

WRJ

ATLANTIC DISTRICT



CONSTITUTION & POLICIES & PROCEDURES



Inspired by the Past – Committed to the Future



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CONSTITUTION OF WOMEN OF REFORM JUDAISM ATLANTIC DISTRICT

Adopted October 2020

ARTICLE I - Name

The name of this organization shall be Women of Reform Judaism Atlantic District, hereafter referred to as “the District”.

The Atlantic District will include the sisterhoods and women’s groups (hereinafter referred to as sisterhoods) in New Jersey and Pennsylvania, with the exception of the sisterhood in Erie, PA. The District will also include the sisterhoods in Wheeling and Morgantown, West Virginia. The District also includes women living in NJ, PA (with the exception of Erie) and Wheeling and Morgantown, WV who have joined WRJ as individual members.

ARTICLE II – Purpose

Section A To support and implement the mission of Women of Reform Judaism (WRJ) by serving as the liaison between WRJ and WRJ-affiliated sisterhoods, women’s groups, and individual members, in the District.

Section B To bring the WRJ-affiliated sisterhoods, women’s groups, and individual members in the District into closer cooperation and association with one another and further their respective activities.

Section C To help WRJ-affiliated sisterhoods, women’s groups, and individual members participate effectively in the activities of Women of Reform Judaism.

Section D To assist in attracting new members and in the organization of new WRJ-affiliated sisterhoods and women’s groups in the District.

ARTICLE III – Membership

Section A All WRJ members in good standing located within the appropriate geographic area of WRJ Atlantic District, shall be considered members of the District.

ARTICLE IV – Dues

Section A Each WRJ-affiliated sisterhood or women’s group shall pay annual dues to the District treasury based upon per capita membership in the amount authorized by the WRJ Board of Directors.



1. A sisterhood or women's group whose dues are in arrears to either the District or WRJ may be suspended according to WRJ policies.
2. A sisterhood or women's group that has been suspended may be reinstated by WRJ when a mutually agreeable arrangement has been made.

Section B Dues from individual members who reside in the District shall be collected and distributed annually to the District by Women of Reform Judaism.

1. Individual members whose dues are in arrears to either the District or WRJ may be suspended according to WRJ policies.
2. Individual members who have been suspended may be reinstated by WRJ when a mutually agreeable arrangement has been made.

Section C The fiscal year shall conform to the fiscal year of WRJ.

ARTICLE V – The Executive Committee

Section A The Executive Committee shall consist of the officers, area directors, and the immediate past president of the District.

Section B The Executive Committee shall manage the affairs of the District between board meetings, but may not reverse or alter any decisions of the delegate body or the Board of Directors.

Section C The Executive Committee shall meet as necessary at the designation of the president or at the request of five (5) of its members.

Section D Fifty-one percent (51%) of the members of the Executive Committee shall constitute a quorum.

ARTICLE VI – Officers

Section A The officers of the District shall be a president, a first vice president, four (4) additional vice presidents, a secretary, a treasurer and an assistant treasurer.

Section B To be eligible for office a member must be Jewish, self-identify as a woman, live within the District, and be a member of WRJ in good standing.

Section C The nominee for president must have served on the district board in an elected capacity for at least one (1) term.

Section D In the event of the death or inability of the president to serve her full term, the first vice president shall succeed to that office for the balance of the unexpired term, in consultation with WRJ.



Section E If the office of a vice president or any other office becomes vacant, it shall be filled immediately with a member from the district board. Officers thus chosen shall hold office for the balance of the unexpired term. Selection shall be made in consultation with the Nominating Committee chair.

ARTICLE VII – Duties of Officers

Section A It shall be the duty of the president to preside at all meetings and to appoint committee chairs and special task forces in consultation with the vice presidents. She may appoint up to five (5) additional appointees to the board in consultation with the vice presidents. She shall serve as an ex-officio member of all committees except the Nominating Committee. She shall be responsible for general supervision of the interests of the District and perform such duties as are inherent to the office.

Section B The first vice president shall serve as an administrative aide to the president. She shall provide direct supervision to the area directors and the chairs of the district convention and shall work with the president in the planning of the meetings of the District.

Section C The four (4) additional vice presidents shall, when called upon by the president, assist the president in the performance of her duties.

Section D The secretary shall keep an accurate record of all meetings—duly constituted for conducting official business whether in person or via current technology. She shall send the minutes to the president within one (1) month of each meeting. She shall maintain copies of all minutes, recordings, the district constitution, the district manual, and policies and procedures. All records shall be maintained via electronic cloud-based storage.

She shall compile and keep current a list of WRJ-affiliated sisterhoods and women's groups, sisterhood presidents, and women's group leaders. She shall compile and keep current contact information of officers, area directors, past presidents, WRJ board members residing in the District, appointees, committee chairs, WRJ individual members, and other board alumnae.

Section E The treasurer is responsible for monitoring the financial operations of the district. She will keep a record of the payments received and deposit same in banks approved by the Executive Committee. She will pay all approved bills. She will serve on the budget committee. The treasurer will present a detailed report at board meetings, interim meetings, district convention and at other times as requested by the president.

