

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

Adopted November 2008, Revised November 2020

ARTICLE I - Name

Section A The name of this organization shall be Women of Reform Judaism Northeast District, hereafter referred to as "the District."

ARTICLE II - Purpose

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 District.

Section B To bring the WRJ-affiliated sisterhoods, women's groups, and individual members within 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 the District and WRJ.

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, including those who are members in good standing of sisterhoods or women's groups affiliated with WRJ, assigned to or located within the geographic area of the 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 WRJ's 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 financial 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 WRJ.

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 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.

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

Section D Fifty-one percent 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 additional vice presidents, a recording secretary, a corresponding secretary, a membership secretary, a treasurer and the immediate past president.

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 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 for the balance of the unexpired term.

Section D If the office of a vice president or any other office becomes vacant, a successor to that office shall be chosen from the Board. The Nominating Committee with the approval of the Executive Committee shall make the selection. Officers thus chosen shall hold office for the balance of the unexpired term.

Section E If the immediate past president 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 oversee the vice presidents of area management, the area directors and the chairs of the District convention. She shall work with the president in the planning of the meetings of the District.

Section C The four additional vice presidents shall be assigned a portfolio and additional duties deemed necessary to advance the function and mission of the District.

Section D The recording secretary shall keep an accurate record of all meetings as well as conference calls that are duly constituted for conducting official business. 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 records and material from prior officers and maintain a copy of the District constitution and policies and procedures. She shall convey all official documents and minutes to her successor when her term ends.

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 Society members, 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 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 maintain all fiscal records in accordance with general accounting principles and present a detailed report at all meetings. She must keep track of the balances and restrictions of all special funds, as noted in the District policies and procedures. The treasurer will cooperate fully with the WRJ annual audit and provide all documents and reports requested in a timely manner.

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 WRJ.

Section C Area directors shall be the liaison between their assigned sisterhoods and the District.

Section D Area directors shall develop and coordinate area events and represent the District at same.

Section E Area directors shall represent the District at local sisterhood events when possible.

Section F Vacancies between elections shall be filled by appointment of the first vice president with the consent of the Executive Committee.

Section G Area directors shall provide a quarterly report to the vice president to whom they are assigned.

Section H Area directors are expected to attend meetings, assist at district convention, and serve on a District committee.

ARTICLE IX – Board of Directors

Section A The Northeast District Board, herein referred to as “the Board,” 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 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 during a triennial period. One of those meetings shall be held in conjunction with the District convention.

Section D Special meetings of the Board 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 X – Nominations and Elections

Section A The president, in consultation with the first vice president, shall appoint a nominating committee immediately after the 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, 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 no later than thirty days prior to the first meeting of the Nominating Committee to consider candidates.

Section C The Nominating Committee shall submit its proposed slate in writing to the Board, 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 XI – 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 an annual 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 and individual members.

Section C Budget Committee meetings can be in person, via conference call, or via electronic meeting.

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 months prior to the District meeting at which the constitutional changes are 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
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 and WRJ individual members have received thirty days written notice of the proposed changes.

Section E A two-thirds vote of the delegates present shall be required to adopt any amendments.

Section F Constitutional Revisions Committee meetings can be in person, via conference call, or via electronic meeting.

ARTICLE XIII – District Convention

Section A The District shall convene every three years in accordance with the WRJ calendar.

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 prior to the convention:

- 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 XIV - 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 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.