Policies and Procedures
Women of Reform Judaism Pacific District
Approved on March 15, 2026

I. GENERAL RULES

A. As a Jewish organization and a part of WRJ, WRJ Pacific District will follow the WRJ Shabbat and Jewish Holiday Policy as to activities permitted on Shabbat and Jewish Holidays. (See Appendix A.)

B. The Areas of the Pacific District shall be as follows:

1. Pacific Northwest Area includes Idaho, Oregon, Washington, Alaska, Montana, Wyoming and the Canadian Provinces of British Columbia and Alberta.
2. Northern Area includes Northern California, Hawaii, Northern Nevada and assigned sections of Utah.
3. Southern Area includes Southern California.
4. Pacific Southwest Area includes Arizona, Southern Nevada, New Mexico, and assigned sections of Texas.
5. Sisterhoods are part of the area in which they are located. To assist in the assignment of sisterhoods to Area Directors, the Treasurer shall inform the nominating committee chair of the number of sisterhoods in each geographic area.
6. Any individual WRJ member assigned to our District by WRJ will be assigned to the Area in which she resides. If she does not reside in any of the locations listed above, she will be assigned to an Area by the District Executive Committee on a case-by-case basis.

C. At any official WRJ Pacific District function, invited guests may be hosted by the District.

D. Uniongrams should be sent in the name of WRJ Pacific District on all occasions when such messages are customarily in order.

E. Elected board members should attend all District board meetings and District conventions. They should also participate in local area events.

F. Officers and area directors residing in a geographic region that is not holding an Area Event are encouraged to attend an Area Event nearest to them. (See Sections IV.A4b and IV.A5b).

II. FISCAL POLICIES

A. All recommendations for the expenditure of funds that are not included in the current budget shall be presented to the District Board for approval.

B. The Pacific District is authorized to obtain and use a credit card in the name of the WRJ Pacific District pursuant to current WRJ policy. See Appendix B.

C. Credit card statements shall be sent to the District Treasurer and available for review by the President. The credit card company shall be requested to send notification to the President and Treasurer of any charges in excess of $25.00.

D. Treasurer shall be authorized to obtain a bank deposit card.

E. Treasurer's Responsibilities

1. It shall be the responsibility of the District Treasurer to collect all financial statements, relevant materials and data relating to the running of the District Convention and Area Events. The District Treasurer shall prepare a financial statement and comprehensive report including recommendations to be given to the current President within sixty days following the District Convention and Area Events. It shall become part of the District's permanent records and be made available to the successor Chair(s).
2. A statement shall be rendered by the District Treasurer to the District Board covering all income and expenses of each event.
3. Each month the Treasurer will send to the District President, First Vice-President and budget chair, a check register report of all transactions for the previous month.
4. Bank statements and bank reconciliations will be available to those with signatory authority upon request.
5. The Treasurer shall present a written report of the finances of WRJ Pacific District to the President thirty days following the end of each fiscal year and also on completion of the Treasurer's term.
6. The Treasurer shall provide to WRJ all information requested by them as part of the WRJ financial audit process.
7. The District's financial records shall be kept in accordance with the WRJ Policies and Procedures on records retention.
8. The Treasurer shall maintain registration information of District and area events (see Bylaws: Article 7, Sec. D.5).
9. Treasurer and the President will maintain a list of and responsibility for all fiscally related passwords and accounts of the PD. All fiscally related passwords will be changed with each administration.
10. The Treasurer shall administer and report on the Linda L. Henderson Leadership Fund. See Appendix C.

F. Fundraising Revenue

1. All funds raised through District fundraising activities shall be placed into the District general fund. When feasible, monies collected in the current fiscal term shall be held for use in the next term. The use of these funds will be determined through the budgeting process.

2. In a convention year there will be fundraising for both the District and convention. The allocation of the monies collected will be defined in the District and convention budgets.

