schaarai Zedek Sisterhood of, Tampa, Florida (“CSZ Sisterhood”).

Article II

Mission Statement and Objectives

Section A. This Sisterhood is an organization of the women of Congregation Schaarai Zedek whose mission is to join together in friendship and to accomplish together what each individual member cannot accomplish alone.

Section B. This Sisterhood’s objective shall be to foster and further the highest ideals of Judaism as expressed through Women of Reform Judaism (“WRJ”) and Congregation Schaarai Zedek (“Congregation”), to promote closer fellowship among its members, and in cooperation with the Congregation, to be a mentor for religious, social, and educational activities.

Article III

Members

Section A. Any female member of the Congregation or wife of any member of the Congregation, or any woman interested in the activities of this Sisterhood shall be eligible for membership, and shall become a member of this Sisterhood (“Member”) upon payment of membership dues as set forth in these Bylaws.

Section B. A member of any Sisterhood affiliated with WRJ, upon presentation of evidence of WRJ membership to the Executive Board, shall be eligible for membership in this Sisterhood for the current fiscal year.

Section C. Each eligible woman shall be recognized as a Member this Sisterhood for the period beginning on the date of receipt by this Sisterhood of her membership dues for the current fiscal year and ending on June 30th of the current fiscal year.

Section D. Membership dues shall be **at the following levels: *Little Sisters, Rachel, Leah, Rebekah, and Sarah***, per annum. Upon recommendation of the Executive Board and a vote of the membership, dues can be changed.

Section E. Dues shall be remitted to WRJ and Women of Reform Judaism South East District (“WRJSE”).

Section F. A donation, per member, shall be made to the YES (Youth, Education, and Special Projects) Fund.

Article IV

Meetings of the Members

Section A. The regular meetings of this Sisterhood shall be designated by the Executive Board.

Section B. The annual meeting of the Members (the “Annual Meeting”) shall be held each year at a date and time set by the Executive Board.

Section C. Special meetings of the Members may be called by the Executive Board or by the President or upon the written request of ten percent of the Members to the Executive Board.

Section D. Written or electronic notice of each meeting of the Members shall be sent not less than seven (7) days or more than sixty (60) days prior to such meeting. The notice must state the time and place of the meeting. If the matters to be considered at a meeting include a proposed amendment to these Bylaws, then the meeting notice must also include the proposed amendment; and a copy of the proposed amendment shall be made available for review by the Members at the Congregation’s main office.

Section E. A quorum at a special meeting of the Members shall be ten percent of the Members. A quorum at regular meetings or the Annual Meeting shall be five percent of the Members.

Section F. A majority of the Members present at a meeting at which a quorum has been established shall be required to approve any action considered at such meeting, except as otherwise provided in these Bylaws.

Article V

Fiscal Year

The fiscal year and the membership year are from July 1 through June 30.

Article VI

Officers and Executive Board

Section A. Eligibility: A Jewish Member who is also a member of the Congregation may serve as President of this Sisterhood. **Members who are also Members of the Congregation may serve as officers on the Executive Board.**

Section B. The Officers of Sisterhood shall be:

President or Co-Presidents, if any (“President”)

Honorary President

Vice Presidents:

Administrative Vice President

Membership Vice President

Religious Programming Vice President

Youth, Education, **and Special Projects** Vice President

Social Programing Vice President

Recording Secretary
Corresponding Secretary
Treasurer
Assistant Treasurers, if any
Parliamentarian

Section C. The Executive Board shall consist of:

Officers
Immediate Past President
Board Member(s) Emeritus
Honorary President
Judaica Shop Chair(s)
Any Sisterhood Member who, during the current fiscal year, is a member of either the Board of WRJ or the WRJSE Board.

The Executive Board shall manage the affairs of the Sisterhood. A quorum for any meeting of the Executive Board shall be a majority of its members.

Section-D. The position of Honorary President or **Executive** Board Member(s) Emeritus or other special appointees may be elected by the Executive Board.

Section E. If a vacancy occurs in any office during the fiscal year, the Executive Board shall elect a Member of the Sisterhood to fill the vacancy for the remainder of the fiscal year.

