

**CONSTITUTION OF  
WOMEN OF REFORM JUDAISM NORTHEAST DISTRICT**

***Adopted November 2008, Revised June 2018***

**ARTICLE I - Name**

Section A      The name of this organization shall be Women of Reform Judaism Northeast District.

**ARTICLE II - Objectives**

Section A      To support and implement the vision 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 Northeast District (NE or the District).

Section B      To bring the WRJ-affiliated sisterhoods, women's groups, and individual members in the District in closer cooperation and association with one another to 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 the organization of new WRJ-affiliated sisterhoods and women's groups in the District.

Section E      To increase spiritual nourishment through worship, prayer, and study.

**ARTICLE III – Membership**

Section A      Members of the District shall include all members of Women of Reform Judaism residing within Eastern Canada, Connecticut, Maine, Massachusetts, New Hampshire, New York State, Rhode Island, Vermont, and the U.S. Virgin Islands.

**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. The per capita amount, not to exceed that authorized by WRJ, shall be determined by the Executive Committee and approved by the Delegate Body at the District Convention.

1. A sisterhood or women's group whose dues are in arrears for two consecutive fiscal years may be suspended from membership in the District, with the approval of WRJ.
2. A sisterhood or women's group that has been suspended may be reinstated with the approval of WRJ.

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.

Section C The fiscal year shall extend from July 1 to June 30 to conform to the fiscal year of WRJ.

#### **ARTICLE V – The Executive Committee**

Section A The Executive Committee shall consist of the District Officers and Area Directors.

Section B The Executive Committee is authorized to 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 members of the Executive Committee are expected to attend meetings which shall be called by the President no fewer than three times during the biennial period. One of those meetings shall be held in conjunction with the District Convention.

Section D Fifty-one percent of the Executive Committee shall constitute a quorum.

Section E The Executive Committee shall have the power to expend up to 15% of the net assets of the District. An expenditure of \$5000 or more shall require a vote of two-thirds approval by the Executive Committee.

Section F The Officers and Area Directors shall be elected at the District Convention for a term of two years.

Section G No Officer, with the exception of the Treasurer and the four additional Vice Presidents, may serve more than two consecutive terms in that position. No Area Director, Treasurer, or the four additional Vice Presidents may serve more than three consecutive terms in that position.

Section H Executive Committee meetings can be in person, via conference call, or via electronic meeting.

#### **ARTICLE VI – Officers**

Section A The officers of the District shall be: a President, a First Vice President, four additional Vice Presidents, a Recording Secretary, a Corresponding Secretary, a Membership Secretary, a Treasurer and the two Immediate Past Presidents.

Section B To be eligible for office a member must be Jewish, be a member of WRJ in good standing, and have served on the Executive Committee for at least one two-year term. A former member of the Executive Committee shall be eligible to be nominated as an Officer within six years of the completion of her Executive Committee service.

- Section C In the event of the death of, or inability of, the President to serve her full term, the First Vice President shall succeed to that office.
- Section D If the office of the First Vice President becomes vacant, a successor to that office shall be chosen from the four additional Vice Presidents. Selection shall be made by the Nominating Committee with the approval of the Executive Committee at a meeting called by the Corresponding Secretary.
- Section E If the office of an additional Vice President or any other office becomes vacant, it shall be filled immediately from among the members of the Executive Committee. Officers thus chosen shall hold office for the balance of the unexpired term. Selection shall be made by the Nominating Committee.
- Section F If either of the two Immediate Past Presidents is unable to serve, the President may ask a prior past president to serve.

#### **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 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 have general supervision of the interests of the District and perform such duties 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 additional Vice Presidents shall, when called upon by the President, assist the President in the performance of her duties.
- Section D The Recording Secretary shall keep an accurate record of all meetings as well as conference calls. She shall send the minutes to the President within one month of a meeting and maintain copies of all minutes, recordings and official documents. She shall maintain old records and material from prior officers and maintain a copy of the District Constitution and Policies and Procedures.
- Section E The Corresponding Secretary shall attend to all correspondence of the District and send notification of all meetings.
1. She shall compile and keep current a Geographical (GEO) List of WRJ-affiliated sisterhoods and women’s groups, sisterhood presidents, and women’s group leaders.
  2. 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, Kevuda, and other Alumnae.

Section F The Membership Secretary shall send dues bills to WRJ-affiliated sisterhoods and women’s groups, and keep a record of the monies received and shall report at Executive Committee and Board of Directors meetings.

Section G The Treasurer, in compliance with the fiscal policies of WRJ, shall receive all monies of the District and deposit same in banks approved by the Executive Committee. She shall pay all approved bills. The Treasurer shall present a detailed report at all meetings.