G. Convention Revenue/Loss

1. Any excess revenue from convention will be allocated to the District treasury.
2. Any loss as the result of convention will be absorbed by the District treasury.

H. Scholarships: The President shall appoint a committee to administer the District Scholarship Fund. Funds may be used towards registration, travel, and/or lodging. The Committee will develop its procedures and guidelines, following the charge to the committee. (See Appendix D for the current Scholarship Guidelines.)

1. Applications Scholarships will be available for the District Convention, District Board Meetings, PD events, WRJ events, and some URJ events that promote and support PD goals and initiatives, as resources allow.
2. To be considered, applications must be received by the deadline date. Every effort will be made to provide representation from as many areas of the PD as possible.
3. The recipient or individual member must be affiliated with the Women of Reform Judaism and in good standing.
4. The recipient must attend the full event and afterwards, should make a report back to her sisterhood and the PD VP of Membership. Individual Members will submit their reports to the PD VP of Membership.
5. Strong consideration will be given to financially challenged sisterhoods or individuals.

I. Ambassadors/Speaker's Bureau

1. The Ambassadors/Speaker's Bureau Chair will coordinate all requests.
2. An Ambassador/Speaker will be assigned to the requesting Sisterhood/Women's Group.
3. The Ambassador/Speaker's expenses will be reimbursed by the District.
4. Following the visit, both the Ambassador/Speaker and the Sisterhood/Women's Group will submit reports on the visit.

J. All disbursements require approval of two of the following: President(s), First Vice-President(s), Treasurer. Approval for disbursement/reimbursement by the District President (or First Vice-President) may be in writing or electronic, as long as documentation of the electronic approval is maintained by the Treasurer. All disbursement requests not associated with an event should be submitted to the District President for approval at least three weeks before the check is needed.

III. REIMBURSEMENT OF EXPENSES

A. Prior authorization must be obtained from the District President(s) for reimbursement of expenses incurred in visits to sisterhoods.

B. All reimbursement request forms, together with the appropriate receipts or invoices, must be submitted to the District President(s) for approval no later than thirty days after the event.

C. Items in review may be approved for extension by the District President.

D. To receive a reimbursement for an event or meeting the elected Board Member must be present at every session of that event or meeting unless excused by the President(s).

E. All reimbursements to Board members for attendance at Area Events and Convention shall be paid from District funds. If attending an Area Event not in that Board Member's area, they are reimbursed only if working at the event.

F. Additional reimbursements not specified herein may be granted. A request must be submitted in advance to the President(s) and approved by the Executive Committee.

G. When feasible, approved reimbursement will be made within ten business days of final approval of the request for reimbursement.

H. The District cannot reimburse expenses that are paid for by volunteers using their own credit card without proper receipt and advance authorization. No reimbursement can be made for volunteer expenses paid for with points or miles.

IV. MEETING EXPENSES

The following reimbursements are dependent on the current budget and financial feasibility and shall be paid directly from District funds.

For purposes of this section, transportation costs for train or airplane refers to the lowest round trip economy fare. Every effort should be made to obtain the lowest available fare. Transportation costs for mileage shall be based either on actual consumption of fuel or on the per mile rate set by the IRS in service of charitable organizations. Allowable transportation costs include tolls and parking at the meeting venue.

A. Board Member Reimbursements (see also Appendix E.)

1. President(s)

a. Registration for all WRJ meetings, Area Events, and District Convention.
b. District Conventions: Roundtrip transportation and a suite in the Convention hotel to allow for appropriate meetings and receptions.
c. All District board meetings: Roundtrip transportation and one standard room rental.
d. WRJ Meetings, Conferences, and District Events: roundtrip transportation, and one half of the negotiated room rate.

2. Incoming District President(s)

a. District Convention: Registration, roundtrip transportation, and one half of the negotiated room rate.