Section F The assistant treasurer will assist in monitoring the financial operations of the district. She will assist the treasurer with District sisterhoods in arrears status.



She will serve as Registrar for District events and as the designated recipient of Tribute donations.

ARTICLE VIII - Area Directors

- Section A** There shall be elected area directors, the exact number to be determined by the Nominating Committee in consultation with the president and first vice president.
- Section B** To be eligible to be an area director, a member must be Jewish, self-identify as a woman, live within the District, and be a member of WRJ in good standing.
- Section C** Area directors shall be the liaison between their assigned local, WRJ-affiliated sisterhoods, women's groups, and individual members, and the District. They should regularly contact local affiliated sisterhoods, women's groups, and individual members and their presidents, notify the vice president to facilitate dialogue between local sisterhoods and women's groups and the WRJ experts when needed, and represent the District at local sisterhood or women's groups' events. Area directors shall develop and coordinate area days and represent the District at same.
- Section D** Vacancies between elections shall be filled by appointment of the first vice president with the consent of the Executive Committee and the president.
- Section E** Area directors shall provide quarterly reports to the first vice president.

ARTICLE IX – Board of Directors

- Section A** The Board of Directors shall include the Executive Committee, all District past presidents, committee chairs, presidential appointees, WRJ board members residing in the District, and a president or a leader of each WRJ-affiliated sisterhood or women's group in good standing, or her duly appointed representative.
- Section B** The Board of Directors or the Executive Committee shall manage the affairs of the District between district conventions. It shall not modify any action taken by the delegate body unless such action is found to be contrary to the policies of WRJ.
- Section C** There shall be at least three (3) regular meetings of the Board of Directors during a triennial period. One (1) of those meetings shall be held in conjunction with the district convention.
- Section D** Special meetings of the Board of Directors may be called by the president in consultation with the Executive Committee.



Section E Twenty percent (20%) of the board members shall constitute a quorum.

ARTICLE X – Nominations and Elections

Section A The president, in consultation with the first vice president, shall appoint a nominating committee immediately after the district convention. The Nominating Committee shall consist of seven (7) members, to include a chair, three (3) other members of the Executive Committee, three (3) members of the Board of Directors, at least one (1) of whom is a sisterhood president or women's group leader, and two (2) alternates. The chair is traditionally the immediate past president. At least one (1) member shall be a carryover from the previous committee. In the absence of a committee member, an alternate shall vote. Nominating committee meetings may be held in person, via conference call, or via electronic meeting.

Section B The Nominating Committee chair shall request nominations for consideration as candidates for District offices. The Board of Directors, sisterhoods and women's groups, and individual members should be contacted with this information no later than thirty (30) days prior to the first meeting of the nominating committee.

Section C The Nominating Committee shall submit its proposed slate in writing to the Board of Directors, WRJ-affiliated sisterhoods and women's groups, and WRJ individual members no later than sixty (60) days prior to the district convention.

Section D The officers and area directors for the District will be elected at the district convention.

Section E The officers and area director shall be elected for a term of three (3) years, though exceptions may be made due to exceptional circumstances.

Section F No officer or area director may serve more than two (2) consecutive terms in any one position on the Executive Committee.

ARTICLE XI – Budget and Finance

Section A The president, in consultation with the first vice president, shall appoint the budget committee. The committee shall be comprised of no fewer than five (5) members, including the treasurer and assistant treasurer.

Section B The Budget Committee shall prepare an annual budget and submit it to WRJ at least four (4) weeks prior to the Executive Committee meeting. The committee's report shall then be sent to the Board of Directors, member sisterhoods/women's groups, and individual members.

Section C Budget committee meetings may be held in person or via current technology.



ARTICLE XII – Amendments and Revisions

- Section A** The president, in consultation with the first vice president, shall appoint a constitutional revisions committee at least six (6) months prior to the district meeting at which constitutional changes are subject to approval. The committee shall be comprised of no fewer than five (5) members of the District to consider proposed constitutional amendments and revisions.
- Section B** Amendments to the constitution may only be proposed and presented to the constitutional revisions committee by a WRJ-affiliated sisterhood/women's group within the District, WRJ individual members residing in the District, the Executive Committee, the Board of Directors, or members of the constitutional revisions committee.
- Section C** All proposed revisions must be approved by the Executive Committee and WRJ prior to being finalized.
- Section D** All final approved revisions must be sent in writing to the Board of Directors and the membership, including affiliated sisterhoods/women's groups and individual members, at least thirty (30) days prior to the district convention during which the revisions shall be considered.
- Section E** A two-thirds (2/3) vote of the delegates present and voting shall be required to adopt any amendments.
- Section F** Constitutional revisions committee meetings may be in person or via current technology.

ARTICLE XIII – District Convention

- Section A** A convention of the District shall take place every three (3) years in accordance with the WRJ calendar.
- Section B** A WRJ-affiliated sisterhood, women's group, or individual member must be in good standing with both WRJ and the District and be registered for the district convention.
- Section C** All District members in attendance at a district convention are eligible to vote on all issues.

