

Women of Reform Judaism –Pacific District Bylaws

Adopted November 5, 2016

Article I: Name, Affiliations and Geographic Area

The name of this organization shall be Women of Reform Judaism Pacific District (Hereinafter referred to as WRJ Pacific District or the District).

WRJ Pacific District is a subsidiary of Women of Reform Judaism (hereinafter referred to as WRJ), an affiliate of the Union for Reform Judaism (hereinafter referred to as the Union).

WRJ Pacific District shall include the states of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, assigned sections of Texas, the Canadian provinces of Alberta and British Columbia, and other areas mutually agreed to by WRJ and WRJ Pacific District.

WRJ Pacific District shall be divided into four geographic areas (hereinafter referred to as areas): Pacific Northwest, Northern California, Southern California, and Pacific Southwest.

Article II: Objectives

WRJ Pacific District shall be constituted as a Jewish women's religious and service group dedicated to:

- A. Promoting the aims of WRJ and cooperating in its programs and projects.
- B. Assisting sisterhoods to meet their individual missions.
- C. Bringing the sisterhoods of WRJ Pacific District into closer cooperation and association with one another.
- D. Helping sisterhoods participate in the activities of the WRJ and WRJ Pacific District.
- E. Assisting in the organization of new sisterhoods in WRJ Pacific District.
- F. Furthering the programs of service to Jewish and humanitarian causes in its role as liaison between the sisterhoods of WRJ Pacific District and WRJ.

Article III: Membership and Dues

Section 1: Membership Qualifications

All sisterhoods and individual members affiliated with WRJ, assigned to or located within the geographic area of WRJ Pacific District, shall be considered members of the district.

Section 2: Payment of Dues

A. Each sisterhood shall pay directly to the treasurer of WRJ Pacific District per capita annual dues in an amount set by the district board which will not exceed the amount set by WRJ. Dues for individual members assigned to WRJ Pacific District will be collected by WRJ and forwarded to the district.

B. New sisterhoods

Upon acceptance by WRJ, a newly affiliated sisterhood shall pay dues in accordance with the WRJ policy currently in effect.

C. Non-Payment of Dues

Sisterhoods in arrears of dues for one year are not eligible to send voting delegates to the WRJ Pacific District biennial convention (hereinafter referred to as the district biennial convention), submit members' names for nomination to the district board, or take part in district area days.

Section 3: Fiscal Year

The fiscal year of WRJ Pacific District shall correspond to the fiscal year of WRJ.

Article IV: Elected officers and Area Directors

Section 1: Officers

A. The elected officers of WRJ Pacific District Executive Committee shall be president, first vice-president, five vice-presidents, treasurer, recording secretary and corresponding secretary.

B. To the extent feasible, officers should be affiliated with different sisterhoods with the exception of the immediate past president. In no case shall more than two officers be from the same sisterhood.

C. The immediate past president is not elected but serves automatically.

D. The residences of the officers shall be geographically distributed throughout the district, whenever feasible.

Section 2: Area Directors

A. A minimum of one area director must be elected from each of the areas of WRJ Pacific District (See Policies and Procedures, Article I-A) as identified in these Bylaws.

B. Additional area directors will be assigned to any given area of WRJ Pacific District, at the discretion of the district president, and with the consent of the

executive committee, to ensure that no area director has an unreasonable workload.

C. In the absence of a vice-president in any geographic area of the district, the nominating committee may designate an area director-at-large for that area who will be accorded the perquisites of an officer.

D. Area directors serving concurrently should be affiliated with different sisterhoods, whenever feasible.

Section 3: Eligibility for Office

A. Any Jewish woman who is a member in good standing with WRJ and WRJ Pacific District shall be eligible for election to an office in this district.

B. In the event that an officer or area director becomes ineligible during her term of office, the president may declare her position vacant.