3. First Vice President(s)

a. Registration for all WRJ meetings, Area Events, and District Convention.
b. District Conventions: Roundtrip transportation and one half the negotiated room rate.
c. All District board meetings: Roundtrip transportation and one half the negotiated room rate.
d. WRJ Meetings, Conferences and District Events: roundtrip transportation, and one half of the negotiated room rate.

4. Other District Officers (including Immediate Past District President)

a. District Conventions: Roundtrip transportation, convention registration fee, and one half of the negotiated room rate.
b. District board meetings between conventions: Roundtrip transportation (provided they are present at every session).
c. Area Event: If attending per Section III. E. of these policies and procedures, transportation and one half the negotiated room rate.
d. Only for the VP of Social Justice WRJ Marla J Feldman [Insert] Social Justice Conference: Registration, roundtrip transportation, and one half the negotiated room rate

5. Other elected District Board Members (Area Directors) including any Director-at-Large:

a. District convention: Roundtrip transportation.
b. District board meetings between conventions: Roundtrip transportation (provided they are present at every session).
c. Area Event: If attending per Section III. E. of these policies and procedures, transportation and one half the negotiated room rate.

6. Other District Chair(s):

a. Any District Chair that the President requires to be at a board meeting shall be reimbursed roundtrip transportation.
b. Convention Chairs will receive roundtrip transportation, one half the negotiated room rate and registration for the Convention.

6. Budget Committee:

a. Budget Committee meeting: If an electronic meeting is not possible and a physical meeting is required, transportation and one-half the negotiated room rate will be paid for attendance.

B. When District Board Meeting costs (meeting rooms, materials, board meals) will exceed the budgeted amount, a registration fee may be charged to all attendees, such amount to be determined by the District Executive Committee. This fee will generally not be reimbursable.

C. The Pacific District's priorities on use of District funds will be as follows:

1. Visits to sisterhoods
2. District President's attendance at mandated WRJ meetings and events
3. District First Vice President's attendance at mandated WRJ meetings and events
4. District President's and District First Vice President's attendance at District events
5. District Executive Board members' attendance at District board meetings
6. District Area Directors' attendance at District board meetings

V. DISTRICT BOARD MEETINGS

A. Each Sisterhood/Women's Group shall have one vote at WRJ PD Board Meetings.

1. The President, or her designee, shall cast one vote at PD board meetings for her Sisterhood/ Women's Group.
2. In case of co/multiple presidents, or a Leadership Council, one representative shall be designated to cast the Sisterhood/Women's Group's one vote at PD board meetings.
3. Individual members shall have one designated voting representative at PD board meetings.

VI. DISTRICT CONVENTION/AREA EVENTS

A. District Area Events that involve multiple sisterhoods must be coordinated with the President for purposes of coordination with the District and WRJ activities.

1. When needed, the President shall appoint a chair for each major Area Event (events that are area-wide).
2. The chair, with significant assistance from the area directors, shall convene and preside over the planning of major Area Events.
3. Those invited to plan major Area Events shall include members of the District board, and individual members reside in the respective area.
4. Area Events are to be held in each area each year.

B. Lists of registered participants and official visitors to major Area Events shall be collected by the registrars of the events and forwarded to the District Treasurer to be maintained for two event cycles.

C. When possible, workshop materials shall be made available following the event.

D. While it is desirable for both the President and the First Vice President to attend all major Area Events, budgetary matters will determine if this is feasible.

E. Legislative Body Meetings (LBM)

1. Only delegates to the LBM may make motions or seconds.

2. Responsibility for creating the voting bloc of Individual Members of WRJ PD, will lie with the VP of Membership, as designated by the President.