**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, the candidate must be Jewish, and be a member in good standing of a WRJ-affiliated sisterhood or women’s group or be a WRJ individual member.

**ARTICLE IX – Duties of Area Directors**

Section A Area Directors shall communicate directly on a regular basis with the WRJ-affiliated sisterhoods and women’s groups in their designated areas, provide reports of those communications electronically, as specified by the designated Vice President, and notify her when the reports are posted.

Section B Area Directors are expected to attend meetings, assist at District Convention, and serve on a district committee.

**ARTICLE X – Board of Directors**

Section A The Board of Directors shall include the Executive Committee, all District Past Presidents, Committee Chairs, 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 act for the District in the interim between 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 regular meetings of the Board of Directors during a biennial period. One 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 Forty percent of the elected Board members shall constitute a quorum.

**ARTICLE XI – Nominations and Elections**

- Section A The District President, in consultation with the First Vice President, shall appoint a Nominating Committee immediately after the District Convention. With due geographic consideration, the nominating committee shall consist of seven members, to include a Chair, who is the Immediate Past President, three other members of the Executive Committee, three members of the Board of Directors, at least one of whom is a sisterhood president or women’s group leader, and four alternates. At least one member shall be a carryover from the previous committee. In the absence of a committee member, an alternate shall vote. Members of the Nominating Committee shall not be eligible to be nominated as an officer during their term of service. Nominating committee meetings can be 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.
  
- 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 days prior to the District Convention. Included in this letter shall be the following paragraph:
  - Further nominations for any position may be made by application and sent to the Chair of the Nominating Committee no later than two weeks prior to the District Convention.

**ARTICLE XII – Budget and Finance**

- Section A The President, in consultation with the First Vice President, shall appoint the Budget Committee at least six months prior to the District meeting at which the budget is subject to approval. The committee shall be comprised of no fewer than five members; one of these members is the Treasurer, who cannot chair the Committee.
  
- Section B The Budget Committee shall prepare a two-year budget and submit it to the Executive Committee for approval, after which it is to be sent to WRJ. The Committee’s Report shall be sent to the Board of Directors and individual members.
  
- Section C Budget Committee meetings can be in person, via conference call, or via electronic meeting.

**ARTICLE XIII – Amendments and Revisions**

- Section A The President, in consultation with the First Vice President, shall appoint a Constitutional Revisions Committee at least six months prior to the District Meeting at which the Constitution is subject to approval. The committee shall be comprised of no fewer than five members 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:
1. WRJ-affiliated sisterhoods/women’s groups
  2. WRJ individual members
  3. The Executive Committee
  4. The Board of Directors
  5. Members of the Constitutional Revisions Committee
- Section C All proposed revisions must be approved by the Executive Committee and WRJ prior to being presented at the District Convention.
- Section D Amendments shall be acted upon at the District Convention after the Board of Directors and WRJ individual members have received thirty days written notice of the proposed changes. A two-thirds vote of the delegates present shall be required to adopt any amendments.
- Section E Constitutional Revisions Committee meetings can be in person, via conference call, or via electronic meeting.

**ARTICLE XIV – District Convention**

- Section A The District shall convene in the fall in even numbered years.
- Section B The legislative body of the District Convention shall consist of the Executive Committee, the delegates or alternates appointed by each WRJ-affiliated sisterhood or women’s group, and individual members.
- Section C Each WRJ-affiliated sisterhood or women’s group, as well as the aggregate of WRJ individual members, shall have delegates and alternates to the District Convention in the following proportion to membership as of June 30 of the Convention year:
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|----------------------|---|
| 1-99 members         | 5 delegates   |
| 100-149 members      | 6 delegates   |
| 150-199 members      | 7 delegates   |
| 200-299 members      | 8 delegates   |
| 300-399 members      | 9 delegates   |
| 400-599 members      | 10 delegates  |
| 600-799 members      | 11 delegates  |
| 800 members and over | 12 delegates plus one additional delegate for every 200 additional members. |

Alternates in equal number to delegates may be appointed. There is no limit on the number of official visitors without power of voice or vote at a District Convention.

The quorum for voting at a District Convention on matters other than amendments to the Constitution shall be a majority of those in attendance eligible to vote.

Section D 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, to have the privilege to vote.

#### **ARTICLE XV - Electronic Meetings**

Section A The Executive Committee, standing committees, special committees and task forces, etc., shall be authorized to meet by telephone conference or through other electronic communication media so long as all the members may simultaneously participate during the meeting.

Section B When deemed necessary by the President, in consultation with the Vice Presidents, electronic voting on District business may be permitted, allowing adequate time for mailed ballots when needed.

#### **ARTICLE XVI – 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.