

FOR: BIG CHAPTERS

BY-LAWS of the \_\_\_\_\_ Group  
of the \_\_\_\_\_ Chapter of Hadassah

ARTICLE I NAME

Section 1. The name of this Group shall be the \_\_\_\_\_ Group of Hadassah, which is part of the \_\_\_\_\_ Chapter of Hadassah, and is bound by the Chapter Constitution and By-Laws.

ARTICLE II GROUP COMPOSITION AND MEMBERSHIP DUES

Section 1. The Group shall consist of a minimum of fifteen (15) paid-up members.

Section 2. The Group shall be divided into smaller Groups when it attains the number of members recommended by National Hadassah.

Section 3. The Group may be divided into smaller Groups before it reaches the maximum, with the approval of the Group, and of the Chapter Executive Committee.

Section 4. DUES

A. Each qualified person desiring to become a member of National Hadassah shall pay the Group annual membership dues as designated by the National Board of Hadassah.

B. When a Life Member reaches the age of eighteen (18) and opts to join HaMagshimim, a subvention formerly retained by the Chapter in which she is a Life Member, is to be returned to the National Youth Commission Office, upon their request, to be applied to youth dues.

C. Each qualified person desiring to become a Life Member of National Hadassah shall pay to the Group a one-time payment as designated by the National Board of Hadassah.

ARTICLE III STRUCTURE OF GROUP

Section 1. The Group within the jurisdiction of the Chapter shall be considered an integral part of the Chapter, and shall be bound by the Chapter Constitution and By-Laws, and by the majority decisions of the Board of the \_\_\_\_\_ Chapter, which has the authority to set Chapter policy, initiate Chapter projects and further their implementation in the Groups.

Section 2. Function of Group

- A. It shall be the responsibility of the Group to conduct activities in accordance with National and Chapter directives.
- B. It shall be the responsibility of the Group to implement policies and projects initiated by the Chapter.
- C. The Group officers and chairmen shall work in close cooperation with the Chapter officers, coordinators and chairmen responsible for related activities.
- D. Complete records relating to coordinated activities of the Group shall be filed with the Chapter.

Section 3. Limitations to Group Authority

- A. The Group shall not act upon requests for funds for outside organizations and shall not participate in communal activities without the approval of the Executive Committee of the Chapter.
- B. Group delegates to any communal body shall be recommended by the Group President and approved by the Executive Committee of the Chapter.
- C. The Hadassah platform shall not be given to representatives of any other organizations without previous authorization of the Executive Committee of the Chapter.
- D. Hadassah membership lists shall not be given to any individual or organization for other than Hadassah purposes. All requests should be referred to the Chapter Executive.
- E. All business meetings and functions of the Group shall be held at such times and in such manner as shall not conflict with or violate the observance of Sabbath, Jewish Holidays or Dietary Laws; neither shall they conflict with scheduled Chapter activities.
- F. Members of a Presidium may attend meetings of the Chapter Board. However, only one (1) member, designated in advance, may vote. All members of a Presidium may attend the Presidents' Council meetings of the Chapter.

Section 4. By-Laws

- A. No provisions in the Group By-Laws may violate the Constitution or By-Laws of the Chapter or of National Hadassah.

- B. A copy of the Group By-Laws shall be filed with the Executive Committee of the Chapter, and shall be approved by that Committee before the Group is formally affiliated with the Chapter.
- C. A copy of the Group By-Laws and of the Chapter Constitution and By-Laws shall be kept as a permanent part of the Group Minutes Book and shall be available at every meeting of the Group and of its Board.
- D. Whenever major changes are made in the Chapter Constitution or By-Laws, requiring corresponding changes in Group By-Laws, model Group By-Laws shall be furnished by the Chapter and the Group shall amend its By-Laws in conformity with Chapter directives.

ARTICLE IV OFFICERS AND BOARD OF DIRECTORS

Section 1. The Group shall elect officers who will serve as volunteers without receiving compensation from Hadassah, locally, regionally or nationally, and who will direct and manage the Group's affairs.

Section 2. The following Group officers shall be elected:

- President
- Four (4) Vice-Presidents
- Treasurer
- Financial Secretary
- Recording Secretary
- Corresponding Secretary

Section 3. The Group Board of Directors shall consist of the elected officers, duly appointed activity chairmen and the immediate past President.