ARTICLE XIV- Electronic Meetings

- Section A** The Executive Committee, standing committees, special committees, task forces, and any other group convening to conduct District business, shall be authorized to meet by telephone conference or via current technology, if necessary, so long as a quorum of fifty-one percent (51%) of the committee,



task force or group is able to participate simultaneously. An exception may be made for full board meetings which only require a quorum of twenty percent (20%).

Section B When deemed necessary by the president, in consultation with the vice presidents, electronic voting on District business may be permitted.

ARTICLE XV – Parliamentary Authority

Section A The governing authority shall be *Robert’s Rules of Order, Revised* in all cases not provided for in this Constitution and not inconsistent with the Constitution of WRJ.



WOMEN OF REFORM JUDAISM, ATLANTIC DISTRICT POLICIES AND PROCEDURES

Updated June, 2020

A. District Financial Policies:

1. The president, in consultation with the first vice president, shall appoint the Budget Committee. The committee shall be comprised of no fewer than five (5) members, including the treasurer and assistant treasurer.
2. Transportation, hotel expenses, and registration of the president shall be paid by the district for the interim meeting, the district convention, and any special meetings. At the District convention, it is only the outgoing president whose above expenses are paid for by the district.
3. The president shall be offered reasonable reimbursement (based on double occupancy) from the district for the following WRJ events: Fried Women's Conference, WRJ Board of Directors and legislative body meetings, where she shall represent the district, and District Presidents' Council meetings.
4. The first vice president shall be offered reasonable reimbursement (based on double occupancy) from the District for the following WRJ events: Fried Women's Conference, WRJ Board of Directors and legislative body meetings, and District Presidents' Council meetings.
5. In the event the president is unable to attend the designated meetings, the first vice president shall attend, if in accord with WRJ regulations, with the same budgetary allowances. If both are unable to attend, and it is permitted by WRJ, a district representative shall be chosen from the four (4) vice presidents, and her expenses shall be paid.
6. The president and first vice president are authorized to sign checks in the event of an emergency or the inability of the treasurer to serve. All checks over \$500.00 require the signature of either the president or first vice president and the treasurer. No officer may sign her own check.
7. WRJ has determined that sisterhoods, women's groups and individual members joining the district after newly affiliating with WRJ shall pay half dues for the first year and shall be billed full dues the following year.
8. At the interim/retreat meeting, after a full financial report by the treasurer, the board shall have the power to discuss, vote, and approve any expenditure not in the budget deemed necessary at that time, provided such funds are available.



9. District Credit Card Policies and Procedures (Per WRJ)

- a) The Atlantic District authorizes the president, first vice president, and treasurer to obtain and use a credit card in the name of the WRJ Atlantic District, with an additional card made available to the president (or treasurer). The district Credit Card Use Agreement form must be signed by each individual credit card authorized user in accordance with WRJ requirements. A debit card may not be used by the district, even if one is made available for use with the district bank account. The use of the card and any points, miles, or other card benefits must be exclusively used for the WRJ Atlantic District, including such use as district travel, meetings, conventions, vendors, or other business expenses. Anyone receiving a district credit card will sign the Credit Card Use Agreement and will surrender the card immediately upon leaving her leadership position for any reason.
- b) Monthly credit card bills will be paid in full in a timely manner to avoid late fees and interest charges. If fees or interest charges are incurred twice in a 12-month period, the district credit card will immediately be canceled.
- c) All credit card expenses must be recorded into the district's financial database and applied to the same month that the expenses were incurred. All expenses must be matched with receipts and the proper written approval of the treasurer and/or president according to district policies and procedures. All records will be kept in accordance with good financial practices and monthly statements must be reviewed and reconciled in a timely manner (within 30 days of receipt of statement). The treasurer will initial and date the statement when it has been reviewed and reconciled.
- d) Monthly credit card statements will be sent to WRJ along with monthly bank statements for audit purposes, with back-up provided upon request. All credit card activity should be accessible and reviewable by more than one person.
- e) Accumulated points and miles may only be used to offset expenses of the WRJ Atlantic District and may include such expenses as: presidential and vice-presidential travel, meals, and hotel, convention and area day expenses, vendor payments (such as webhosting), or business expenses such as stamps, stationery, or office supplies.
- f) The WRJ Atlantic District cannot reimburse expenses that are paid for by volunteers using their own credit card without proper receipt and advance authorization. No reimbursement can be made for volunteer expenses paid for with points or miles. If an acknowledgment letter is provided to a volunteer noting the use of personal points or miles for her charitable reporting purposes, no monetary value can be assigned to the acknowledgment.