Section 4: Term of Office

A. The term of office of positions on the district board shall be two years. Officers and area directors shall hold office until their successors are elected and have assumed their duties at the conclusion of the following district convention.

B. The president and first vice president may serve only one two-year term. Vice presidents (except the first vice-president) may be elected for a maximum of five successive two year terms, or ten years. All other officers and directors may be re-elected for one additional term of two years.

Section 5: Vacancy in Office

A. If there is a vacancy in the office of president, the first vice-president shall become president. In the event that the first vice-president is unable to assume the office of president, the previous nominating committee shall appoint a president from among those serving as vice-presidents. This appointment must be approved by the executive committee (see Article V).

B. All other vacancies among the officers, area directors, and committee chairs occurring between district biennial conventions shall be filled by appointment of the president and must be approved by the executive committee (see Article V).

Section 6: Meetings of Officers and Chairs

A. The executive committee, chair of budget and finance and general chair(s) of the district biennial convention, shall meet immediately preceding the second and third district board meetings.

B. The executive committee and general chair(s) of the district biennial convention may meet immediately preceding the district biennial convention.

Section 7: Duties of Officers and Area Directors

A. The president shall:

1. Be the chief executive officer of WRJ Pacific District.
2. Preside at all meetings of the district biennial convention, officers and the district board.
3. Assign portfolios to each vice-president, corresponding, as applicable, to the administrative structure of WRJ.
4. Appoint all chairs with the approval of the executive committee.
5. Appoint a current or past board member (with executive committee approval) who will provide a periodic analysis of the district financial information.
6. Call special meetings when necessary.
7. Serve as an ex-officio member of all committees in their work with the exception of the nominating committee.
8. Attend all meetings as mandated by WRJ.
9. Perform such other duties as usually pertain to the office of president.
10. Be a signatory on district bank accounts.

B. The first vice-president shall:

1. Assist the district president and serve in her role if necessary.
2. Directly supervise area directors, and area vice presidents.
3. Ensure that reports of each area director are presented at district board meetings.
4. Directly supervise and be responsible for the chairs of the district biennial convention.
5. Assume such other duties as are assigned to the office by the president.
6. Be a signatory on district bank accounts.

C. The vice-presidents shall:

1. Fulfill the responsibilities of their portfolios as designated by the president, corresponding insofar as possible to those of WRJ.

D. The treasurer shall:

1. Purchase a blanket position bond, or equivalent coverage, to bond the president, first vice-president, and treasurer.
2. Supervise the collection of all dues and other funds of WRJ Pacific District.
3. Pay all approved bills and keep current records of all monies received and disbursed.
4. Render financial reports to the president and chair(s) of the budget and finance committee at designated intervals and to the executive committee at each meeting.
5. Supply WRJ with requested financial information.
6. Assist with the annual analysis of the district financial information.
7. Assume such other duties as are assigned to the office by the president.
8. Be a signatory on district bank accounts.

E. The recording secretary shall:

1. Take minutes of all meetings of the district board and the executive committee.
2. Take minutes of the complete proceeding of the district biennial convention.
3. Keep a permanent record of all proceedings of the district biennial conventions.
4. Be the custodian of the archives.
5. Assume such other duties as are assigned to the office by the president.

F. The corresponding secretary shall:

1. Send out all WRJ Pacific District mailings.
2. Keep a current mailing list.
3. Work closely with the president in handling WRJ Pacific District correspondence.
4. Assume such other duties as are assigned to the office by the president

G. The area directors shall:

1. Develop lines of communication between WRJ Pacific District and the local sisterhoods to which they are assigned.
2. Participate in the implementation of area events in their geographic area.
3. Communicate directly with the first vice-president and their area vice president regarding their assigned sisterhoods.

Section 8: Required Reports

A. Each area director and area director-at-large shall submit a report to the first vice president and area vice president as and when requested.