Section 4. The term of office for officers and activity chairmen is one (1) year. The term of office shall begin immediately after installation. A person may serve in the same office or chairmanship for no more than three (3) consecutive years.

Section 5. Vacancies which occur in an elective office of the Group shall be filled by election by the Group Board. The replacement officer serves out the unexpired term of the previous incumbent.

ARTICLE V DUTIES OF OFFICERS

Section 1. President

- A. Shall appoint, with the approval of the Group Board, those

- Group activity chairmen who are necessary for the proper functioning of the Group.
- B. Appoint all members of committees, with the approval of the Group Board and the committee chairman.
  - C. Call and preside at all meetings of the Group and of the Group Board. (The President may designate a member of the Group Board to preside at special functions.)
  - D. Be a member ex officio of all committees except the Nominating Committee.
  - E. Be a co-signer of all checks issued by the Group, with the Group Treasurer, or in her absence with a third officer so designated by the Group Board.
  - F. Approve the copy of all mail and communications sent out in the name of the President.
  - G. Submit or have submitted to the Group Board at least three (3) times a year a report of the status and progress of the Group.
  - H. Designate one (1) Vice-President who will function in her stead in case of her temporary absence from office. If the President is unable to designate a Vice-President, the Vice-Presidents shall elect one (1) of their number to serve as Acting President.
  - I. Serve as a member of the Chapter Board of Directors and of the Chapter Presidents' Council.
  - J. Be one of the official delegates to the Annual Convention.
  - K. Be the official delegate to the Annual Region Conference.

Section 2. Vice-Presidents

- A. Shall assist the President in coordinating the total program of the Group.
- B. Serve as Chairmen of a specific area of work: Membership, Fund-Raising, Education or Program.
- C. Discharge the duties of the President in the absence or disability of the President, if so designated.

Section 3. Treasurer

- A. Shall be responsible for collecting, safeguarding and disbursing Group funds.

- B. Open and maintain, in the name of the Group, a bank account into which all Group funds shall be deposited, and from which they shall be disbursed.
- C. Be responsible for the collection of all Group monies, issuing official Group receipts for all monies received.
- D. Remit funds to the Chapter on a monthly basis.
- E. Set up and maintain an accounting system, itemizing Group receipts and disbursements. This accounting system shall be in a form that is consistent with the Chapter bookkeeping procedures.
- F. Retain all receipts issued by the Chapter.
- G. Sign all Group checks, which must be countersigned by the President. (A third officer should be designated to co-sign checks in the absence of either the Treasurer or the President.)
- H. Periodically submit to the Group Board of Directors a financial statement of receipts and disbursements for the Administrative and Project Funds. At the close of the fiscal year, submit a complete financial statement for the year for both funds.
- I. Complete the Group's Annual Financial Report as required by National Hadassah, a copy of which shall be forwarded to the Chapter together with a copy of the Group's audited annual financial statement.
- J. Serve on the Budget Committee of the Group.
- K. Consult with the Chapter Treasurer on the proper functioning of her portfolio.

Section 4. Financial Secretary

- A. Shall maintain a complete master file relating to membership status, including names, addresses and telephone numbers, and dates of dues payments.
- B. Mail Group bills for membership dues, collect dues, issue membership cards, forward dues to Group Treasurer.
- C. Issue, to chairmen concerned, monthly lists of dues received during the month, and changes of address or name that have come to her attention.
- D. Check and correct, if necessary, the addressograph file maintained at the Chapter office, at least twice a year.

ARTICLE VII

COMMITTEES

Section 1. The Group shall organize the following Standing Committees which shall be responsible for evaluating matters, formulating plans, and making recommendations relating to their specific area of responsibility to the Group Board:

- A. Membership Committee - The Vice-President who is the Membership Chairman shall be the Chairman of this Committee. The Financial Secretary and the Activity Chairmen in this Department (Chairmen of Re-enrollment, New Members, Life Members, Sponsors, Integration, Hostesses, Telephone Squad, Transfer, etc.) shall be members of this Committee. The Membership Committee shall meet at least three (3) times a year.
- B. Education Committee - The Vice-President of Education shall be the Chairman of this Committee. All Group Chairmen in this Department (Zionist Affairs, American Affairs, Jewish Education, Study Group, Aliyah, Soviet Jewry) shall be members of this Committee. The Education Committee shall meet at least three (3) times a year.
- C. Program Committee - The Vice-President of Program shall be the Chairman of this Committee. All Group Chairmen in this Department (Bulletin, Promotion, Visual Aids, etc.) shall be members of this Committee. The Program Committee shall meet at least three (3) times a year.
- D. Fund-Raising Committee - The Vice President for Fund-Raising shall be the Chairman of the Fund-Raising Committee. The Chairmen of all Fund-Raising activities (Hadassah Medical Organization, Youth Aliyah, Jewish National Fund, Hadassah Israel Education Services, Zionist Youth Activities, and Specific Functions) plus the Group Treasurer shall be members of this Fund-Raising Committee. This Committee shall meet at least three (3) times a year.
- E. Budget Committee - There shall be a Budget Committee consisting of the President, the Treasurer, the immediate past President, the Fund-Raising Chairman, and one (1) member of the Group Board appointed by the President. This Committee shall meet at least three (3) times a year.

ARTICLE VIII

FINANCES

- Section 1. The fiscal year of the Group shall be from June 1st through May 31st of each year.
- Section 2. It is the responsibility of the Group to transmit all funds received to the Chapter on a monthly basis, accompanied by the proper remittance forms, allocations to be approved by the Budget Committee.

- Section 3. The Group shall transmit to the Chapter each member's dues. The Group shall retain from each member's dues an amount specified by the Chapter Board for Group administrative expenses.
- Section 4. Group funds may be collected and disbursed only by persons as are authorized by the Group Board of Directors, and contracts may be entered into and debts incurred on behalf of the Group only upon authorization of the Group President and Board of Directors.
- Section 5. Administrative expenses shall be budgeted from the sums allocated to the Group from membership dues plus any sums raised specifically for administration. No monies collected for Hadassah's Israel projects may be used for administrative expenses.
- Section 6. The Group shall have its Annual Financial Statement audited at the close of the fiscal year, and submit statements according to Chapter directives.
- Section 7. Bonding - The Treasurer of the Group and persons of the Group handling money shall be bonded as indicated in the National Blanket Policy.

ARTICLE IX

MEETINGS

- Section 1. Opening Meetings  
The Group shall hold regular meetings at least once a month, unless an emergency requires a change in schedule.
- Section 2. Board Meetings  
The Group Board shall meet regularly at least once a month, unless an emergency requires a change in schedule.
- Section 3. Notice of Meetings  
A. Written notice of all regular Group meetings must be mailed to the members at least ten (10) days in advance of the meeting.  
B. For meetings at which By-Law Amendments are to be voted upon, twenty (20) days advance written notice must be given to the general membership, together with the wording of the proposed amendments.
- Section 4. Quorum  
A. One-third of the members of the Group Board shall constitute a quorum for Group Board meetings.

B. Two-thirds of the members of the Group Executive Committee shall constitute a quorum.

ARTICLE X NOMINATING COMMITTEE

A. Composition

The Nominating Committee shall consist of an uneven number of members, including the Chairman: at least \_\_\_\_\_ members elected from the Group Board of Directors and at least \_\_\_\_\_ members elected from the general membership.

B. Chairman

The Chairman of the Nominating Committee is appointed by the President with the approval of the Board of Directors at the beginning of the Hadassah year.

C. Vacancies

Vacancies in elected members of the Nominating Committee shall be filled by an election by the Group Board of Directors.

D. Presentation of Slate

The Nominating Committee is responsible for preparation of the slate of only the elected officers of the Group. The slate shall be presented at a meeting of the general membership in March.

ARTICLE XI ELECTIONS

Section 1. Election of Group officers shall take place at the April meeting of the Group, notice of which meeting shall contain statements that:

- a. elections will be held on that date.
- b. the Nominating Committee will present its slate.
- c. further nominations may be made from the floor.

Section 2. If there is more than one (1) candidate for an office, election shall be by closed ballot.

Section 3. A majority of those members present and voting is needed to carry an election.

ARTICLE XII NATIONAL CONVENTION

Section 1. The President of the Group shall be one of the official delegates to the Annual National Convention.