

BY-LAWS AND RULES----- BETH ISRAEL CENTER SISTERHOOD

Approved February 1960

ARTICLE I

Name

This Organization shall be known as the Beth Israel Center Sisterhood, and shall operate as an affiliate of Beth Israel Center. The By-laws and measures adopted by this organization shall not be in conflict with those of Beth Israel Center.

ARTICLE II

Objects and purposes

The objects and purposes of the Beth Israel Center Sisterhood shall be:

1. To assist the Beth Israel Center in all its endeavors-- religious, cultural, educational, financial and social.
2. To assist in community projects whenever called upon.

ARTICLE III

Membership

Any woman shall be eligible to membership in the Sisterhood whether or not she be a member of Beth Israel Center.

ARTICLE IV

Dues

Section 1. Each member shall pay annual dues of \$5.00.

Section 2. Non-payment of dues for 2 consecutive years shall constitute a resignation from membership.

Section 3. Upon payment of \$100, a member shall become a life member of the Sisterhood.

ARTICLE V

Administration---Meetings

Section 1. a. Meetings of the general membership shall be held monthly except in June, July and August. They shall be held on the second Thursday evening of each month unless otherwise ordered by the Board or Executive Committee.

b. Board meetings shall be held monthly except in June, ~~July~~ ~~and~~ and July. They shall be held on the fourth Monday evening of each month unless otherwise ordered by the Board or Executive ~~Committee~~ Committee.

Section 2. The Annual Meeting shall be held in May, at which time the installation of Officers shall take place. Annual reports of Officers and Standing Committees, with the exception of those of the Treasurer and Financial Secretary, shall be presented in writing at this meeting.

Section 3. One-fifth the members shall constitute a quorum at a regular meeting. Four Board Members shall constitute a quorum at a Board Meeting.

Section 4. Special meetings of the general membership may be called by the President, the Board, or upon written request of one-fourth of the members, stating the object for which the meeting is called, and the intention of the signatories of attending the meeting.

ARTICLE VI

Officers

All Officers must be members of Beth Israel Center.

Section 1. The Officers of this Sisterhood shall be a President, a Vice-President, a Corresponding Secretary, a Recording Secretary, a Financial Secretary-Treasurer and two Directors.

Section 2. a. Officers shall be elected annually for a term of one year, with the exception of the Directors. No officer shall be eligible to serve in any one office for more than three consecutive years.
b. Directors shall be elected for two years. One shall be elected at each annual meeting. At the first election, one director shall be elected for a one-year term.

Section 3. a. A five-member Nominating Committee shall be established at the January general meeting. Three members of this committee shall be appointed by the President, two more elected by the general assembly. Of the five members chosen, not more than three shall be members of the Board. It shall be the duty of the Nominating Committee to nominate a candidate for each office. This committee shall report to the Sisterhood at the regular March meeting.
b. Nominations from the floor shall be in order at the March meeting, or may be sent by mail to the Chairman of the Nominating Committee within two weeks after the March meeting. Such names must have had the consent of the nominee and be presented by ^{AT LEAST} two members.
c. A notification of the slate shall be sent to each member accompanying the notice for the April meeting.

Section 4. Election shall be by secret ballot, except where there are no opposing candidates, in which case the Recording Secretary shall be authorized to cast a vote for the slate as presented by the Nominating Committee. The person receiving a majority of the votes cast shall be declared elected.

Section 5. The Term of Office shall begin at the Annual Meeting.

ARTICLE VII

Executive Committee

Section 1. The Elected Officers shall constitute the Executive Committee.

Section 2. The Executive Committee is authorized to perform such business as may arise between meetings of the Board. It may transact business by Telephone or mail if necessary. Every action taken by the Executive Committee must be reported in full ~~by~~ to the Board.

Section 3. The Executive Committee shall meet at the discretion of the President.

ARTICLE VIII

Board of Directors

Section 1. The elected Officers and the Chairmen of the Standing Committees shall constitute the Board of Directors.

Section 2. Any vacancies occurring in an elected office shall be filled, for the unexpired term, by an election held by the Board of Directors.

ARTICLE IX

Duties of the OfficersPresident

Section 1. The President shall preside at all meetings of the Sisterhood, of the Board of Directors, and of the Executive Committee. She shall appoint all chairmen of Standing Committees and of Special Committees with the approval of the Executive Committee. She shall be the official representative of Sisterhood and shall annually report to Beth Israel Center. She shall be a member ex-officio of all committees except the Nominating Committee. She shall countersign all warrants drawn on the Treasury, and perform such other duties as the office requires. She must be willing to serve on the Beth Israel Center Board if so requested.

Vice President

Section 2. The Vice President performs the duties of the President in her absence and whatever departmental duties are assigned her by the President.

Recording Secretary

Section 3. The Recording Secretary shall keep accurate records of all meetings of the Sisterhood, Board, and Executive Committee, and shall give a complete written report at the Annual Meeting.

Corresponding Secretary

Section 4. The Corresponding Secretary shall assume responsibility for all correspondence as designated by the President. She shall keep an accurate record of the attendance at Board Meetings. She shall present a written report at the annual meeting.

Financial Secretary-Treasurer

Section 5. It shall be the duties of the Financial Secretary-Treasurer to keep an exact record of all dues paid, to correct membership lists, to send out statements, and to report monthly to the Board of Directors and General Meeting. She shall be custodian of all funds of the Sisterhood and shall place such funds in a depository approved by the Board; the account shall be in the name of the Sisterhood. She shall dispense funds upon order of the Board, and give a complete annual written report at the first Regular Meeting. The Financial Secretary-Treasurer shall be a member of the Budget Committee.

Section 6. Duties of the Directors

Directors shall attend all meetings of the Board and organization, and hold ~~make~~ themselves in readiness to assist other officers.

ARTICLE XCommittees

Section 1. There shall be the following Standing Committees: Adult Education, Budget, Hospitality, Judaism-in-the-Home, Membership, Oneg Shabbat, Pin-Money, Program, Publicity, Sunday School Assistance, Centergram, and Library.

Section 2. Committee Chairmen shall work in cooperation with the corresponding Committee of the Beth Israel Center.

Section 3. At the discretion of the Board one or more of the Standing Committees may be left dormant.

Section 4. The President shall appoint an auditing committee of two.

ARTICLE XIAmendments

Section 1. Amendments of these By-Laws may be proposed at any meeting of the general membership. They may be passed at the next meeting of the general membership by three fourths of those members present or two thirds of the full membership, whichever is smaller.

ARTICLE XIIContinuity

Section 1. The limits on self-succession of Officers and Directors shall not include terms initiated prior to adoption of these By-Laws. The present composition of the Board of Directors shall be retained until the first election and induction have been accomplished under these By-Laws. All actions of the Organization prior to the adoption of these By-Laws shall remain in force after adoption. These by-laws shall be in effect after a two-thirds vote of the Sisterhood membership or a three-fourths of those members present, whichever is smaller.