

# WRJ

# ATLANTIC DISTRICT



## BY-LAWS & POLICIES & PROCEDURES



Inspired by the Past – Committed to the Future



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# BY- LAWS OF WOMEN OF REFORM JUDAISM, ATLANTIC DISTRICT

(June 24, 2018)

## ARTICLE I – Name

**Section A** The name of this organization will be Women of Reform Judaism, The Federation of Temple Sisterhoods, Atlantic District. Hereinafter, the Federation will be referred to as Women of Reform Judaism (WRJ), and the Atlantic District will be referred to as the District.

**Section B** 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, as defined in Article III, Section B of these by-laws.

## ARTICLE II – Objectives

**Section A** To promote the aims, programs and projects of WRJ.

**Section B** To bring the sisterhoods and individual members in the District in closer cooperation and association with one another to further their respective activities.

**Section C** To serve as a liaison between sisterhoods, individual members, and WRJ.

**Section D** To help sisterhoods and individual members participate effectively in WRJ activities.

**Section E** To assist in the organization of new sisterhoods in the District.

## ARTICLE III – Membership

**Section A** Any organization of women affiliated with WRJ and located within the geographical boundaries of the District will be eligible for membership. Women who have joined WRJ as individual members are also eligible for membership.

**Section B** Any individual woman who identifies with and supports the objectives of WRJ and resides within the geographical boundaries of the District may be considered for membership by completing a membership form and paying dues. She will enjoy all privileges of membership.



**Section C** For the purpose of these by-laws, “individual member” or “individual membership” will refer to individuals who affiliate with WRJ through Article 3 Section B of these by-laws, and who are not affiliated with WRJ by virtue of membership in an affiliated sisterhood group.

## ARTICLE IV – Dues

**Section A** Each affiliated sisterhood will pay annual dues to the District treasury based upon per capita membership. The per capita amount, not to exceed that authorized by WRJ, will be determined by the Atlantic District Board of Directors and approved by the delegate body at the District convention.

**Section B** An individual member will pay dues in accordance with the WRJ Constitution.

**Section C** The fiscal year will extend from July 1st to June 30th to conform to the fiscal year of WRJ.

**Section D** A sisterhood whose dues are in arrears for two (2) consecutive fiscal years may be suspended from membership in the District by WRJ. An individual member whose dues are in arrears for two (2) consecutive fiscal years may be suspended from membership in the District by WRJ.

**Section E** A sisterhood that has been suspended may be reinstated with the approval of WRJ.

## ARTICLE V – Board of Directors

**Section A** The Atlantic District Board of Directors will include officers, area directors, past District presidents, committee chairs, and the president of each affiliated sisterhood in good standing, or the sisterhood’s duly appointed representative.

**Section B** Every member of the WRJ Board of Directors residing in the District, by virtue of her membership on said board, will serve as an ex-officio member of the Atlantic District Board of Directors as a voting member.

**Section C** The Board of Directors will act for the District in the time between District conventions. It will not modify any action taken by the delegate body unless such action is found to be contrary to the policies of WRJ.

**Section D** A regular meeting of the Board of Directors will be held annually. In the year of the District convention, the meeting of the Board of Directors will be held immediately prior to, during, or immediately after and in the same place as the convention.

**Section E** Special meetings of the Board of Directors may be called by the president in consultation with the executive committee. Such meetings may be held by conference call. Votes may be taken electronically.



**Section F** Twenty (20) percent of the Board of Directors will constitute a quorum.

## ARTICLE VI – Officers

**Section A** The officers of the District will be: president, first vice president, four (4) vice presidents, secretary, treasurer and assistant treasurer.

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

**Section C** The nominee for president must have served on the District board in an elected capacity for at least one (1) two-year (2) term.

**Section D** If the sisterhood of a board member becomes disaffiliated with WRJ she may complete her term. She must continue to be a member in good standing of WRJ and live within the District to be eligible for election to the executive committee for future terms.

**Section E** In the event of the death of, or inability of, the president to serve her full term, the first vice president will succeed to that office.

**Section F** If the office of the first vice president becomes vacant, a successor to that office will be chosen from the four vice presidents. Selection will be made by the executive committee at a meeting called by the secretary.

**Section G** If the office of a vice president or any other office becomes vacant, it will be filled immediately from the members of the board of directors as selected by the executive committee. These chosen officers will hold office for the balance of the unexpired term.

## ARTICLE VII – Duties of Officers

**Section A** It is the duty of the president to preside at all meetings; to appoint committee chairs, members-at-large, and special task forces; to serve as an ex-officio member of all committees, except the nominating committee; to be responsible for overseeing the planning of both the District convention and an interim meeting to be held between conventions; to provide general supervision over the interests of the District; and to perform such duties that are related to the office.