- 10. WRJ Atlantic District Conference Refund:** Refund requests for full event registration or partial event registration, less a \$50.00 processing fee, will be honored if a request is received by the district registrar at least ten (10) days prior to the event start date. There will be no refunds given for cancellation requests received after the cut-off date, unless compelling circumstances necessitate the cancellation. These circumstances may include, but are not limited to, the death of a family member, major illness, injury, or unplanned surgery for the individual or immediate family member. The executive committee will review cancellation requests for refunds that



are not received by the cut-off deadline and determine the extent of remuneration. We reserve the right to deduct any costs for event meals or other non-refundable fees that the district will incur due to the late registration cancellation. Without any deduction to amount paid, registration may be transferred to another person who has not yet registered. Refunds will only be honored if cancellation and refund request is sent in writing (email is acceptable) to the district registrar. No verbal requests for refunds will be honored. Please allow up to six weeks after the conclusion of the event for your refund to be processed.

- 11. Reserve Fund:** An operating reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or similar unanticipated financial needs. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. A balanced budget is always the target for fiscal responsibility and the funds in the money market/savings account are not intended to bridge any gaps in funding normal operational obligations.

To ensure that funds are available for operational needs, should an unusual situation arise, an amount equal to one-year's average annual operating expenses, be identified as the district's reserve fund. The average annual operating costs shall be determined by adding together the current year's budget total with the prior two years budget totals, and then dividing by three. Since we are on a three-year leadership cycle, with the district convention occurring once in three years, this computation will provide an amount that is the most accurate in identifying our average annual operating costs. Funds in excess of the reserve fund may be accessed for items that are outside the scope of the normal budgetary line items, by vote of the board. The use of these funds must be in line with the stated mission of our District.

The amount of the operating reserve fund target minimum will be calculated each year after approval of the annual budget, reported to the budget committee and the board of directors, and included in the regular financial reports.

- 12. Travel Reimbursement Policy:** The costs of travel should not be a financial burden for the volunteer or a deterrent to fulfilling our mission. Since the volunteer activities of the district often require travel to meet the needs and requests of affiliated sisterhoods, the following information and policy will address reasonable reimbursement of travel expenses.

The Internal Revenue Service publishes standard mileage rates for businesses and charities to use for reimbursement purposes. When using a personal vehicle for travel performed on behalf of an organization, these rates are also used by employees and volunteers when claiming a deduction on their personal tax returns, if they have not been reimbursed. The Atlantic District Board has chosen to adopt the business rate of **\$0.54 (54 cents) per mile** for reimbursement of travel, accepting the practice of WRJ and other districts.



Reimbursement for mileage usually requires the volunteer to complete, sign and submit a mileage chart. The volunteer must log in the starting mileage on her car's odometer, her starting location, the ending mileage and ending destination. The IRS requires such logs for audit purposes so a charity that does not make these logs a requirement for reimbursement risks encountering issues in an audit.

Those charged with the task of traveling to meet the connection needs of the Atlantic District will be allowed to request reimbursement for mileage, tolls and parking fees. Travel by anyone other than the district president, first vice-president, area directors or speaker's bureau representatives, should be approved for reimbursement prior to the event. Mileage will be reimbursed at a rate of 54 cents per mile when a travel log is submitted in conjunction with an expense report request for reimbursement. Alternately, a printout of the travel route from an electronic source such as Google Maps, which shows the total distance traveled, will be acceptable to identify the total mileage. Another option for travel reimbursement will be the submission of fuel receipts. The expectation will be that you start with a full tank of fuel and submit receipts for any fuel purchases required en-route and at the end of travel. Any tolls paid for approved travel, or parking fees, will be reimbursed at actual cost when receipts are submitted and listed on the expense report.

Sample Vehicle Mileage Log:

Date	Odometer Reading		Purpose/Description	Total Miles
	Beginning	Ending		

13. Area Day Events Financial Policy:

District Area Day events may focus on a wide variety of topics. There are resources available to assist with planning for the event. See [Atlantic District Area Day Planning Guide](#) and [Area Day Planning Checklist](#). Area Directors should also be aware of several district policies as they prepare to plan their area days. The district first vice-president should be consulted about district financial support to subsidize the expenses of the area day. The district budgets funds for this purpose. The first vice-president will verify amount of available funds with the treasurer.

A budget must be prepared that itemizes all income sources and expenses. Any donations that underwrite the expenses of the day need to be included in the income section, along with any registration fee and district subsidy. All anticipated expenses must be captured as separate line items for each category. If payment by credit card is offered as an option in association with an online registration portal, those expense fees must also be included in the budget. The overhead of guests and speakers, refreshments, paper goods, printing costs, name tags, etc. must be included. Any



anticipated honoraria for guest speakers should also be recorded in the expense section of your budget. The maximum amount for honoraria in our district is currently \$200. Any payment for guest speakers or workshop leaders that exceed that maximum will require pre-approval from the treasurer and president.

The income from fundraiser activities must be tracked separately from the event budget. That income will be donated to the worthy cause you designate for your social action component of the day. The organization must be identified on the budget worksheet.

The budget bottom line will identify any anticipated financial shortfall and will be an indicator of any needed registration fee for your event. The number of attendees expected should be projected in order to estimate the income from a registration fee. When the budget is complete and the area director has determined the amount of any needed registration fee, the plan must be submitted to the district first vice-president and the treasurer for approval.

