

B'NAI EMUNOH SISTERHOOD
REVISED CONSTITUTION EFFECTIVE JANUARY 1965

ARTICLE I

NAME

Section 1. The name of this organization shall be the B'NAI EMUNOH SISTERHOOD.

ARTICLE II

OBJECT

Section 1. The object of this organization shall be to further the religious, educational, social, financial and benevolent purposes of the B'Nai Emunoh Congregation; and to develop the Jewish spirit of both the communal and home life of its members. It shall be the prime purpose of this organization to conduct the Religious Sunday School of our Congregation.

ARTICLE III

DUES - MEMBERSHIP

Section 1. Upon presentation of dues with name to the financial secretary, a woman is eligible to membership in this organization.

Section 2. The dues for membership shall be five dollars (\$5.00) per year, paid in advance of the fiscal year. *6.00 - if years dues*

ARTICLE IV

~~OFFICERS - BOARD AND EXECUTIVE COMMITTEE~~

Section 1. The officers of this Sisterhood shall be:

President

1st or Ways and Means Vice-President

2nd or Cultural Vice-President

3rd or Membership Vice-President

Recording Secretary

Financial Secretary

Corresponding Secretary

Treasurer

Donor
Assistant Treasurer.

Auditor.

Section 2. The Executive *Board* ~~Committee~~ shall consist of the president, the immediate past president, the three vice-presidents, recording secretary, corresponding secretary, treasurer, *Donor* ~~assistant~~ treasurer, financial secretary and auditor. The president may invite such members as she deems necessary.

ARTICLE V

DUTIES OF OFFICERS

Section 1. PRESIDENT

It shall be the duty of the president to preside at all general and board meetings; to appoint all chairmen of all standing committees, except the nominating committee; and to perform such other duties as usually pertains to the office. She shall appoint assistants to the corresponding and recording secretaries. She shall be ex-officio member of all committees except the nomination committee. She shall present a written report at the annual meeting.

Section 2. 1st or ~~WAYS AND MEANS~~ VICE-PRESIDENT

2nd
It shall be the duty of the 1st Vice-President to head the following departments, and be ex-officio member of each:
(a) ~~Donor~~
(b) ~~Fund Raising Affairs~~
(c) ~~Guide Post~~
see new list

1st
The 1st Vice-President shall work ^{*closely*} hand-in-hand with the President. In the event the President becomes unable to perform her duties, due to any unforeseen circumstances, the 1st Vice-President shall assume all the duties normally performed by the President and shall be officially installed as President to fill the unexpired term in a simple ceremony at the next official meeting. ~~She shall present a written report at the annual meeting.~~

Section 3. 2nd or ~~CULTURAL~~ VICE-PRESIDENT

It shall be the duty of the 2nd Vice-President to head the following departments, and be ex-officio member of each:
(a) Sunday School
(b) Program
(c) Publicity
(d) Newspaper
w-itcherie

~~She shall present a written report at the annual meeting.~~
Catering
Mother's Day Out
fund. equip.
card party
Hospitality

Section 4. 3rd or ~~MEMBERSHIP~~ VICE-PRESIDENT

It shall be the duty of the 3rd Vice-President to head the following departments, and be ex-officio member of each:
(a) Membership
(b) Telephone Committee
(c) Refreshment Committee
faith, publicity

~~She shall present a written report at the annual meeting.~~

Section 5 - 4th Vice Pres. - Sunday School. Israeli Affairs
Holidays

Section 6. RECORDING SECRETARY

It shall be the duty of the recording secretary to keep a record of all minutes of the general, board and executive meetings. She shall be the custodian of all records *of all transactions.* ~~at the expiration of her term of office, she shall present a written report at the annual meeting.~~

Section 7. CORRESPONDING SECRETARY
It shall be the duty of the corresponding secretary to send out notices of meetings + read all corres. and answer all correspondence. ~~She shall present a written report at the annual meeting and at the expiration of her term of office, shall turn over all records to her successor.~~

Section 8. FINANCIAL SECRETARY
It shall be the duty of the financial secretary to send out statements of dues and keep accurate records thereof. She shall report monthly to the board and general meetings, ~~and report annually in writing.~~ At the expiration of her term of office, she shall turn over all books and records to her successor. ~~she shall present a written report at the annual meeting.~~

Section 9. TREASURER
It shall be the duty of the treasurer to collect and be custodian of all funds pertaining to the organization, and keep her account in the bank. She shall sign all checks, countersigned by the ~~Assistant Treasurer.~~ ^{Donor} She shall ^{give} report at the meetings ~~and at the annual meeting in writing.~~ ^{prepare the books for an annual audit} At the expiration of her term of office, she shall turn over all books and records to her successor. ^{From April 1 to Mar 30}

