

B'NAI EMUNOH SISTERHOOD

REVISED CONSTITUTION EFFECTIVE NOVEMBER 1965

- Revised Nov. 1972

ARTICLE I

NAME

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

ARTICLE II

OBJECT

Section I. 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 ~~the~~ name to the financial secretary, a woman is eligible to membership in this organization.

Section 2. The dues for membership shall be six dollars (\$6.00) per year, paid in advance of the fiscal year. First years dues to be applied towards donor for new members who--ARTICLE IV- have never previously belonged to sisterhood.

OFFICERS *Article IV*

Section 1. The officers of this Sisterhood shall be:

President

First Vice President

Second Vice-President

Third Vice-President

Fourth Vice-President

Recording Secretary

Financial Secretary

Corresponding Secretary

Treasurer

Donor Treasurer

Auditor

Section 2. The Executive Board shall consist of the President, the immediate past president, the four vice-presidents, the recording secretary, corresponding secretary, treasurer, donor treasurer, financial secretary and auditor. The president may invite such members as she deems necessary.

ARTICLE V

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. First Vice-President

It shall be the duty of the First Vice-President to preside at everything that pertains and involves DONOR*

- a. Donor
- b. Cash donor club
- c. Merchandise
- d. Maj tournament
- e. Ad book
- f. Luncheon

** In the event the President becomes unable to perform her duties, due to any unforeseen circumstances, the 1st VP shall assume all the duties performed by the President & shall be officially installed as Pres. to fill*

Section 3. Second 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. Kitchen
- b. Catering
- c. Mother's day out
- d. card party
- e. Purchasing agent
- f. Hospitality

the implied term in a simple ceremony at the next official meeting.

Section 4. Third 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. Faith & Publicity
- c. Telephone Committee
- d.

Section 5. ~~FFeat~~

Fourth Vice-President

It shall be the duty of the 4th Vice-President to head the following departments, and to be ex-officio member of each.

- a. Sunday School
- b. Israeli affairs
- c. Holiday Participation

- Section 6. Recording Secretary
It shall be the duty of the recording secretary to keep all records of all minutes of the general, board and executive meetings. She shall be the custodian of all records of all functions.
- Section 7. Corresponding Secretary
It shall be the duty of the corresponding secretary to send out notices of meetings and read all correspondence, and answer all correspondences as needed.
- 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. At the expiration of her term of office, she shall turn over all books and records to her successor.
- 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 accounts in the bank. She shall sign all checks, countersigned by the Donor Treasurer. She shall give a report at the meetings, and 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. The books shall be audited. The year begins April 1 and is completed by March 30.
- Section 10. Donor Treasurer
It shall be the duty of the Donor Treasurer to be in charge of all donor finances. ~~Donor~~-- She shall keep all records of Donor Monies and 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 and Donor Treasurer's books and submit a written report at the meeting. The fiscal year is from April 1 to March 30.

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 meeting, either of the board or the Regular Membership, may be called by the President whenever necessary.
- Quorum
- Section 4. (a) Twenty-five (25) 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/Ø

- Section 3. The elected members of the Board, together with the chairmen of committees shall constitute the Board of Directors.
- Section 4. Board Members must call the President if she is unable to attend a meeting and submit her report if any.

ARTICLE VIII

NOMINATIONS AND ELECTIONS OF OFFICERS

- Section 1. Nominating committee shall be elected at the March Regular Meeting.
- Section 2. The Nominating Committee shall consist of seven (7) members -four (4) from the Board of Directors, three (3) from the general membership. The members of this committee receiving the highest number of votes, shall be the chairman. *To appoint* The Past Presidents shall serve on this committee in an advisory capacity, without voting privileges.
- The slate shall be mailed 2 weeks prior to the April meeting.*
- Now, shall be called for from the floor at the April meeting.*
- Section 3. Officers shall be elected at the April meeting of sisterhood. Nominations shall be called for from the floor at this meeting. In the event of no opposing candidates, the secretary shall be authorized to cast an unanimous ballot.
- Section 4. Installation of officers shall take place in May at either a regular meeting or an open social function.
- Section 5. The term of office of the officers shall be for one (1) year, and they may be re-elected two (2) more consecutive terms. No woman is eligible for office in this organization until she has been a member in-good standing for one year.
- Section 6. In the event of an unforeseen circumstance the President cannot continue her term of office, the First Vice*President shall assume ~~of~~ the Office of President. 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.
- Section 7. Any vacancy in office shall be filled by the executive board.

ARTICLE LXRules.

- 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 in-

consistent 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 ~~the~~ Sisterhood by a two-thirds $2/3$ vote, provided the notice of such proposed amendments have ~~been~~ been sent to each member of the organization, at least one (1) month prior to the meeting.

Revised BY*LAWS November 1972

Committee

Joanne Cohen, Chairman

Bernice Faigen

Dorothy Haas

Ida Markovitz

Eleanor Sloan

Maxine Sittsamer, President.