Section F. Committee Chairs are welcome to attend all meetings of the Board and will be relied upon for discussion but are not voting members of the Executive Board.

Article VII

Duties of Officers

Section A. The President shall preside at all meetings of the Members of this Sisterhood and at all meetings of the Executive Board and shall perform all the duties generally and customarily pertaining to that office of this Sisterhood. The President shall be empowered to sign checks with the Treasurer. The President shall be an ex-officio member of all Committees, except the Committee on Nominations. The President shall present an Annual Report to this Sisterhood. In the event of a Co-President's absence or inability to serve, the remaining Co-President shall serve as the sole President.

Section B. The Vice Presidents, in the order designated in Article VI, Section **B** shall perform the duties of the President in the event of her absence or inability to serve and shall assist the President in the discharge of her duties. Each Vice President shall monitor, oversee, and coordinate the activities of the Committees under her jurisdiction and the Chairperson(s) for such Committees; and each Vice President shall be the person responsible for reporting to the Executive Board as to the activities of such Committees. Each Vice President shall also perform the duties normally and customarily associated with that office of this Sisterhood and shall have such additional powers and shall perform such additional duties as are designated by the Executive Board.

Section C. The Recording Secretary shall keep a record of the meetings of the Board of Directors, of the Executive Board, and of the Members, and shall be custodian of the books and papers of this Sisterhood. In addition, the Recording Secretary shall perform such other duties as may from time to time be designated by the Executive Board.

Section D. The Vice President designated by the Executive Board to oversee membership shall keep a complete list of the names and addresses of the Members, shall certify the number of Members for the purpose of voting and quorums, and shall perform such other duties as may from time to time be designated by the Executive Board.

Section E. The Corresponding Secretary shall be responsible for all correspondence of the Sisterhood and shall oversee information about the activities of this Sisterhood submitted to the WRJ and WRJSE.

Section F. The Treasurer shall be the primary custodian of all **Sisterhood funds**. The Treasurer shall receive all funds of this Sisterhood, shall deposit same in any bank designated by the Executive Board, and shall pay all bills. Two signatures (one of which shall be that of the Treasurer and the other of which shall be that of the President or such other Officer appointed by the Executive Board) shall be required for all Sisterhood checks of \$500 or more. One signature by the Treasurer, President, or other Officer (appointed by the Executive Board) shall be acceptable for Sisterhood checks less than \$500. The Treasurer shall present a statement of the finances of the Sisterhood monthly to the Executive Board, and annually to the Members. The Treasurer shall establish a Budget Committee, over which she shall be Chair, and shall appoint the members of such Committee. One or more Assistant Treasurers may be appointed by the President or the Executive Board, and each Assistant Treasurer shall have such powers and shall perform such duties as are designated by the Executive Board.

Section G. The President shall serve as the CSZ Sisterhood representative(s) to the Congregation's Board of Trustees. If there is no Co-President then serving, one Executive Board member shall be appointed by the President as the CSZ Sisterhood representatives to the Congregation's Board of Trustees.

Article VIII

Meetings of the Executive Board

Section A. The Executive Board shall meet regularly at least once a month during the months of September through May, upon a date to be determined by the Executive Board. Special meetings of the Executive Board may be called at any time by the President or by ten percent of the members of the Executive Board.

Section B. The Recording Secretary shall give written, electronic, or telephonic notice of each meeting of the Executive Board to all members of the Executive Board, at least three (3) days in advance of the meeting.

Section C. Fifty percent plus one of the members of the Executive Board shall be a quorum for any meeting of the Executive Board.

Section D. A majority of the members of the Executive Board present at a meeting at which a quorum has been established shall be required to approve any action considered at such meeting.

Article IX

Nominations and Elections

Section A. The Chair of the Committee on Nominations shall be appointed by the President, and she shall establish a standing Committee on Nominations comprised of two (2) past Presidents (one of which shall be the Immediate Past President) and at least four (4) Sisterhood Members. The President shall not be a member of the Committee on Nominations.