As attendees must be registered, per WRJ, all contact information, including name, address, phone, email and any affiliation with a sisterhood/women's group, congregation, or individual membership, where appropriate, should be requested. If a registration fee is needed, payment checks should be made payable to "WRJ Atlantic District." The check number for each registrant payment must be noted; payments in cash should also be noted. If the event is utilizing an online registration portal, credit card payment may be an option. Payments by credit card should be noted if used by the registrant. This information will need to be shared with the district treasurer when the guest list is finalized. Checks received should be forwarded to the district treasurer along with the registration spreadsheet. Cash should never be sent in the mail - a check for any cash collected should be sent to the district treasurer.

Fundraiser donation proceeds should also be sent to the district treasurer along with a check request form indicating the total amount to be donated and the details of to whom the payment check should be written, and where to mail the check. A draft of a transmittal letter should be included for the treasurer to transfer onto district stationery to send with the payment. Check Request Form link:

<https://www.yammer.com/womenofreformjudaism/#/files/122190113>

If donations are for the YES Fund, send the funds with a note indicating the amount to be forwarded to WRJ. If YES Fund donations are received as checks, the check can be made payable to "WRJ YES Fund." If the YES Fund brochure is distributed at the event, participants may choose to complete credit card information for payment. The treasurer will forward all YES Fund payment paperwork together.

After the conclusion of the area day, an expense report must be submitted to the district treasurer, including receipts for all expenses, so that reimbursement payments



can be issued. Original receipts, photocopies or electronic scans are all acceptable forms for transmittal of documents. Expense Reimbursement Request Form link: <https://www.yammer.com/womenofreformjudaism/#/files/122190358>

Area Day events are intended to support the needs of our district sisterhoods and should be revenue neutral. There is no expectation for an income outcome from the event. The district subsidy, along with any needed registration fee, should cover anticipated expenses. If a registration fee seems necessary to meet your overall expenses, it should be kept as low as possible.

B. WRJ Mandated Financial Policies and Procedures for ALL Districts

Financial Matters – General

All financial accounts in the district's name shall have at least two signatures on each account. One shall be the president's or the treasurer's. Only one signature is required for check writing purposes.

District's operating money shall be kept in an interest-bearing account in a bank holding FDIC insurance, a federally chartered credit union insured by NCUSIF, or in a securities firm which is a member of the New York Stock Exchange, and shall be available for transfer to a checking account as needed. All funds not needed for operating expenses may be invested in marketable securities.

District budgets need to be approved by WRJ and should be sent to the WRJ office at least four (4) weeks prior to the time they will be presented to the District's Executive Committee or Board for approval. This includes both the operating budget and a convention or event budget.

All expenditures of the District that exceeds \$500 (or an amount that meets the culture of your District) must be approved by the Executive Committee if such expenditures are outside the limits of the Board approved budget.

All financial records of the District shall be retained according to the schedule as stated in the Women of Reform Judaism's Policies and Procedures. This shall include, but is not limited, to the following:

- Expense Reports – 7 years
- Bank statements and cancelled checks – 7 years
- Budget and financial reports – 7 years
- Deposit tickets – 3 years
- Treasurer's reports – 3 years



Confidentiality and Reporting Improprieties

Any person who becomes aware of an impropriety has the responsibility of informing in writing no fewer than four (4) members of the Executive Committee of the district, as well as the president and executive director of WRJ. No action will be taken against any person who informs the district executive committee, and/or WRJ leaders of a suspicion or knowledge of impropriety. It is the fiduciary responsibility of the executive committee of the district to ensure that the knowledge of improprieties or allegations of improprieties are appropriately managed by the executive committee, in consultation with the WRJ president, executive director, and treasurer.

Membership information may not be used for private or personal solicitation purposes.

Conflict of Interest

Members of the Board of Directors of Women of Reform Judaism or the District are required to disclose a financial conflict of interest, whether business, personal, or family related, where applicable. Disclosure must be made to the district's finance/budget committee chair (if applicable), president or first vice president.

Officers and members of the district's Board of Directors will excuse themselves from the decision-making process where there is a possibility of conflict of interest, whether business, personal, or family related.

Treasurer's Responsibilities

A. Check signing:

- a. The signing of blank checks is prohibited.
- b. Checks shall not be payable to "Cash" or "Bearer".
- c. No individual can sign a check payable to herself. A check payable to the president shall be signed by the treasurer; a check payable to the treasurer shall be signed by the president.
- d. All expenses shall be submitted using a district approved Expense Reimbursement Form. Attached to the Expenses Reimbursement Form should be all original invoices (or electronic invoices), proof of receipt, and other documentation as applicable.
- e. All Expense Reimbursement Forms shall be signed and approved by the president (or first vice-president in her absence). The President will present the form and attachments to the treasurer for payment.

B. Deposits:

- a. Deposit all monies in a timely manner, generally that would be within 3 – 10 days of receipt.
- b. The purpose of the funds should be recorded, such as for dues, meetings, conventions, general donations, designated gifts, or other purposes.