F. Voting Procedures at Legislative Body Meetings

1. Delegates attending in person:
   a. Each delegate who is registered for a legislative body meeting will be given voting cards in accordance to the number of votes assigned to her based on her sisterhood/women's group or selection as a voting individual member.
   b. The votes of all voting delegates will be tallied by "counters" whenever a vote is necessary.
   c. Any voting delegate who is not in the room when a vote is taken will not have her vote(s) counted.
2. Delegates attending virtually:
   a. Each delegate who is registered for a legislative body meeting, and who has been selected as a voting delegate, will be assigned a number of votes based on the information provided by her sisterhood.
   b. When the delegate enters the virtual meeting, her name on the screen will be modified to reflect the number of votes assigned to her.
   c. When it is time to vote, the delegates will be advised how to make their voting selection. For example, on Zoom the delegate will select one of three options in the Zoom reactions section (either a green check mark for an affirmative vote, a red x for a negative vote, or no selection for an abstention).
   d. Individuals assigned to tally votes will record the total number of affirmative and negative votes as well as the number of abstentions and provide that information to the responsible party.
   e. A virtual delegate who is not in the meeting at the time a vote is taken will not have her vote(s) counted.
   f. Any delegate unable to vote using the procedure described herein will be provided an opportunity to vote using an alternate function.

G. At District conventions, flags of the United States and Canada may be displayed. National anthems of each country may be sung.

VII. COMMUNICATIONS

A. Officers and directors shall be informed of current events concerning financial matters, procedures, workshops and other information pertinent to WRJ Pacific District.
B. District communications will be sent per the current Marketing and Communications Policy (see Appendix F).

VIII. DUES

Each sisterhood shall pay yearly into the treasury of WRJ Pacific District the sum of $2.00 for each of its members, with the District retaining the full amount. Dues forms will include a request for a

voluntary donation to Union for Reform Judaism camps within the Pacific District and will also include a description of the District's special/restricted funds, with a place for sisterhoods to add a donation to the District generally, or to a special fund. Total District dues includes those forwarded to the District from WRJ for individual members.

IX. UNION FOR REFORM JUDAISM CAMP DONATIONS

The Pacific District will annually support Union for Reform Judaism Camp Kalsman and Camp Newman. Each Sisterhood will be encouraged to contribute at least $0.10 per member per camp towards support of the camps.

X. AMENDMENTS

These Policies and Procedures may be amended by the District Board as follows:

A. With two weeks prior written notice, a majority of the Board present and voting shall be required to amend these Policies and Procedures.

B. Without prior written notice, a two-thirds vote of the Board, present and voting shall be required to amend these Policies and Procedures.

C. When deemed necessary by the president, electronic voting may be permitted allowing adequate time for mailed ballots when needed (as stated in Bylaws Article IV, Section 6).

XI. PUBLICATION AND DISTRIBUTION

A copy of the current Policies and Procedures is to be published on the District website. Notification will be sent to the District membership when the document is amended.

WRJ Policies & Procedures Manual

XI. SHABBAT & JEWISH HOLIDAY PROGRAMMING

A. As a Jewish organization, WRJ respects Shabbat and Jewish holidays as sacred time, and as such, WRJ events, including District events and area days, will adhere to certain standards with respect to these times.

B. For major Jewish holidays (observed sundown to sundown), including Rosh Hashana, Yom Kippur, Sukkot (first and last day), Simhat Torah, Pesach (first and last day), and Shavuot, no non-holiday related programming will take place. These are days when the WRJ office will be closed. During the intervening days of Sukkot and Pesach (Hol HaMo-ed), non-holiday programs may take place. We recognize that some communities observe two days of some holidays and will respect the custom of the event location with regard to second day closures and programs.

C. For other Jewish holidays, such as Hanukkah, Tu B'Shevat, Purim, Yom HaAtzmaut, Yom HaShoah, Lag B'Omer, and Tisha B'Av, there should be proper acknowledgment of and education about the holiday as part of any other programming that may take place.

D. Recognizing that certain meetings and events may take place on Shabbat, those events should acknowledge and respect the sanctity of the day.

   1. For events that take place on Shabbat evening (Erev Shabbat), programs will comport with local custom regarding Shabbat observance and worship.

