

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

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 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.