

The following By-Laws have been approved by the Executive Committee and will be discussed at the next business meeting on March 19, 1974 at the home of Laurie Zellnik, 116 Ambleside Drive, Pittsburgh at 9:15 A.M. Please bring them with you.

The Sisterhood of the North Hills Jewish Community Center

BY-LAWS

Article I: Name

This organization shall be known as The Sisterhood of the North Hills Jewish Community Center. Henceforth this organization shall be called the Sisterhood in these by-laws.

Article II: Purpose

Section 1. The object of the Sisterhood:

- A. Support and promote in every way the welfare of the NHJCC and its members.
- B. Provide programs and activities of interest and education to the general membership of the NHJCC.
- C. Engage in such civic, social and philanthropic activities as may be approved by the membership.

Article III: Membership

Any woman interested in the above purposes may become a member upon payment of annual dues. Any woman so doing will be considered a member-in-good-standing. Henceforth all references to member in these by-laws shall imply member-in-good-standing.

Article IV: Dues

Section 1. Amount

- A. The annual dues shall be as set by the Executive Committee before the beginning of the fiscal year.

Section 2. Arrears

- A. Any member in arrears for on year"s dues shall be subject to suspension if, after written notice from the Treasurer, her dues remains unpaid after thirty (30) days.

Article V: Disbursement of Funds

All funds in the Sisterhood treasury, above that needed to continue operation of the Sisterhood as decided by the Executive Committee shall be used for the enrichment of the NHJCC. A majority vote of members at regular business meetings of the Sisterhood of the NHJCC shall be needed to approve specific projects to be financed by this group.

Exclb'

Article VI: Executive Committee

Section 1. Elected Officers

- A. The officers shall consist of President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. Term of office

- A. Officers shall be elected for a term of one year.

Section 3. Responsibility

- A. The management of the Sisterhood shall be vested in the Executive Committee which shall consist of the elected officers under the chairmanship of the President.

- B. At least four (4) members of the Executive Committee must be present for motions to be considered.

Section 4. Honorary Members of the Executive Committee.

- A. The immediate Past President of the Executive Committee shall be a non-voting honorary member of the Executive Committee.

Section 5. Absences

- A. If a member of the Executive Committee is absent from three (3) consecutive Executive Committee and/or business meetings without a proper and sufficient excuse submitted to the Recording Secretary or President, her office shall be declared vacant, provided however, that written notice be sent to said member by the corresponding secretary before the third absence is allowed to occur.

Section 6. Vacancies in Office

- A. Vacancies on the Executive Committee will be filled by Special Elections. Nominations for filling the vacancy will be held at the first regular business meeting following occurrence of vacancy. Elections will be held at the next regular business meeting following nominations.
- B. Those elected by Special Election will serve for remainder of term of person vacating office.

Article VII: Elections

Section 1. Nominating Committee

- A. Prior to the March business meeting the Executive Committee shall appoint a chairman and four (4) additional members to the nominating committee. One member shall be a member of the Executive Committee. At the March business meeting, the President shall announce the members of the committee and shall publish same in the NHJCC Newsletter or Sisterhood publication.

Section 2. Announcement of Slate

- A. The nominating committee shall submit its slate to the general membership at the April business meeting and shall publish same in the NHJCC Newsletter or Sisterhood publication.

Section 3. Nominations by Membership-at-large

- A. Additional nominations may be submitted to the chairman of the nominating committee upon written request of five (5) members, with the consent of the nominee, at least five (5) days prior to the date of election. These names shall be included in the ballot.
- B. Additional nominations will not be accepted the day of election.
- C. All nominees must be members-in-good-standing of the Sisterhood.

Section 4. Elections of Officers

- A. Election of officers will take place at the May business meeting by secret ballot.
- B. The President shall appoint three (3) members, none of whom are nominees, to tabulate the results.
- C. Exact count shall remain secret.
- D. Members must be present to vote.