- c. Bank accounts must be monitored and reconciled monthly.
 - d. Monthly bank statements and bank reconciliations must be submitted to WRJ. This includes all bank accounts (checking, money market, credit card, CD, credit union or special accounts). If the bank only provides quarterly statements for a money market or CD, those should be sent as the treasurer receives them.
 - e. Balance sheets (Statement of Position) and profit and loss statements (Statement of Activities) must be submitted to WRJ at the end of each fiscal year (June 30).
 - f. All information requested as part of the WRJ Audit process must be provided to WRJ.
- C.** The treasurer shall review all statements generated regarding the district's funds each month.

District Conventions, Interim Meetings, and Kallot

It shall be the responsibility of the district's treasurer, president, first vice-president, and/or Meeting Chair to provide information to WRJ regarding a district event. This is to ensure that information is ready for audit at the end of the fiscal year. This information is to be submitted to WRJ within 45 days after the conclusion of the event. Information shall include, but is not limited, to the following: number of attendees for each event and how much was charged for each registration type; breakdown of all expenses, including hotel, catering, AV, speakers; etc. Please see **Appendix A** for more details.

APPENDIX A

Financial Records for District Conventions, Interim Meetings, and Kallot

The following detailed records are to be provided to WRJ within 45 days after the conclusion of the district event:

Revenue

- a. Registrations (number of registrants at what cost per registration category such as early bird, full weekend, Shabbat only, Shabbat dinner guests, etc.)
- b. Sponsorships/donations
- c. Ad sales
- d. Exhibitors
- e. Product sales
- f. Any other revenue categories deemed necessary at the district's discretion

Expenses

- a. Hotel
- b. Catering



- c. Entertainment
- d. Travel/transportation
- e. IT/AV
- f. Speakers, Scholars, Musicians
- g. Supplies and shipping
- h. Any other expense categories deemed necessary at the District's discretion

Other:

- a. Complete registration rosters (full names and addresses, registration amounts, etc.) for conventions and any district events

The following detailed records should be maintained in either a hard copy format or electronically in a file which can be easily retrieved:

- a. Sponsor agreements, or other documents supporting any sponsor revenue
- b. Exhibitor agreements, or other documents supporting any exhibitor revenue
- c. All invoices or other documentation supporting convention and district event expenses, including documentation of expense authorization. (Please note that credit card statements are not considered an acceptable form of receipt, so please retain all original invoices either in hard copy or electronically for easy retrieval.)
- d. Copies of canceled checks for event expenses.

If the District has a separate bank account for convention or district events, please be sure to send copies of any bank account statements and reconciliations for accounts opened or closed during the fiscal year.

Be sure to keep these records for 3-5 years post-Convention.

Reporting of taxable payments: If the district engages the services of a guest speaker or entertainer at an event, any payment in the amount of \$600 or more must be reported to WRJ for inclusion in year-end financial reporting. The IRS requires that anyone who receives payment of \$600 or more in a calendar year must receive a Form 1099 by January 31st.

The District is responsible for issuing a check to the guest. WRJ will send the 1099's for our districts, but will need the following from you:

- ✓ A signed W-9 form. This document is required prior to sending checks to speakers. A W-9 form can be downloaded from the IRS website: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ✓ A copy of any signed agreement between the district and the speaker, if one exists.
- ✓ A copy of the check



WRJ Guidelines for Retention of Records

1. All computer entries are backed up daily by the Union for Reform Judaism, and record back-up is maintained off-site in a secure facility.
2. All records will be maintained according to the following schedule:

Item	7 years	5 years	3 years	1 year
Contracts	x			
Petty cash vouchers & expense reports	x			
Canceled checks & bank statements	X			
Budget & financial reports	X			
Tax records US W-2, W-9, 1099s	X			
Organization budgets		X		
Financial forecasts		X		
Deposit slips			X	
Bills rendered			X	
Receipted bills			X	
Treasurer's reports			X	
Postage record book				x
General correspondence				x

C. District Funds/Fundraising:

14. The **Sunshine Fund** was established to insure that there are funds available for the board to acknowledge occasions, both happy and sad, of members of the WRJ Atlantic District Board. All board members are asked to contribute \$36 per triennial period to the fund and the treasurer will keep an accounting of the money.

Uniongrams will be sent to board members to acknowledge the following events: birth of a child or grandchild, bat mitzvah of board member, bar/bat mitzvah of child or grandchild, graduation of board member, graduation of child or grandchild, marriage of board member, marriage of child or grandchild, illness of board member not entailing a hospital stay or long confinement at home, death of a parent or sibling. Additional occasions may be added as deemed necessary.



Acknowledgements such as flowers, a fruit basket, food, or monetary donation will be sent in the following situations: major illness, injury, or surgery which includes hospital stay and/or long confinement at home, death of spouse/partner or child. Expenditures are to be limited to no more than \$100.00.

15. The Nanci Pompan Leadership Development Fund provides financial scholarship assistance for women affiliated with the WRJ Atlantic District to enable attendance at District or WRJ events.