B. Each officer and committee chair shall prepare a report to include a summary and an evaluation of her activities during her time in office. Such reports shall be given to the president prior to the district biennial convention which shall become part of the records of WRJ Pacific District. Additional reports shall be submitted to the president as and when requested.

Article V: District Board

Section 1: Composition – Executive Committee and Board of Directors

A. Executive Committee:

- President
- First vice-president
- Five vice-presidents
- Treasurer
- Recording secretary
- Corresponding secretary
- Immediate past president

B. Board of directors:

- Area directors
- Area director(s)-at-large (when applicable)
- Budget / Finance chair
- General chair(s)-District Biennial Convention
- Past presidents of WRJ Pacific District, who shall be honorary life members of the board, and not eligible for election to office.
- WRJ Board of Director members residing within the WRJ Pacific District.
- Sisterhood presidents who shall be ex-officio with voice and vote.

Section 2: Honorary president

Honorary president(s) (where applicable), shall be recommended by the district board,

nominated by the nominating committee and elected by the district biennial convention. She shall be an honorary member of the board of directors but shall have no voting rights. This shall be considered a lifetime appointment.

Section 3: Quorum

Seven members shall constitute a quorum of the district board.

Section 4: Duties

To conduct WRJ Pacific District business during the interim period between district biennial conventions.

Section 5: Meetings

There shall be at least three meetings of the district board during each biennial period. First, immediately following and at the same location as the district biennial convention; second and third to be determined by the district president.

Section 6. Electronic Meetings

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 could be able to simultaneously participate during the meeting.

When deemed necessary by the president, electronic voting may be permitted allowing adequate time for mailed ballots when needed.

Article VI: Area Days

Section 1: Requirements

At least one area day shall be held in each area of the district in the alternate calendar year of the district biennial convention, if feasible. The district president and the first vice president shall attend such meetings, if feasible. All sisterhoods within the area shall be duly notified of time and place of its area day(s).

Where it is geographically prohibitive to call together the sisterhoods and/or their boards to an area meeting, the president, or her appointed representative, shall be the official WRJ Pacific District visitor to the individual sisterhoods, or to several sisterhoods of reasonable proximity who come together for the purpose of meeting with the district president or her appointed representative. The vice-president residing in the area may, if feasible, accompany the president to serve such sisterhoods in place of area days.

Section 2: Planning

The planning and operation of Area Days is found in Policies and Procedures.

Article VII: District Biennial Convention

Section 1: Composition

The legislative body of WRJ Pacific District shall be the officially registered delegates to the district biennial convention. This body shall include WRJ Pacific District Executive Committee, Board of Directors, and delegates duly appointed by the sisterhoods.

Section 2: Delegates

A. Each affiliated sisterhood shall have delegates to the district biennial convention in the following proportion to its membership. For the purpose of representation in the legislative body of the district, individual members of the district shall be considered to represent a “virtual” sisterhood for the determination of the number of delegates allowed:

1. Two delegates for the first fifty members or fewer.
2. One additional delegate for each additional fifty members or majority fraction thereof.
3. The delegates shall not exceed six in number from any one sisterhood.

B. Sisterhoods are entitled to their full representation exclusive of WRJ Pacific District board members.

C. No delegate may be accredited in more than one capacity.

D. All delegates must be members in good standing of WRJ Pacific District.

Section 3: Non-voting Attendees

Non-voting attendees may attend the district convention upon payment of a registration fee and participate fully in the program, with no voting rights.

Section 4: Parliamentarian

A parliamentarian shall be appointed for each district biennial convention by the president to serve at district biennial convention to ensure parliamentary procedures are followed.

Section 5: Quorum

Thirty-three and one-third percent of the registered delegates shall constitute a quorum for plenary sessions.

Section 6: Notice

Notice of the district biennial convention shall be sent to each sisterhood, and individual members assigned to the district, no later than ninety days prior to the district biennial convention.