**Section B** The first vice president will serve as an administrative aide to the president. She will chair the District convention and provide direct supervision to the program, local arrangements, and other committee chairs. She will work with the president in planning the interim meeting and board meetings.

**Section C** The four (4) vice presidents will, when called upon by the president, assist the president in the performance of her duties. They are responsible for a portfolio that will be



assigned to them by the president.

**Section D** The secretary will keep a record of all meetings and distribute it prior to the next meeting, attend to correspondence of the district, assist the president with other communications to the Board as directed, and assist the chair of the nominating committee with communications.

**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 as chair of 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 will be elected area directors, the exact number to be determined by the nominating committee.

**Section B** The requirements to be eligible to serve as an area director are the same as those of officers. See article VI sections B and D.

## ARTICLE IX – Duties of Area Directors

**Section A** Area directors will communicate directly on a regular basis with the sisterhoods and individual members in their designated areas and provide written reports of those communications to the first vice president and vice president of area directors. The vice president of area directors will notify area directors of individual members residing within their designated areas.

**Section B** Each area director will plan and conduct at least one (1) meeting per biennial period, separate from the District convention and Fried Leadership Conference, for the sisterhoods and the individual members in her area.

## ARTICLE X – Executive Committee

**Section A** The executive committee will consist of the officers, area directors, and the immediate past president of the District.

**Section B** The executive committee will 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 will meet as necessary at the call of the president.

## ARTICLE XI – Committees

**Section A** The president will establish standing and special committees as deemed necessary. These committees will correspond to those of WRJ or meet the specific needs of the District.

## ARTICLE XII – Nominations and Elections

**Section A** The president will appoint, with due geographic consideration, a nominating committee of seven (7) members, to include a chair, three (3) members of the District's executive committee, and three (3) representatives from member sisterhoods and/or an individual member.

**Section B** The nominating committee chair will request sisterhoods to submit names, approved by its Board of Directors, for consideration as candidates for District offices. Individual members may self-nominate by submitting an application to the nominating committee.

**Section C** The expenses of the nominating committee will be met by the District treasury. The work of the committee may be conducted by any available communications media or technology.

**Section D** The nominating committee will submit its proposed slate to the District's officers and the Board of Directors no less than sixty (60) days prior to the District convention.

**Section E** Further nominations for any position may be made by sending a notice to the chair of the nominating committee at least two (2) weeks prior to the District convention. A nominee may be proposed by any member in good standing and must have consented to serve.

**Section F** The officers and area directors for the District will be elected at the District convention.

**Section G** The officers and area directors will be elected for a term of two (2) years.

**Section H** No officer or area director may serve more than two (2) consecutive terms in any one position on the executive committee.



## ARTICLE XIII – Budget and Finance

**Section A** The president will appoint the budget committee consisting of not more than six (6) women. The treasurer will serve as the chair of this committee.

**Section B** The budget committee will prepare a two-year budget and submit it to the District Board of Directors for a vote. The board-approved budget will be submitted to WRJ for its approval. At least thirty (30) days prior to the District convention, the budget will be sent to member sisterhoods for their review. The District budget will then be voted on at the District convention.

## ARTICLE XIV – District Convention

**Section A** The District will meet in convention biennially in the fall of even-numbered years.

**Section B** The voting body of the District convention will consist of the Board of Directors and the convention attendees who are members in good standing of a sisterhood or individual members of WRJ. The quorum for voting on matters other than amendments to the by-laws will be a majority of attendees eligible to vote.

## ARTICLE XV– Amendments

**Section A** The president will appoint a by-laws revision committee that will meet at least every four (4) years. The committee will consist of a chair and no more than three (3) additional members.

**Section B** Amendments to the by-laws may be proposed by any of the following:

1. An affiliated sisterhood
2. The Atlantic District Board of Directors
3. The executive committee
4. The by-laws revision committee
5. An individual member

**Section C** All proposed revisions must be approved by the Atlantic District Board of Directors, and then by WRJ prior to being sent to each sisterhood and individual members.

**Section D** Amendments will be sent in writing or electronically to all board members and each sisterhood and individual members at least thirty (30) days prior to the District convention at which they will be acted upon. A two-thirds (2/3) vote of those in attendance and eligible to vote will be required to adopt any amendments.



## ARTICLE XVI– Parliamentary Authority

**Section A** The governing authority will be *Roberts Rules of Order Newly Revised* in all cases not provided for in these by-laws and not inconsistent with the WRJ Constitution.