- a) All attendees must be willing to pay some of the cost to attend – buy-in is essential! Therefore, Scholarship money to include up to 50% of the registration fee and up to 50% of hotel accommodations, depending upon the number of applicants and the total available funds for distribution. Distribution of funds may be made directly to a Sisterhood in good standing, allowing them to allocate funds to more than one member or directly to the applicant. The amount of the scholarship is to be determined by the executive committee.
- b) Eligibility may be made based on the following criteria:
 1. Applicant must be in good standing with her Sisterhood/Women's Group or be an individual member with WRJ and reside within the Atlantic District. The Sisterhood/Women's Group will be in good standing with the Atlantic District and WRJ.
 2. Lack of representation by an affiliated Sisterhood/Women's Group for 2 or more years at WRJ Atlantic District convention or retreat meeting events.
 3. A newly affiliated or reinstated Sisterhood/Women's Group which has not had representation at WRJ Atlantic District convention or retreat meeting events for 2 or more years.
 4. A Sisterhood/Women's Group member holding a position on either Atlantic District Board or WRJ Board that has attended District events will not affect eligibility for scholarship of other members if other criteria are met.
 5. Financial hardship - a Sisterhood/Women's Group is unable to send any member to a WRJ Atlantic District event without assistance.
 6. Financial hardship - an individual is unable to attend a WRJ Atlantic District event without assistance.
 7. First timers who are unable to attend a WRJ Atlantic District event without financial assistance.

16. The Jeanette Miriam Goldberg (JMG) Youth Fund supports NFTY organizations within the entire Atlantic District. Funds raised are distributed to youth within the district to help underwrite the expense of attending youth leadership development opportunities by providing scholarship funds. The funds will be used to support

- (a) NFTY-GER and NFTY-PAR regions
- (b) URJ Camp Harlam and URJ Six Points Creative Arts Camp



(c) NFTY in Israel



- 17. Tribute Donations:** Donations are encouraged throughout the year and the funds raised through this initiative will support the JMG Youth Fund and the Nanci Pompan Leadership Development Fund. Sisterhoods/women's groups and individuals will be able to donate to the fund of their choice in a meaningful way.

Donations will be encouraged for recognition of various life cycle events:

- To honor incoming/outgoing board members of their sisterhoods or district board
- In celebration of birthdays or anniversaries, birth/baby naming
- In honor of an individual or occasion
- In Memory of a person or occasion
- Get well, graduation, retirement, etc.

The suggested minimum donation will be \$18. Recognition of multiple people will require \$9 incremental donations for each additional honoree after the first \$18 donation.

Example:

2 People	= \$27	3 People	= \$36
4 People	= \$45	5 People	= \$54
6 People	= \$63	and so on.....	

Multiple names must be presented at the same time, with payment, for this discount.

Acknowledgement:

- Donors will receive an acknowledgement letter/tax receipt recognizing and thanking them for their donation.
- Honorees will receive a Tribute card notifying them of the donation
- Acknowledgements will be sent by the Chair of the Fundraising/Philanthropy Committee or another member of this committee.

D. Governance:

- 18.** The president shall submit reports to the district board of directors at monthly board meetings and interim meetings and shall present a comprehensive report at district conventions to the general membership. Copies of these reports shall be transmitted to their successors and to the secretary.
- 19.** The four (4) vice presidents shall submit reports to the district board of directors at monthly board meetings and interim meetings and shall present a comprehensive report at the district conventions. Copies of these reports shall be transmitted to their successors and to the secretary.
- 20.** The secretary will send the minutes and reports from the board meetings and plenary sessions of the interim meeting(s) and the district convention to the district president and WRJ within thirty (30) days of said meetings. (The district president will send a



copy of the minutes, excluding reports, of said meetings to the board of directors and post them on Yammer). The records of the district shall be kept for the life of the district and its successors. All records will be maintained via electronic cloud-based storage.

21. **J•License** is the only music-licensing agency primarily serving the entire international Jewish community. They are a non-profit organization owned and administered by **Transcontinental Music Publications**, the world's leading publisher of Jewish music, founded in 1938. Their primary mission is to encourage composers and authors of Jewish music and material to continue producing new works by compensating them fairly for institutional use of their compositions.

- a) J•License was created by clergy and professionals from within the organized Jewish world to serve as an all-encompassing licensing agency, unlike any other, ready to meet the many and varied challenges that Jewish organizations uniquely face. They are non-denominational and their licenses serve the entire world.
- b) Music is an essential element of our worship experience and it is the composers that create or set lyrics to the melodies we enjoy. Their creativity enhances our services and has become an integral part of our ritual experience. J•License compliance will ensure that the composers and publishers of our beautiful music will be fairly compensated for their work and that our District is legally protected. **WRJ has purchased a J•License for use by all Districts.** We simply need to comply with the reporting of the music we utilize.
- c) If you stream or store recordings of events or services, make rehearsal recordings for your ensembles, or project lyrics or music excerpts onscreen or use them for handouts, you may be infringing on copyrights laws.

J•License Allows You to Legally...