   2. On Shabbat morning, if the program does not take place in a congregation as part of a worship service, some type of Shabbat experience should be offered, and might include a Shabbat service, Torah study, d'var Torah, or Jewish mindfulness experience, such as meditation or yoga.

   3. For Shabbat late afternoon and/or evening programming, some type of Havdalah service should take place.

   4. Meetings and events on Shabbat should avoid business matters, such as budget and financial discussions and fundraising.

APPENDIX B

WRJ Pacific District Credit Card Policy and Procedures as of March 2019

1. The Pacific District authorizes the Treasurer (or President) to obtain and use a credit card in the name of the WRJ Pacific District, with an additional card made available to the President (or Treasurer). A Debit Card may not be used by the District, even if one is made available for use with the District bank account. The use of the card and any points, miles, or other card benefits must be exclusively used for the WRJ Pacific District, including such use as District travel, meetings, conventions, venders, or other business expenses. Anyone receiving a District credit card will sign the Credit Card Use Agreement and will surrender the card immediately upon leaving her leadership position for any reason.
2. Monthly credit card bills will be paid in full in a timely manner to avoid late fees and interest charges. If fees or interest charges are incurred twice in a 12-month period, the District credit card will immediately be canceled.
3. All credit card expenses must be recorded into the District's financial database and applied to the same month that the expenses were incurred. All expenses must be matched with receipts and the proper written approval of the Treasurer and/or President according to District policies and procedures. All records will be kept in accordance with good financial practices and monthly statements must be reviewed and reconciled in a timely manner (within thirty days of receipt of statement). The Treasurer will initial and date the statement when it has been reviewed and reconciled.
4. Monthly credit card statements will be sent to WRJ along with monthly bank statements for audit purposes, with back-up provided upon request. All credit card activity should be accessible and reviewable by more than one person.
5. Accumulated points and miles may only be used to offset expenses of the WRJ Pacific District and may include such expenses as: President and Vice President travel, meals, and hotel, Convention and Area Event expenses, vendor payments (such as webhosting), or business expenses such as stamps, stationary, or office supplies.
6. The WRJ Pacific District cannot reimburse expenses that are paid for by volunteers using their own credit card without proper receipt and advance authorization. No reimbursement can be made for volunteer expenses paid for with points or miles. If an acknowledgment letter is provided to a volunteer noting the use of personal points or miles for her charitable reporting purposes, no monetary value can be assigned to the acknowledgment

WRJ Credit Card Use Agreement

I, _____ (please print your name as stated on your driver's license), hereby acknowledge and agree that I have received a corporate credit and/or credit/debit card from the WRJ _____District, and that I acknowledge and will observe the following terms and conditions concerning the use of that/those corporate credit/credit/debit cards:

1. I understand the credit/debit card is to be used solely to pay for business expenses that are fully reimbursable by the WRJ _____District, and that it is not for personal or other non-business use. I further understand that if I am working with the WRJ _____District in a volunteer capacity, that I am acting as an agent for WRJ, the District and the Union for Reform Judaism ("URJ"), and as an agent I am bound by the same policies, procedures and standards as the employees of WRJ, the WRJ District, and URJ.
2. I understand that under no circumstances may I use the credit/debit card to charge or guarantee any personal expenses or charges and that doing so constitutes violation of WRJ's, the WRJ District's, and URJ's standards of conduct. In the event that I engage in unauthorized or personal purchases on my company credit/debit card, I will be responsible for reimbursing the WRJ District for the full amount of the unauthorized charges.
3. I understand that I am required to keep all original receipts. I further understand that I am required to submit to the District Treasurer or other authorized person, at least once per month, an expense report ("credit/debit log") itemizing all charges for the specific period and attach all original receipts to the credit/debit log prior to submitting.
4. I understand that a "statement of account" is not eligible to be submitted as an "original receipt". I further understand that I am expected to reimburse the WRJ District for the amount of any missing receipts or unauthorized payments.
5. I understand that WRJ and/or the URJ may review and investigate any charges or billings in connection with my credit/debit card, and I agree to cooperate fully with any such review or investigation.
6. I understand that WRJ, the WRJ District or the URJ may suspend or revoke my credit/debit card at any time for any reason.
7. I understand that any misuse of the credit/debit card or other violation of this agreement is a violation of WRJ's, the URJ's, and the WRJ District's standards of conduct and such activity may result in cancellation of the card.
8. I understand that if my credit/debit card is breached or used in a fraudulent manner, I must immediately notify the WRJ District Treasurer, the WRJ District President, The WRJ Executive Director or other designated person and request a replacement card.
9. I understand that in the event my leadership position with the WRJ District ends for any reason, I must immediately discontinue using the card and surrender the card to my immediate successor or other designated person.

