Women of Reform Judaism Pacific District 2026 Bylaws

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 URJ).

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, including assigned individual sisterhoods or members 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, a Jewish women's religious and service group, is dedicated to:

A. Promoting the aims of WRJ and cooperating in its programs and projects.

B. Assisting members (sisterhoods/women's groups/ individual WRJ members) to meet their goals.

C. Bringing the members of WRJ Pacific District into closer cooperation and association with one another.

D. Helping members participate in the activities of the WRJ and WRJ Pacific District.

E. Assisting in the organization of new sisterhoods/women's groups in WRJ Pacific District.

F. Furthering the programs of service to Jewish and humanitarian causes in its role as liaison between the members of WRJ Pacific District and WRJ.

Article III: Membership and Dues

Section 1: Membership Qualifications

All WRJ members, including those who are members in good standing of sisterhoods or women's groups affiliated with WRJ, or individual members of 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 per capita annual dues in an amount set by the District Board which will not exceed the maximum amount set by WRJ.

Dues for individual members assigned to WRJ Pacific District will be collected by WRJ and forwarded to the district.

B. Upon acceptance by WRJ, a newly affiliated sisterhood/women's group shall pay dues in accordance with the WRJ policy currently in effect.

C. Non-Payment of Dues

Sisterhoods/women's groups/or individual members in arrears of dues for one year are not eligible to vote at a Legislative Body meeting or take part in district Area Events.

Section 3: Fiscal Year

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

Article IV: District Board of Directors

Section 1: Composition

The District Board of Directors is composed of the following:

A. Elected Members
   1. Officers (who shall constitute the Executive Committee)
      - President(s)
      - First vice-president(s)
      - Four to ten vice-presidents
      - Treasurer
      - Recording secretary
      - Corresponding secretary
      - Immediate past president
   2. Area Directors

B. Appointed Members: (with voice and vote):
   1. Committee Chairs

C. Ex-officio Members (with voice and vote)

1. Past presidents of WRJ Pacific District, who shall be honorary life members of the Board, and not eligible for election to a position on the Executive Committee
2. WRJ Board of Director members residing within the WRJ Pacific District
3. Sisterhood/women's group presidents or designated representative
4. A representative from the Individual Members group

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 Legislative Body. 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

The duties of the District Board are to conduct WRJ Pacific District business during the interim period between district conventions.

Section 5: Meetings

There shall be at least one meeting of the District Board each fiscal year. The first board meeting will be in conjunction with the district convention. Subsequent board meetings will be determined by the district president.

Section 6. Electronic Meetings

The Executive Committee, District Board, committees and task forces, etc. shall be authorized to meet by telephone conference or through other electronic communication media.

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

Article V: Elected officers and Area Directors

Section 1: Officers

A. The elected officers of WRJ Pacific District Executive Committee shall be the president(s), first vice-president(s), vice-presidents, treasurer, recording secretary and corresponding secretary. Any of these positions, with the exception of treasurer,

recording secretary, and corresponding secretary, may be shared by two individuals. Each person will have one vote.

B. An Officer must be a member of an affiliated sisterhood or women's group, or an individual WRJ member. To the extent feasible, officers who are members of a sisterhood should be affiliated with different sisterhoods or women's groups 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 in an ex-officio capacity.

D. Officers shall reside in different geographical locations within the district to the extent 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. Following the election of the new board, additional area directors may be assigned to any given area of WRJ Pacific District, at the discretion of the district president(s), and with the consent of the executive committee, to ensure that no area director has an unreasonable workload.

C. Area directors serving concurrently who are not individual members, should be affiliated with different Sisterhoods or women's groups, whenever feasible.

Section 3: Eligibility for Office

A. Anyone 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 resigns, or becomes ineligible during the term of office, the president(s) may declare the position vacant.

Section 4: Term of Office

A. The term of office of positions on the District Board shall be three years. Officers and area directors shall hold office until their successors are elected and have assumed their duties.

B. The president(s) and first vice president(s) may serve only one term. Vice presidents (except the first vice-president(s)) may be elected for a maximum of three successive

terms. All other officers and directors may serve two successive terms in the same position.

Section 5: Vacancy in Office

A. If there is a vacancy in the office of president, the first vice-president(s) 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 IV).

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

Section 6: Meetings of Officers

The Executive Committee shall meet at least twice between regular district board meetings.

