

**POLICIES AND PROCEDURES  
OF  
WOMEN OF REFORM JUDAISM NORTHEAST DISTRICT**

Adopted August, 2009  
Amended April 2011, January 2012, October 6, 2013, June 2016,  
and June 2018

**GENERAL POLICIES**

1. Women of Reform Judaism Northeast District shall be referred to as WRJ/NE or the District.
2. The District mailing list may not be given or sold to any person or organization for use not connected with WRJ.
3. All contracts and agreements to which the District is a party must be made in accordance with the policies and procedures of the Board of the District. All new contracts shall be reviewed by WRJ before being signed by the District President or her designated representative.
4. All requests from affiliated sisterhoods or women's groups for District leaders to provide board orientations, leadership training sessions, assistance with Shabbat services and other programs must be made directly to the Chair of the Speakers Bureau. District personnel who are not members of the sisterhood or women's group may participate only through arrangement by the Chair of the Speakers Bureau. The Chair of the Speakers Bureau shall be a member of the Board of the District.
5. Area System
  - A. Structure: The District shall be divided into Areas, as determined by the President and Vice Presidents.
  - B. Leadership: Each Area Director is responsible for four to seven sisterhoods and/or women's groups, or as few as requested by the District President. Locations and sizes of sisterhoods and/or women's groups should be considered in making this determination.
  - C. Events: Each Area is encouraged to hold one biennial activity to which all sisterhood members, women's group members, and WRJ individual members in the Area are invited. These activities shall be for educational and/or spiritual purposes, and shall be known as Area Events. They are open to all who choose to attend. They will be subsidized by the District.
6. Kevuda Society

- A. The Kevuda Society is the Alumnae Association of the District. Membership is for the biennial period, and allows women who have served on the Board to remain in contact with the District. Suggested membership contributions are tiered.
- B. Invitation letters to join the Kevuda Society are sent to District 1, District 3, and Northeast District Alumnae and Past Presidents via postal mail after the District Biennial has been held, and by the beginning of the next calendar year.
- C. Membership contributions are designated to the Northeast District's Glauber-Levinsohn – Our Founding Mothers' Fund.
- D. Follow-up emails are sent as needed.
- E. Alumnae benefits include:
  - 1. Receiving the monthly eblast
  - 2. Receiving information about and invitations to attend Area Events
  - 3. Notifications about Good and Welfare with opportunity to donate to Jane Evans Sisterhood Service Fund (JESSF) and the Glauber-Levinsohn- Our Founding Mothers'- Fund (FMF).
  - 4. Acknowledgement of birthday with a Uniongram
  - 5. Receipt of a District pin, if not already owned

## **FISCAL POLICIES**

- 1. All financial accounts in the District's name shall have at least two signatures on each account. One signature shall be the President's or the Treasurer's. Only one signature is required for check-writing purposes.
- 2. The 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. Funds not needed for operating expenses may be invested in marketable securities.
- 3. All meetings and events should be planned for in the budgeting process and should aim to stay within the constraints of the budget.
- 4. It shall be the responsibility of the District's Treasurer, President, First Vice President, and/or Event Chair to provide information to WRJ regarding a district event, for the purposes of an 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 and should include names of attendees, charges for each registrant, and a detailed accounting of all expenses.

5. All financial transactions including, but not limited to, dues, YES Fund donations, registration fees, and product purchases will be set in either the currency of the location of the event or sponsoring organization as determined by WRJ. Regardless of the currency in which it is paid, the amount paid shall be equivalent to the published fee on the date of the transaction.
6. For members, donors and women's groups in Canada, dues and donations, including Lifeline pledges, will be paid in Canadian dollars. Registration fees, sponsorships and product sales will be set in US dollars.
7. Transportation costs (at the lowest possible fare for a train or airplane, or the cost per mile for driving currently approved by the Union of Reform Judaism for volunteer endeavors) will be reimbursed to anyone on the Executive Committee driving in excess of 100 miles round trip to an Executive Committee or Board meeting. The first \$25 of all expenses will be the responsibility of the member of the Executive Committee. For travel of an Executive Committee member permanently residing outside the District, reimbursement will be at the discretion of the Officers. There shall be no reimbursement for travel to the Executive Committee meetings at the District Conventions or Kallah.
8. The District shall reimburse anyone specifically invited by the District President to attend a specific meeting (i.e., a mandated committee meeting), for total minimum terminal-to-terminal transportation as described in #7, above. The District shall reimburse anyone who is not a member of the Executive Committee for one half of a double-occupancy hotel room for mandated committee meetings if those meetings are held in conjunction with an Executive Committee meeting. If they are not held in conjunction with such a meeting, the District shall reimburse all mandated committee members for one half of a double-occupancy hotel room and travel to such a meeting.
9. Sisterhoods and women's groups are entitled to a speaker from the District once every two years without paying for her travel expenses. A speaker will be reimbursed by the District for the expenses incurred after presenting her voucher and receipts to the District President, who will present them to the District Treasurer for payment. The Speakers Bureau Chair may arrange for additional speakers within the two year period at the local sisterhood's or women's group's expense.
10. The District President's (or, in her place, a Presidential Appointee's) expenses for travel, hotel, and registration fees will be reimbursed when she is acting in an official capacity for the District.