   By signing below, I acknowledge that I have read and understand fully the terms and conditions stated herein and above.

_____	_____	_____
Volunteer Name (please print)	Volunteer Signature	Date

APPENDIX C

Women of Reform Judaism Pacific District
Linda L. Henderson Leadership Fund

February 3, 2013 Linda L. Henderson Leadership Fund Restated January 1, 2016

Initial funding of the Linda L Henderson Leadership Fund was provided by Linda (Lindie) Henderson in November, 2010, with a gift of $10,000 to Women of Reform Judaism - Pacific District for District use only to enhance leadership development opportunities.

Name of the Fund to be changed to: Pacific District Leadership Fund to encourage others to support leadership development within Pacific District.

Requests for funds will be presented in writing to the Executive Committee for approval. Accounting and reporting of uses of funds to be included in financial reports.

Pacific District may expend up to $1,000.00 per fiscal year from this Fund per the following:

Divided equitably among District areas for Area Days or other similar meetings or leadership development or enhancement opportunities.

Applied to approved expenses for enhanced leadership materials not provided by Women of Reform Judaism for Area Days and Pacific District Board meetings.

Applied to approved expenses for outside professional speakers or experts for Pacific District Board meetings.

Monies from this Fund may not be used to replace or to supplement Pacific District Convention expenses or for scholarship grants for individuals or sisterhoods/women's groups' registration or travel expenses for the Convention, Area Days or Women of Reform Judaism sponsored events.

This statement revokes any previous statements and may be subject to revision.
A copy of this statement is to be filed and retained by the Pacific District Budget Committee and the Pacific District Treasurer.

Linda L. Henderson
January 1, 2016

APPENDIX D

Women of Reform Judaism Pacific District
Scholarship Guidelines
Adopted November 2024

Scholarships for WRJ PD event registrations will be credited or sent immediately. Registration funds will be transferred internally for WRJ Pacific District events so funds will not be dispersed to the recipient. This is an easy bookkeeping transaction, and if the recipient does not attend, no reimbursement to WRJ PD will be required.

Scholarships for transportation and hotel will be paid to applicants after the event. Receipts and the District reimbursement voucher form (on the website under Resources) should be submitted to the PD Treasurer. The applicant must attend the entire event in order to receive the scholarship.

If a registrant is unable to attend an event after registering for it, registrant must inform the Registrar immediately. Refunds will be subject to the refund policy for that specific event.

For WRJ events, any scholarships awarded will be reimbursed to the applicant after the event, and after receipts have been submitted to the PD Treasurer.

APPENDIX E

Women of Reform Judaism Pacific District
Board Member Reimbursements

Below is subject to the Bylaws which will govern where there is an inconsistency.

DISTRICT CONVENTION

Current Board Position	Registration	Room	Transportation***
President(s)	Yes	Suite*	Yes
Incoming President(s)	Yes	Room Rate**	Yes
Other Elected Officers	Yes	Yes	Yes
Other Elected Board Members and ADs	No	No	Yes

DISTRICT BOARD MEETINGS

Board Position	Room	Transportation***
President(s)	Room Rate	Yes
1st Vice President(s)	Half Room Rate	Yes
Other Elected Officers and ADs	No	Yes
Required Chairs	No	Yes

*If two Presidents, one president has the suite, the other president has an adjoining room.