Section 7: Duties of Officers and Area Directors

A. Responsibilities of the office of president include:

1. Be the chief executive officer of WRJ Pacific District.
2. Preside at all meetings of the district convention, Executive Committee and the District Board unless excused.
3. Assign portfolios to each vice-president, corresponding, as applicable, to the administrative structure of WRJ.
4. Oversee the work of the executive committee members.
5. Appoint all chairs with the approval of the executive committee.
6. Appoint a current or past board member (with executive committee approval) who will provide a periodic analysis of the district financial information.
7. Call special meetings when necessary.
8. Serve as an ex-officio member of all committees in their work, with the exception of the nominating committee.
9. Attend all meetings as mandated by WRJ per District Policies and Procedures, unless excused.
10. Perform such other duties as usually pertain to the office of president.
11. Be a signatory on district bank accounts and district credit card.
12. Along with the Treasurer, be the keeper of all PD passwords and establish procedures for electronic payments.
13. Must meet all WRJ requirements for Eligibility of Office.

B. Responsibilities of the office of first vice-president include:

1. Assist the district president(s) and serve in her role if necessary.
2. Oversee the work of area vice presidents and area directors.
3. Ensure that reports of each area director are provided to district board members when requested.
4. Directly supervise and be responsible for the chairs of the district convention.
5. Assume such other duties as are assigned to the office by the president.
6. Be a signatory on district bank accounts.
7. Attend all Executive Committee and District Board meetings (unless excused).
8. Must meet all WRJ requirements for Eligibility of Office.

C. Responsibilities of the office of vice-president include:

1. Fulfill the responsibilities of the assigned portfolio as designated by the president, corresponding insofar as possible to those of WRJ.
2. Attend all Executive Committee and District Board meetings unless excused.
3. Assume such other duties as are assigned to the office by the president.

D. Responsibilities of the office of treasurer include:

1. Supervise the collection of all dues and other funds of WRJ Pacific District.
2. Pay all approved bills and keep current records of all monies received and disbursed.
3. Render financial reports to the president and chair of the budget and finance committee at designated intervals and to the executive committee at each meeting.
4. Supply WRJ with requested financial information.
5. Maintain lists of registrants and official visitors to district events for two event cycles.
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.
9. Attend all Executive Committee and District Board meetings unless excused.
10. Along with the president(s), be the keeper of all WRJ Pacific District passwords and define procedures for electronic payments.

E. Responsibilities of the office of recording secretary include:

1. Attend (unless excused) and take minutes of all meetings of the District Board and the Executive Committee.
2. Take minutes of the complete proceeding of the district convention.
3. Keep a permanent record of all proceedings of the district conventions.
4. Be the custodian of the archives.
5. Assume such other duties as are assigned to the office by the president.

F. Responsibilities of the office of corresponding secretary include:

1. Send out all WRJ Pacific District mailings.
2. Keep current mailing lists.
3. Work closely with the president in handling WRJ Pacific District correspondence.
4. Attend all meetings of the District Board and the Executive Committee unless excused.
5. Assume such other duties as are assigned to the office by the president.

G. Responsibilities of the area director include:

1. Develop lines of communication between WRJ Pacific District and the local sisterhoods/ women's groups 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 assigned vice president regarding their assigned sisterhoods/women's groups.
4. Attend all meetings of the District Board unless excused.
5. Assume such other duties as are assigned to the office by the president.

Section 8: Required Reports

A. Each area director shall submit a report on each assigned sisterhood when requested.

B. Each board member 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(s) prior to the district convention which shall become part of the records of WRJ Pacific District.

C. Additional reports shall be submitted to the president(s) as and when requested.

Article VI: Area Events

Section 1: Requirements

At least one Area Event shall be held in each area of the district within each calendar year, if feasible. The district president(s) and/or the first vice president(s) shall attend such events, if feasible. All sisterhoods, women's groups, and individual members within the area shall be duly notified of time and place of its Area Event.

Section 2: Planning

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

Article VII: District Convention

Section 1: Legislative Body

The Legislative Body of WRJ Pacific District shall be composed of the members of the District Board of Directors and others designated to cast votes (as defined below). The designated officers shall preside over its meeting. The Legislative Body shall meet during each district convention; additional meetings may be scheduled by the president as necessary.