Section 5. Installation of Officers

The Newly elected officers will assume their responsibilities immediately following their installation at the June business meeting.

Article VIII: Duties of Officers

Section 1. President

- A. She shall preside at all Executive Committee and business meetings, conduct the business as prescribed by the by-laws, preserve order, and see that the other officers fulfill their duties properly.
- B. She shall nominate committee chairmen, subject to confirmation by a majority vote of the Executive Committee.
- C. She shall have the power to sign and countersign all official documents and vouchers.
- D. She shall be a member ex-officio of all committees, except the nominating committee.

- B. She or her appointee shall represent the Sisterhood at NHJCC Board meetings and at meetings with other organizations which require Sisterhood ~~representation~~ representation.

Section 2. Vice-President

- A. She shall assist the President in the management of the Sisterhood.
- B. She shall preside at all meetings in the absence of the President.
- C. She shall act as co-Ordinator and consultant to all committees and keep a record of all functions, collecting reports from all chairmen.
- D. In the event that there is a vacancy in the office of the President, she shall become President and a special election shall be held to elect a new Vice-President.

Section 3. Recording Secretary

- A. She shall keep true and correct minutes of all proceedings of all Executive Committee and business meetings.
- B. She shall provide a copy of the minutes to the President as soon as possible.
- C. She shall read the minutes of the preceding meeting at Executive Committee and business meetings, and establish in said minutes that a quorum was present.

Section 4. Corresponding Secretary

- A. She shall handle all writings usually required of secretaries, including all necessary notices and letters.
- B. She shall collect all documents and correspondence.

Section 5. Treasurer

- A. She shall keep true and correct records of all monies received from membership dues and other sources.
- B. She shall have a current record of the membership of the Sisterhood.
- C. She shall collect dues and she may sign checks or drafts of the organization.
- D. She will be responsible for periodic financial reports of the organization.
- E. She will submit a final financial report at the June business meeting.

Article IX: Meetings

Section 1. Regular Meetings

- A. Regular business meetings of the Sisterhood will be held monthly from September through June. The entire membership is encouraged and expected to attend said meetings.
- B. A complete list of dates for year's meetings shall be presented at September meeting and announced in bulletin.

Section 2. Special Meetings

- A. A special meeting may be called at the discretion of the Executive Committee.
- B. A petition of ten (10) members may cause a special meeting to be held.

Section 3. Quorum

- A. The presence of ten (10) members at any business meeting shall constitute a quorum and decisions will be made by simple majority vote.

Article X: Committees

Section 1. Selection of Committee Chairmen

- A. All committee chairmen of the organization shall be nominated by the President and confirmed by the Executive Committee.
- B. Their term of office shall be for a period of one (1) year, or less if terminated by the action of the President.

Section 2. Permanent Committees

- A. The permanent committees shall include Telephone, Publicity, and Membership.

Section 3. Ad Hoc Committees

- A. The Executive Committee may form other such committees as it may deem necessary.

Section 4. Committee Chairmen Responsibilities

- A. They shall hold meetings of their committees; they shall select members of their committees; they shall carry out their responsibilities as defined by the Executive Committee.
- B. They shall make periodic reports to the Vice-President.

Article XI: Ammendments

Ammendments to the by-laws may be proposed either by petition of at least one-third of the members, or by the Executive Committee. A copy of the proposed amendment, together with a copy of that section of the by-laws proposed to be amended, shall be enclosed in the NHJCC Newsletter or Sisterhood publication. Voting will take place at the next business meeting. A two-thirds vote of those present shall be necessary for adoption of the proposed amendment. Said change will take place immediately, or at such later date as the resolution for adoption shall provide.

Article XII: Fiscal Year

The fiscal year of this organization shall extend from July 1st through the following June 30th.

Article XIII: Rules of Order

The rules contained in Sturgis Standard Code of Parliamentary Procedure shall govern in all cases to which they are applicable, in which they are not inconsistent with these by-laws.