# WOMEN OF REFORM JUDAISM, ATLANTIC DISTRICT POLICIES AND PROCEDURES

(Updated May 12, 2018)

## A. District Financial Policies:

1. The Budget Committee shall include the president, the first vice president, the treasurer, who serves as chair, the assistant treasurer, along with up to two additional board members qualified to serve on this committee.
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 meetings: Fried Leadership Conference, meeting of the WRJ Legislative Body, District Presidents' Council, and the WRJ Board of Directors meetings, where she shall represent the district vote.
4. The first vice president shall be offered reasonable reimbursement (based on double occupancy) from the District for the following WRJ meetings: Fried Leadership Conference, meeting of the WRJ Legislative Body, District Presidents' Council, and the WRJ Board of Directors meeting.
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. Sisterhoods/women's groups 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.
7. 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.
8. 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.



- 9. 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 31.

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. You **MUST** have this document prior to sending a check to your 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

## **10. 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: President and Vice President



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.

11. The following **WRJ Atlantic District Convention Refund Policy** was adopted in 2014, amended in 2016 & January 2019: 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 refund request may be made by telephone. Please allow up to six weeks after the conclusion of the event for your refund to be processed.

12. A policy concerning a **Reserve Fund** was adopted 7/23/14 during a board conference call. 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 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, 25% of the total biennial budget should be restricted in a designated reserve fund. 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 biennial period after approval of the biennial budget, reported to the Budget Committee and the board of directors, and included in the regular financial reports.



**13. Travel Reimbursement Policy** *The following policy statement was approved by the Board at the July 21, 2019 meeting in follow-up to the reimbursement rate change that was voted on and approved on December 16, 2018 during the Board meeting. This replaces the original travel policy approved and posted on 09/10/2017:*

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 speakers 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 Google Maps or Mapquest printout of the travel route that 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		



#### **14. Area Day Events Financial Policy** (approved 9/16/2018)

District Area Day events may focus on a wide variety of topics. There are resources available to assist with planning to guide you through the stages of preparation 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 you prepare to plan your area day. First, check with the District Vice-President of Area Directors to inquire about District financial support to subsidize the expenses of the area day. The District budgets funds for this purpose. The Vice-President of Area Directors will verify amount of available funds with the 1<sup>st</sup> Vice President and Treasurer.

A budget must be prepared that itemizes all income sources and expenses. Include any donations that underwrite the expenses of the day in the income section, along with any registration fee and District subsidy. Capture all anticipated expenses as separate line items for each category. Allow for the overhead of guests and speakers, refreshments, paper goods, printing costs, name tags, etc. If you anticipate any honoraria for guest speakers, that amount 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.

Track the income from fundraiser activities 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.

Your budget bottom line will identify any anticipated financial shortfall and will be an indicator of any needed registration fee for your event. You will need to estimate the number of attendees expected to estimate the income from a registration fee. When your budget is complete and you have determined the amount of any needed registration fee, submit your plan to the District First Vice-President and the Treasurer for approval.

As you register attendees, per WRJ, you must request all contact information, including name, address, phone, email and any affiliation with a sisterhood or congregation where appropriate. Please also make note of the check number for each registrant payment, or indicate if payment was received in cash. This information will need to be shared with the District Treasurer when you finalize your guest list. If a registration fee is needed, payment checks should be made payable to "WRJ Atlantic District." Checks received should be forwarded to the District Treasurer along with the registration spreadsheet. Please do not send cash in the mail. Instead, send a personal check for any cash collected.



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 for whom the payment check should be written to, and where to mail the check. Please also include a draft of a transmittal letter. The treasurer will transfer your words onto district stationery and send it with the payment. Check Request Form link:

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

If donations are for the YES Fund, simply 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 you use the YES Fund brochure for your event, participants may choose to complete credit card information for payment. The treasurer will forward all YES Fund payment paperwork together from your event.

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, keep it 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 members of the Executive Committee of their 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, either 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 if this is the culture of your district), proof of receipt, and other documentation as applicable.
  - e. All Expense Reimbursement Forms shall be signed and approved by the President (or Vice President in her absence). Then 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. Record the purpose of the funds, whether for dues, meetings, conventions, general donations, designated gifts, or other purposes.
  - c. Monitor bank accounts and reconcile monthly.
  - d. Submit monthly bank statements and bank reconciliations to WRJ. This includes all bank accounts (checking, money market, CD, credit union or special Biennial accounts). If the bank only provides quarterly statements for a money market or CD, those should be sent as the treasurer receives them.
  - e. Submit balance sheets (Statement of Position) and profit and loss statements (Statement of Activities) to WRJ at the end of each fiscal year (June 30).
  - f. Provide WRJ all information requested as part of the WRJ Audit process.
- 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.