Section 10. ASSISTANT TREASURER ^{Donor}
It shall be the duty of the ^{Donor} assistant treasurer to be in charge of all Donor Finances. ^{Donor} Funds shall be turned over to the ^{Donor} assistant treasurer to keep records of same. ^{She shall keep all records of Donor monies + prepare books for annual audit}

Section 11. AUDITOR
It shall be the duty of the auditor to make an audit once every year of the treasurer's ^{books, + Donor} ~~and of the books of each fund raising committee,~~ and submit a written report at the ~~annual~~ meeting.

Treas. books

The fiscal year is from April to March
ARTICLE VI

MEETINGS

Section 1. This organization shall hold its regular monthly meeting the fourth Monday evening of each month.

Section 2. Meetings of the Board of Directors shall be held the second Tuesday afternoon of each month.

Section 3. Special meetings, either of the Board or the Regular Membership, may be called by the President whenever necessary.

Section 4. QUORUM
Twenty Five (25)
(a) ~~Fifteen (15)~~ members shall constitute a quorum for the Regular Meetings.
(b) Ten (10) members shall constitute a quorum for the Board Meetings.

ARTICLE VII

BOARD OF DIRECTORS

Section 1. Five (5) members of good standing in the organization shall be elected to the Board of Directors

each year. The nominating committee shall present the Board of Directors to the general membership along with the rest of the slate.

Section 2. The term of service for elected directors shall be three (3) years.

The Executive Board

Section 3. ~~The elected members of the Board, together with the chairmen of committees shall constitute the Board of Directors.~~

Section 4. ~~Any board member who misses three consecutive meetings (Regular of Board), during the year, except for unavoidable reasons, shall be automatically dropped from the Board. Notice to this effect shall first be sent by the Recording Secretary, after the second consecutive absence. The President shall be empowered to appoint a new Board Member to serve for the unexpired term.~~ *attend Board Members must call the Pres if she is unable to meet* *submit her resignation* *with a notification* *Board*

ARTICLE VIII

NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. ~~Nominating Com. appointed shall be elected~~ *at the Reg Meet* *in March*

Section 2. Officers shall be elected at the April meeting of the Sisterhood.

Section 4. Installation of officers shall take place in May, at either a regular meeting or an open social function.

Section 7. Any vacancy in office shall be filled by the executive committee.

Section 3. ~~The Nominating Committee shall consist of seven (7) members, four (4) from the Board of Directors; and three (3) from the General Membership. The member of this committee receiving the highest number of votes, shall be the chairman. This committee shall report at the meeting prior to the annual meeting. Sample ballots shall be mailed with the notice of the annual meeting. Nominations shall be called for from the floor at the annual meeting. The past & immediate pres of presidents shall serve on this committee in an advisory capacity, without voting privileges.~~ *Board* *at the Reg Meet* *the* *sample slate*

two weeks prior to Apr

Section 5. ~~The officers shall be elected at each annual meeting in April. In the event of no opposing candidates, the secretary shall be authorized to cast an unanimous ballot.~~

Section 6. ~~The nominating committee shall be elected by the general membership at the March meeting; and shall present and elect the slate at the regular meeting in April; and the officers shall be installed in May.~~

Section 5. The term of office of the officers shall be for one (1) year, and they may be re-elected two more consecutive terms. No woman is eligible for office in this organization until she has been a member in-good-standing for one year.

In the event of an

~~if for some unforeseen~~ Page 5.

Section 6

~~The Pres cannot continue her term of office, the 1st Vice Pres shall assume the office of Pres.~~
A vice-president takes office with the understanding that she will eventually accept the presidency, if elected. Nominations for this office will also be made from the floor at the regular nominating meeting.

ARTICLE IX

RULES

Section 1. The rules contained in Robert's Rules of Order, Revised, shall govern this organization in all cases to which they are applicable, and, in which they are not inconsistent with these by-laws or the special rules of order of this organization.

ARTICLE X

AMENDMENTS

Section 1. These by-laws may be amended at any meeting of this Sisterhood by a two-thirds (2/3) vote, provided the notice of such proposed amendments have been sent to each member of the organization, at least one (1) month prior to the meeting.

Revised By Laws Committee

- Maxine Sittesamer
- Eleanore Sloan
- Joanne Cohen Chairman
- Bernice Faiger
- Dorothy Haas
- Ida Markovitz