Section 7: Place and Date

The district biennial convention shall rotate among the areas of WRJ Pacific District, insofar as feasible, and shall be held in years as designated by WRJ. The location of the district biennial convention shall be determined by a vote of the executive committee.

Article VIII: Nominations and Elections

Section 1: The Nominating Committee

A. The nominating committee shall consist of a chair, appointed by the president with the approval of the district board, and four members.

B. The four members, who are appointed by the president, each shall be chosen from four different geographic areas of WRJ Pacific District whenever feasible.

C. There shall be an alternate for each member, from the same geographic area, to serve if the member from that area is unable to do so.

Section 2: Duties of the Nominating Committee

A. The chair of the nominating committee shall notify all sisterhoods and individual members assigned to the district, and all elected district officers and area directors that they may submit to her, on the official form and properly endorsed, the names of candidates who may be eligible for office according to Article IV Section 3 of these Bylaws.

B. If there are multiple submitted applications for a particular office, the nominating committee must choose a nominee for that office from those applicants.

C. If there is only one submitted application for a particular office, the nominating committee, in its deliberations, shall not be limited to the submitted names only, but may consider all women eligible for office.

D. Members serving on the WRJ Pacific District nominating committee are not eligible for office.

Section 3: Report

A. The nominating committee shall submit a slate of proposed board members to the executive committee. All affiliated sisterhoods, and all individual members of WRJ assigned to this district, shall receive the proposed slate no later than forty-five days prior to the opening of the district biennial convention.

B. This slate, in accordance with Article V-Section 1, shall be presented at a plenary session of the district biennial convention.

C. Further nominations may be made from the floor, providing that consent of the proposed nominee has been obtained prior to the time of placing her name in nomination.

Section 4: Election of officers and area directors

A. If there is only one candidate for any office, vote shall be by voice.

B. If there is more than one candidate for any office, voting shall be by written ballot tallied by tellers appointed by the president.

C. The officers and area directors of WRJ Pacific District shall be elected by majority vote of those delegates present and voting.

D. They shall be installed at the district biennial convention and shall assume office at the conclusion of that convention.

Article IX: Committees and Chairs

Section 1: Committee Structure

A. The activities of the WRJ Pacific District shall be carried out by committee chairs corresponding, insofar as possible, to the structure of WRJ.

B. Other committee activity shall be assigned to the department whose activity is most closely related.

C. Committees without specific duties shall be eliminated upon consideration and consent of the executive committee.

Section 2: Committee on Revision of Bylaws

A. The president shall appoint a committee on revision of bylaws.

B. All revisions recommended by the committee shall be submitted to the WRJ Pacific District sisterhoods, and individual WRJ members assigned to the district, via e-mail when feasible or by US Postal Service no later than sixty days preceding the district biennial convention, after first having been approved by WRJ.

C. Additional amendments may be proposed in writing by a sisterhood, the WRJ Pacific District board, an individual member assigned to the district, or the committee on revision of bylaws and must be received no later than forty-five days prior to the convening of the district biennial convention.

D. The chair of this committee shall submit to WRJ, for ratification, all adopted revisions immediately following the district biennial convention.

Section 3: Budget and Finance Committee

A. The chair shall prepare proposed annual budgets for approval at the second and third district board meetings.

B. These proposed budgets shall allocate funds for the specific purpose of carrying out the aims, objectives and business of WRJ Pacific District, including specific expenses provided for in these Bylaws.

Article X: Amendments

A. These Bylaws may be amended only at a district biennial convention as follows:

B. With prior written notification, a two-thirds vote of the registered delegates present and voting shall be required to amend these Bylaws.

C. Without prior written notification, a three-fourths vote of the registered delegates present and voting shall be required to amend these Bylaws.

D. Any and all amendments to these Bylaws must be ratified by WRJ before they become effective.

Article XI: Parliamentary Authority

The rules of parliamentary practice in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the proceedings of WRJ Pacific District in all cases not provided for in these Bylaws, or the Constitution and policies of WRJ.