11. The District shall pay the President's and 1<sup>st</sup> Vice President's expenses for registration, one half of a double-occupancy hotel room each, and travel to the District Biennial Convention unless their local sisterhood or women's group provides financial assistance.
12. The District shall pay the President's and 1<sup>st</sup> Vice President's expenses for registration, one half of a double-occupancy hotel room each, and travel to the WRJ Fried Leadership Conference or national conference convened in its stead, unless their local sisterhood or women's group provides financial assistance.
13. The District shall pay the President's and 1<sup>st</sup> Vice President's expenses for registration, one half of a double-occupancy hotel room each, and travel for WRJ Board meetings and District Presidents Council, except those expenses covered by WRJ.
14. The District shall pay the President's and 1<sup>st</sup> Vice President's expenses for registration, one half of a double-occupancy hotel room each, and travel to a North American event to which WRJ requires their presence, unless their local sisterhood or women's group provides financial assistance.
15. Reimbursement forms with accompanying receipts must be presented to the President. The President will sign the approved reimbursement forms and forward the documents to the Treasurer for payments. Reimbursement forms for the President must be signed by the 1<sup>st</sup> Vice President.
16. Any checks made payable to the Treasurer or the President shall be signed by the other.
17. Kallah and Area Events shall have their own accounting of receipts and expenses, and net amounts shall be included in District financial statements.
18. Financial Support for Community Special Events
  - A. WRJ takes a position on many issues of vital importance to its members, and in order to make our voices more broadly heard, it is sometimes necessary for the District to form coalitions with other organizations. To sponsor special events, the District is authorized to allocate funds up to \$180 for each event, within budgetary limits, to participate in the planning and production of the event. Financial support, as well as personnel, may be allocated, upon approval by the Executive Committee.
  - B. The participating local sisterhoods and/or women's groups are encouraged to support organizations whose policies are consistent with the positions taken by *WRJ and/or* the District.
19. Explanation of Special Funds
  - A. The Glauber-Levinsohn Fund – Our Founding Mothers' Fund is a voluntary fund that honors the memories of Sally Kubie Glauber, first President of District 3, and Helen Levinsohn, first President of District 1. Each sisterhood and women's group of the District

is asked to contribute not less than \$10.00 annually to this fund. Monies collected from the Kevuda Society also go into this fund.

- a. Monies from Our Founding Mothers' Fund may be allocated to the YES Fund, the World Union for Progressive Judaism, or to any special scholarship fund of the District.
  - b. Monies from Our Founding Mothers' Fund may be used to provide scholarships for District Convention. Eligibility requirements of the scholarships will be determined when motions are brought to the Executive Committee. A vote must be taken by the Executive Committee to allocate funds for this purpose.
- B. The Jane Evans Sisterhood Service Fund, a voluntary fund, is named for the first Executive Director of WRJ (then known as NFTS). The money received from individual and local sisterhood donations is added to the Jane Evans Sisterhood Service Fund. This fund was established to enable each sisterhood to receive proper and sufficient service from the District, including materials and personal contact with any District personnel as deemed necessary by the Executive Committee of WRJ/NE.
- a. The District Budget Committee may choose to transfer funds from the Jane Evans Sisterhood Service Fund to the general operating budget, to support these events and activities. Such funds must represent no more than 15% of the available balance in the Jane Evans Sisterhood Service Fund, capped at a maximum transfer of \$10,000 per biennial period.
  - b. This fund may also be used to enhance any of our conventions or area events for cultural, spiritual, or educational purposes. A vote must be taken by the Executive Committee to allocate funds for this purpose.