Section 2: Voting Privileges

A. Each affiliated sisterhood/women's group as well as the aggregate of individual members, shall be eligible for votes within the Legislative Body in the following proportion to membership:

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

Each represented sisterhood/women's group as well as the aggregate of individual members at the Legislative Body Meeting will have their full complement of votes regardless of how many members are present.

B. Sisterhoods/women's groups as well as the aggregate of individual members are entitled to their full representation exclusive of WRJ Pacific District board members.

C. Each elected member of the Board of Directors shall be assigned one vote in the Legislative Body.

D. Assignment of votes to individual members will be managed by a procedure to be established by the District Executive Committee.

Section 3: Parliamentarian

An individual shall be appointed by the president(s) for each legislative body meeting to ensure parliamentary procedures are followed.

Section 4: Quorum

One third of the assigned votes shall constitute a quorum for legislative body meetings. The votes of a sisterhood or women's group that is not present will not be counted toward the quorum.

Section 5: Location and Date

The district 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 convention shall be determined by a vote of the executive committee.

Section 6: Notice

Notice of the district convention shall be sent to each sisterhood/women's group/and individual member assigned to the district, no later than ninety days prior to the convention.

Article VIII: Nominations and Elections

Section 1: The Nominating Committee

A. The nominating committee shall consist of a chair, appointed by the president(s) with the approval of the District Board, and four members who shall be appointed by the president(s) and shall represent different geographic areas of the district whenever feasible.

B. 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.

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

Section 2: Duties of the Nominating Committee

A. The chair of the nominating committee shall notify all sisterhoods/women's groups/individual members assigned to the district, and all district board members that nominations are open for elected positions as described in Article V Sections 1 and 2 of these Bylaws.

B. Any individual who is a member of WRJ Pacific District in good standing and who wishes to be considered for an elected position on the board shall submit the required form(s) to the chair of the nominating committee.

C. The nominating committee, in its deliberations, shall not be limited to the submitted names only, but may consider all women eligible for office.

D. The Nominating Committee may reconvene during the Term of Office if needed to fill the position of first vice president, should the first vice president become the president. The Nominating Committee can select from among the current vice presidents.

Section 3: Report

A. The nominating committee shall submit to the executive committee a slate of individuals proposed for election to the board. All board members, affiliated sisterhoods/women's groups/ 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 convention.

B. This slate, in accordance with Article IV-Section 1, shall be presented for a vote at a Legislative Body meeting.

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. The slate of officers and area directors of WRJ Pacific District shall be elected by a majority vote.

B. If there is more than one candidate for any position, voting shall be by ballot for that position, tallied by tellers appointed by the president(s).

C. The newly elected board shall be installed at the district convention and shall assume office at the conclusion of that convention. In the event no convention is held, they will assume their duties following their election at a legislative body meeting.

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 by the president(s) as needed.

Section 2: Committee on Revision of Bylaws

A. The president(s) shall appoint a committee on revision of Bylaws.

B. All revisions to the Bylaws recommended by the committee shall be submitted to the WRJ Pacific District sisterhoods/women's groups/ 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 convention, after first having been reviewed by WRJ.

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

D. The chair of this committee shall submit to WRJ, for approval, all adopted revisions that were not in the original proposed revisions submitted to WRJ immediately following the district convention.

E. The committee shall also be tasked with reviewing the District Policies and Procedures whenever there are changes to the bylaws that impact these policies. The committee will also look at and propose changes to Policies and Procedures when asked by the president, or when requests for change are submitted to the president by a member of the Executive Committee. Procedures for changes to the Policies and Procedures are contained within that document.

Section 3: Budget and Finance Committee

A. The chair shall prepare proposed annual budgets for approval at 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.

Section 4: Scholarship Committee

A. A Scholarship Committee shall be appointed by the president(s) to determine how to disburse funds from the Scholarship Fund for the purpose of supporting attendees to the District Convention.

B. Procedures for the application and disbursement of funds shall be determined by the Committee and made available to all District members upon request.

Article X: Amendments

A. These Bylaws may be amended only at a district Legislative Body meeting as follows:

B. With prior written notification, a two-thirds vote shall be required to amend these Bylaws.

C. Without prior written notification, a three-fourths vote shall be required to amend these Bylaws.

D. Any and all amendments to these Bylaws must be approved 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 guide the proceedings of WRJ Pacific District in all cases not provided for in these Bylaws, or the Constitution and policies of WRJ.