**If two Incoming Presidents, they will share a room.

*** As allowed by the Bylaws.

APPENDIX F

Women of Reform Judaism Pacific District
Marketing and Communications Policy

Type of Item	Reviewed By
Tuesday Chai Line Newsletter: a. Articles, notices & photos **solicited or requested** by either the President or the VP of Marketing. b. Articles & pictures **not specifically solicited or requested** by the President or the VP of Marketing, but which are submitted for publication. The Tuesday Chai Line is a bi-weekly newsletter intended for sisterhood presidents, the PD Board members, and other interested persons. Articles and pictures should have general appeal to this group, or geographic areas within the PD. The Chai Line Editor prepares a draft Chai Line each week using our Constant Contact account. The President and the VP Marketing review and comment on the draft and then the Chai Line Editor sends out the final version the first and third Tuesday of the month (except holidays).	a. Send drafts for review to whichever person requested them. b. Send drafts for review to both the President and the VP Marketing. The President and the VP Marketing will review and edit draft articles and pictures. Once they are approved by the President, they will be sent by her or the VP Marketing to the Chai Line Editor for publication in the Tuesday Chai Line. Do not send articles and pictures directly to the Chai Line Editor unless otherwise requested by the President or the VP Marketing. The deadline for getting draft articles and pictures to the President and/or the VP Marketing is the Friday morning prior to the date of the Tuesday Chai Line.
Website: www.wrjpacific.org a. Solicited Articles and Pictures - Same as above. b. Unsolicited Articles and Pictures – Same as above. c. Flyers, announcements (such as Chai Teas, Area Days Save the Date, and other events involving the Pacific District). Any pictures taken at a WRJ or WRJ Pacific District event may be posted on our WRJ Pacific District website, Facebook, or in the Tuesday Chai Line newsletter.	a. Same as above b. Same as above c. Send to the President and the VP Marketing for review The VP Marketing oversees all items posted and/or removed on our website once they have been approved by the President. Items should not be sent directly to the Website Admin, unless you are otherwise instructed by the President or the VP Marketing.

APPENDIX F

Women of Reform Judaism Pacific District
Marketing and Communications Policy

Other PD Notices: a. Notices, Agendas, and Items of a business nature going to the PD Board, sisterhood presidents, and/or certain geographic areas of the PD. b. Rosters, including long form, mini form, and Nashim Society. c. Dues Notices, Dues Reminders. d. Incoming inquiries from sisterhoods and others through our Chai Line or the website.	a. Send drafts to the President for review. The President will review and then instruct the CorrSecy on getting emails out. b. Send all additions, changes, removals to the CorrSecy so that she can update the rosters. The CorrSecy will notify the Chai Line Editor of email address changes, removals, additions for the Chai Line constant contact account. c. Drafted by the Membership Chair and the PD Treasurer, and approved by the President. The CorrSecy then emails them to sisterhood presidents. d. These incoming inquiries are directed initially to the CorrSecy, who makes a decision as to the appropriate person to respond and she forwards the email to that person.
Facebook: www.facebook.com/wrjpd a. Facebook links, articles, videos and pictures solicited or requested of you by either the President or the VP Marketing. b. Facebook links, articles, videos and pictures not solicited by either the President or VP Marketing. We welcome every Pacific District sisterhood and sisterhood member to "like" us on our Facebook page.	a. You may post, link or upload directly to our Facebook account. b. You may post, link or upload directly to our Facebook account. All new posts, links or uploaded articles, videos or pictures will be reviewed at least weekly by our Facebook Administrator. The Administrator has the power to [Delete] or hide posts that are offensive, in consultation with the President or VP, Marketing, as needed. It is okay to disagree on an issue on Facebook, but it must be done respectfully.