## 20. Dues

- A. The Membership Secretary shall send an initial dues bill to each sisterhood and women's group no later than October 1<sup>st</sup> of each year.
- B. Reminder dues bills will be sent by January 31<sup>st</sup>. All sisterhoods and women's groups receive a March 31<sup>st</sup> bill for unpaid dues and additional members. Dues are payable in full by June 15<sup>th</sup> of each year. Dues may be paid in installments. Payment of all dues to the District must be current in order to vote at the District Biennial Convention.

## 21. Conflict of Interest

- A. All members of the Executive Committee of WRJ/NE are required to disclose a financial conflict of interest, be it business, personal, or family-related, where applicable. Disclosure must be filed with the President and Treasurer of the District.

- B. Those with a financial conflict of interest shall recuse themselves from the decision-making process in which the conflict is evident.
22. The District Budget Committee, formed after Convention, will remain active throughout the two year term of District officers. It may conduct business electronically.
  23. District budgets should be sent to the WRJ office for approval at least four weeks prior to the time they will be presented to the District's Board for approval. This pertains to the operating budget and convention and event budgets.
  24. An internal review of the District financial records shall be conducted at the close of each biennial period. The District shall comply with whatever audits WRJ requires.

### **RETENTION OF RECORDS**

1. Minutes should be retained indefinitely. After each biennial period, the document files of all District minutes shall be sent to the incoming Secretary for ongoing use and reference.
2. The following shall be retained for seven years: contracts, petty cash vouchers and expense reports, electronic copies of cancelled checks and bank statements, budgets and financial reports, membership records.
3. The following shall be retained for three years: equipment receipts and repair records, deposit slips, Treasurer's reports, bills received and paid.
4. The following shall be kept for one year: general correspondence, the postage record with receipts and explanation of mailing.
5. All of the above shall be kept by the relevant officers in whatever format is reasonable. All electronic records must be backed up on a regular basis.
6. Financial records should be shredded at the end of the relevant period.

### **CONFIDENTIALITY AND WHISTLEBLOWING**

1. Any person who becomes aware of an impropriety has the responsibility of informing in writing no fewer than four members of the District Executive Committee, as well as the President and Executive Director of WRJ. No action will be taken against any person who informs these leaders of a suspicion or knowledge of impropriety.
2. It is the fiduciary responsibility of the District's Executive Committee to ensure that the knowledge of improprieties is appropriately managed by the Executive Committee, in consultation with the WRJ President, Executive Director, and Treasurer.

## **DISTRICT CONVENTION**

1. The President shall appoint a committee to plan the District Convention.
2. The Convention shall have a budget separate from the District's budget. It shall be created by the Convention Committee in consultation with the President, the Treasurer, and WRJ.
3. Any surplus in funds from Convention shall be added to the Jane Evans Sisterhood Service Fund and Our Founding Mothers' Fund.

## **GUIDELINES FOR GOOD AND WELFARE**

1. A collection to equally benefit the Jane Evans Sisterhood Service Fund and Our Founding Mothers' Fund, acknowledged with a group Uniongram, shall be organized by the Corresponding Secretary for contributions by the Board, exclusive of sisterhood and women's group presidents, for the following:
  - A. Simchas: marriage of a child or grandchild, birth of a child or grandchild, marriage of a Board Member, bar/bat mitzvah of a child or grandchild, bat mitzvah of a Board Member, advanced degree of a Board Member.
  - B. Sorrow: death of a spouse, life partner, child, parent, sibling; death of a Past President of District or WRJ (sent to the family); death of a former Board Member of the District (sent to the family).
  - C. Illness: hospital stay, surgery, and long-term illness of a Board Member or her spouse, life partner, child, parent, or sibling.
  - D. Any other event as deemed appropriate by the President.
2. For all other Good and Welfare events of which the District is informed, the Corresponding Secretary shall announce the event in a timely manner, along with contact information for individual acknowledgement. Any contribution to either District Fund in honor of these or other events shall be acknowledged appropriately.

**GUIDELINES FOR THE SUNSHINE FUND**

1. In the event of sickness, surgery, serious or long illness of an Executive Committee Member, the President or her representative shall arrange for an appropriate gift or meal according to need, not to exceed \$72.
2. Funds for the Sunshine Fund shall come from each Board Member, exclusive of sisterhood or women's group presidents, paying \$20 for each biennial period to the Corresponding Secretary. At the end of each biennial period, excess funds are allocated to Our Founding Mothers' Fund.
3. Birthdays of Board Members who have contributed to the Sunshine Fund shall be acknowledged by a Uniongram, sent by the person so designated by the District President.