Section B. The Committee on Nominations shall be established and meet for the first time no later than November 15, and shall present a report at the meeting of the Executive Board held in February. The names reported by the Committee on Nominations shall constitute the official slate of Officers of Sisterhood. No nominations may be submitted without the consent of the Nominee.

Section C. The Officers shall be elected at the Annual Meeting by the majority vote of the Members present at the Annual Meeting. The official slate of officers shall be proposed at the Annual Meeting by the Committee on Nominations. Additional nominations for Officers may be made at the Annual Meeting from the floor. Each Member shall be entitled to one vote per office. A candidate who receives the majority of the votes cast shall be elected to office. If there are more than two (2) candidates for any office and no one receives a majority on the first ballot, the names of the candidates receiving the greatest number of votes shall be submitted on a second ballot. The elected Officers shall be installed in the month of May, and shall begin serving their term at the beginning of the new fiscal year, *July 1st*.

Section D. The Officers shall be elected for a term of two (2) years and may be re-elected to the same office for no more than one (1) additional consecutive term. In special circumstances, subject to the approval of the Executive Board, an officer may be elected for a one year term.

Article X

Committees

Section A. The President shall establish a budget committee (“Budget Committee”) and shall appoint a chairperson for the Budget Committee.

Section B. Committees, other than the Committee on Nominations and the Budget Committee, shall be established by the President as deemed necessary by the President or the Executive Board.

Section C. The Chair or Co-Chairs of a committee and the members of said committee, other than the Committee on Nominations and the Budget Committee, shall be appointed by the President or the Vice President who has jurisdiction over such committee.

Article XI

Delegates

Section A. Names of Members to serve as delegates to the convention of the WRJ and the

WRJSE shall be submitted by the President for approval by the Executive Board. Only Members in good standing shall be eligible to serve as delegates.

Section B. This Sisterhood shall reimburse said delegates for the following expenses to attend Sisterhood conventions:

1. Registration fees
2. Convention hotel room, double occupancy
3. Reasonable transportation costs, the amount of which shall be approved by the Executive Board.

Article XII

Disbursements

Section A. Any expenditure in excess of \$500 not approved in the annual budget, must be approved by the Executive Board in advance of the expenditure.

Section B. In the event of an emergency, the President shall be empowered to spend a sum not to exceed five hundred (\$500) dollars.

Article XIII

Bylaws Review and Amendments

Section A. These Bylaws shall be reviewed no less than every five (5) years by a Bylaws Committee appointed by the President; however, the President can appoint a Bylaws Committee at any time. The Bylaws Committee shall report to the Executive Board within six months of its appointment.

Section B. These Bylaws may be amended only in the following manner:

The proposed amendment must be considered by the Executive Board at a meeting of the Executive Board. Written notice of the time and place of the meeting together with a copy of the proposed amendment must be given to each Member of the Executive Board prior to the meeting.

Action on the proposed amendment shall be taken by the Executive Board at the next regular meeting of the Executive Board. If the proposed amendment is approved by a majority of the Executive Board present at such meeting, then a copy of the proposed amendment shall be given to the members within 14 days of the next meeting of the Members called in accordance with these Bylaws. Action on the proposed amendment shall be taken at such meeting of the Members. The proposed amendment shall be adopted if it is approved by two-thirds of the Members present at such meeting of the Members. Upon adoption, an amendment shall immediately become part of these Bylaws.

Article XIV

Parliamentary Authority

Except as otherwise provided in these Bylaws, the Rules contained in the most recent edition of *Robert's Rules of Order* shall govern the proceedings of all meetings of the Members of this Sisterhood, the Board of Directors, the Executive Board, and all Committees.

Article XV

Liability

No member of the Board of Directors shall be liable or accountable by reason of any act or omission by any other member of the Board of Directors or by reason of any act or omission made by her in good faith. No member of the Board of Directors shall be accountable for any property of this Sisterhood for any reason other than her own personal and willful misconduct with respect to such property. Each member of the Board of Directors shall have the protections afforded to directors of not-for-profit corporations organized under the laws of the State of Florida.