If you have invited speakers or presenters and will be paying them an honorarium of \$600 or more, you must have them complete an IRS Form W-9 and send that along with a copy of the check and/or notice of the amount paid to the WRJ office; these are required for WRJ to provide 1099's as required by the IRS. (W-9 forms are available on line at [www.irs.gov](http://www.irs.gov) and there is a copy in the District Presidents Yammer files.)

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

### 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:

15. 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 biennial 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.

16. The **Nanci Pompan Leadership Development Fund** (renamed January 2018) originally named the Atlantic District Scholarship Fund, was established by approval of the Board on August 2, 2015 with the stated purpose to provide financial scholarship assistance for women affiliated with the WRJ Atlantic District to enable attendance at District events.

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.

Eligibility may be made based on the following criteria:

- 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.
- Lack of representation by an affiliated Sisterhood/Women's Group for 2 or more years at WRJ Atlantic District convention or retreat meeting events.
- 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.



- 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.
- Financial hardship - a Sisterhood/Women’s Group is unable to send any member to a WRJ Atlantic District event without assistance.
- Financial hardship - an individual is unable to attend a WRJ Atlantic District event without assistance.
- First timers who are unable to attend a WRJ Atlantic District event without financial assistance.

**17. Tribute Donations:** This WRJ Atlantic District Fundraising initiative was approved on August 2, 2015 to meet our stated desire to offer scholarship assistance and support from the Atlantic District. Funds raised through this initiative will support the JMG Youth Fund (for NFTY and Mitzvah Corps) and the Nanci Pompan Leadership Development Fund. This fundraising mechanism will be active throughout the year. Both sisterhoods 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 a report to the District board of directors at the interim meeting and present a comprehensive report at the district convention to the general membership.
19. The four (4) vice presidents shall present departmental reports at both the interim meeting and District convention. Copies of these reports shall be presented 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 and the District convention to the District President and WRJ within thirty (30) days of said meetings. She will send a copy of the minutes, excluding reports, of said meetings to the Board of Directors. At the end of her term of office, she will give the incoming president and secretary a copy of the records and minutes. The records of the district shall be kept for the life of the district and its successors.
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.

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.

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.

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

- |               |                               |
|---------------|-------------------------------|
| ➤ Conventions | ➤ Workshops                   |
| ➤ Area Days   | ➤ Webinar                     |
| ➤ Shabbaton   | ➤ 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?

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.

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/>



Per WRJ as of 6/5/18:

**For the remainder of WRJ's first license year (which runs through February 2019), each District will fill out a Wufoo form to submit their usage information to the URJ office, each time reporting is needed. A WRJ staff member will manage this process and upload the information Districts submit into WRJ's JLicense account, to cover the Districts.**

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:

- If a printed (handout, bulletin, etc.) or visual tefilah version of copyrighted music or lyrics was used
- If a rehearsal recording was used to a choir or band or to teach a copyrighted song or lyrics
- 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 WRJ. To report this usage to WRJ:

1. **Fill out [this Wufoo form](#) within 3 weeks after each event that requires it.** Submit one form for up to 10 songs (maximum # allowed at once). If more than 10 songs were used, submit multiple forms until all the information is provided.
2. The form asks for each song's title, musician/composer, and the date used.

The WRJ staff member will take it from there and get in touch with the District J-license liaison if there are any questions about the information submitted.

WRJ will assess if this process is working well after WRJ's license expires in February 2019, to determine if this process/structure will continue moving forward.

## **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 president for distribution.
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 during the biennial period. Each area director may plan and conduct meetings for the sisterhoods in her area with other nearby area directors and their respective sisterhoods. 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 with a biennial dues structure. The funds generated from this source will be used for the Nanci Pompan Leadership



Development Fund (formerly, the Atlantic District Scholarship Fund). (*Policy statement amendment approved by Board vote on 8/2/2015*).

**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. WRJ Atlantic District believes that personally identifying information, such as your name, postal and e-mail address or telephone number, is private and confidential. You can have general access to our website and resources without providing any personally identifying information. WRJ Atlantic District collects personally identifying information only when you voluntarily submit it, such as when you submit membership and/or leadership information, register for an event, submit donations or recognize a person, event or achievement through our Tribute Recognition initiative, e-mail comments, or request information.

Contact information will only be used internally to maintain communication with district members, and to provide information about WRJ and Atlantic 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. WRJ Atlantic District does not release your personally identifying information to third parties unless you have given us permission to do so or unless 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 Atlantic 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.