- **Stream and podcast** - (store recorded streams) covered songs in any worship service and lifecycle, concert, or other event for your community.
- **Project on-screen and reproduce** - (in handouts, worship aids, and bulletins) copyrighted lyrics and excerpted melody lines for use by the congregation.
- **Make rehearsal and resource recordings** - for educational and practice purposes, and distribute within your community the recordings on your web site, Dropbox (or similar services), CDs, or email.
- **Make custom musical arrangements**, adaptations, and editions for your use. This might include changing the key of a song, adjusting voicing and forces, translating text to a different language, and creating your own arrangement of a song, all for use within your community.
- **Purchase mechanical licenses** for commercial or fundraising recording projects.

J•License does not include

- the right to reprint in permanent congregational songbooks or to make photocopies of sheet music.



You are required by law to purchase the appropriate amount of music for your ensemble.

How Does J•License Work?

Simply email Annice Benamy (ambenamy@gmail.com), our WRJ Atlantic District designated District User for J-License. Tell her which songs and composers you used at a service or event. She will report all usage for our District. **This applies to all District events where music is part of the agenda:**

- Conventions
- Area Days
- Shabbaton
- Workshops
- Webinar
- Retreats & Interim Meetings

Music used by individual sisterhood/women's group programming will come under your congregation's J•License and should be reported to your congregation. Please report your music use on a regular basis.

How do you know if a song is covered by J•License?

- a) If the title is owned by a J•License member publisher, composer, or songwriter, then it is covered under the license. You can [search titles here](#). Our list of available songs and composers is ever-growing. If you are certain that the work is owned or administered by a member composer, but do not find the title in our database, J•License allows you to manually submit the song for inclusion in our license. Manually submitted titles are carefully reviewed by the J•License team before being accepted into our database of covered music. If a song is not in the database, our team will review the title and do their best to add it.
- b) AND HERE'S THE BEST PART: the composers, songwriters, authors, and publishers responsible for your program and worship content will be paid fairly for your use of their work.

For more information, please visit: <https://jlicense.com/>

Here is more [information from JLicense](#), as well as a summary of when the form is to be submitted to WRJ to report on music usage:

- a) If a printed (handout, bulletin, etc.) or visual tefilah version of copyrighted music or lyrics was used
- b) If a rehearsal recording was used to a choir or band or to teach a copyrighted song or lyrics
- c) If an original arrangement, adaptation, or edition of copyrighted music or lyrics was used.

When at least one of those situations occurs, the information is to be submitted to Annice.



E. Minhag (Custom):

22. All officers, area directors, and committee chairs are expected to keep a detailed procedure book or electronic file, including their annual reports, and shall give these to the incoming office holder.
23. If an officer finds she is unable to carry out her duties, she shall submit a written resignation to the president, with a copy to the secretary. The secretary shall retain the document as part of the official records of the district.
24. Each area director is encouraged to visit her assigned sisterhoods/women's groups during the triennial period as requested by the district first vice-president. Each area director may plan and conduct meetings for the sisterhoods/women's groups in her area with other nearby area directors and their respective sisterhoods/women's groups. Area directors are also encouraged to communicate with and support the participation of individual members in district events.
25. The Alumnae committee was established in 2013 and currently has a triennial dues structure. The funds generated from this source will be used for the Nanci Pompan Leadership Development Fund
26. The following WRJ Atlantic Photo & Information Release was adopted in 2014:

I understand that photographs and electronic images of me may be taken during the convention and that a list of convention attendees names, sisterhoods, and contact information, including but not limited to: phone number, email address, etc., will be shared with convention participants. Images may also be used in projected or printed format, or shared electronically. I agree to the above and sign this release:

Name: _____ Date: _____

27. Privacy Policy:

Information Collection and Use

Women of Reform Judaism (WRJ) Atlantic District is firmly committed to maintaining the privacy of our members and visitors. The district believes that personally identifying information, such as name, postal and e-mail address or telephone number, is private and confidential. General access to our website and resources is available without providing any personally identifying information. The district collects personally identifying information only when it is voluntarily submitted, such as membership and/or leadership information, register for an event, submission of donations or recognizing a person, event or achievement through our Tribute Recognition initiative, e-mail comments, or requests for information.



Contact information will only be used internally to maintain communication with district members, and to provide information about WRJ and District activities and events.

Release of Information to Third Parties

WRJ Atlantic District shares your information only with the staff of WRJ in the New York office. The district does not release personally identifying information to third parties unless permission to do so has been given, or such release is required to comply with the law or to protect the rights or safety of WRJ or our website users. Information that is collected will not be sold, shared, or rented to any outside company or organization. Information that is collected will be used solely for the purpose for which it is given. Leadership lists may be used by WRJ or the district to share important information from other Reform Movement affiliates that is related to the work of WRJ.

Information Acquired for Accounting & Membership

The district president, treasurer, marketing and communications vice-president, and all other officers and committee chairs with access to membership personal information, shall ensure reasonable security and protection of all sensitive personal information contained within the accounting software database and information provided within shared reports.