

BYLAWS FOR SISTERHOOD OF TEMPLE SHOLOM OF GREENWICH, CONNECTICUT

ARTICLE I: NAME The organization shall be known as Sisterhood of Temple Sholom (“Sisterhood”).

ARTICLE II: RELATIONSHIP TO SYNAGOGUE

Sisterhood is an auxiliary organization of Temple Sholom in accordance with the bylaws of Temple Sholom. As an auxiliary organization, Sisterhood is not a separate legal entity, and therefore must adhere to the Temple’s bylaws, policies and procedures.

ARTICLE III: MISSION STATEMENT AND PURPOSE

A. The mission of Sisterhood of Temple Sholom is to foster community among the women of Temple Sholom.

B. The purpose of Sisterhood shall be to:

1. Sponsor and promote a general program of education and cultural activities in the congregation.
2. Promote the welfare of and cooperation with the congregation and its schools.
3. Encourage the observance of the Sabbath and festivals and attendance at synagogue services.
4. Foster a sense of communal responsibility and support on the part of members.
5. Contribute to the support and encouragement of Jewish and Hebrew education.
6. Participate in activities to strengthen relationships with Israel.

ARTICLE IV: MEMBERSHIP

A. Membership in Sisterhood is open to any adult female member of Temple Sholom.

B. Women serving as rabbi, cantor or director level staff of the synagogue and/or the wives of persons in these positions, shall be courtesy members invited to participate in Sisterhood events and meetings.

1. Courtesy members shall not pay dues
2. Courtesy members shall not have a vote.

ARTICLE V: DUES AND FISCAL YEAR

Section 1: Dues

A. Dues will be determined annually by the Sisterhood Executive Committee.

- B. First-year membership for new adult women members of Temple Sholom is free.
- C. The fiscal year is from July 1 to June 30.

Section 2: Arrears

- A. Membership dues are to be billed as a separate line item on the temple's membership bills.
- B. Membership shall be suspended for any person whose dues have not been paid by the date of the Annual Membership Dinner or by December 31, whichever is earlier.

Section 3: Financial Information and Audit

- A. The books of Sisterhood shall be maintained by the Treasurer of Sisterhood and will be considered part of the synagogue's financial statement.
- B. These books shall be audited annually by a qualified auditor as part of Temple Sholom's annual audit.

ARTICLE VI: OFFICERS, EXECUTIVE COMMITTEE, BOARD OF TRUSTEES

Section 1: Officers

The officers shall consist of: President(s), one or more Vice Presidents as may be needed to effectively carry out the work of Sisterhood, Secretary, and Treasurer.

A. Terms

1. Officers shall be elected for a term of one year and shall hold office until their successors are elected and installed. No officer shall be eligible for more than six consecutive terms in the same office, or a total of six years.
2. Retiring officers shall be invited to serve on the board for one courtesy term of two years following the expiration of their term of active service unless the term limit as stated above has been met.
3. Term limits for sitting officers and trustees of Sisterhood may be waived in extenuating circumstances when this action is deemed by the members of the Sisterhood Executive Committee to be in the best interests of the organization. Said action will require the approval of the Temple Sholom Board of Trustees as well as the Sisterhood membership.

B. Eligibility for Office

1. To be eligible to serve as an officer, a member must be Jewish and must be a member of Sisterhood for at least one year.
2. To be eligible for the presidency, a woman must be eligible to serve as an officer and must have been a member of the Sisterhood Board of Trustees for at least one year.
3. The position of President of Sisterhood may be assumed by a maximum of two (2) Co-Presidents should this be deemed in the best interests of Sisterhood by the Nominating Committee, the Executive Board and the

Members of Sisterhood. In this instance, all duties and authority conferred on the President, as stipulated in these bylaws shall be conferred on the Co-Presidents.

C. Vacancies in Office

1. Vacancy in the office of President shall be filled for the unexpired term through appointment, by majority vote of the Executive Committee.
2. Vacancies in any other office shall be filled for the unexpired term by appointment by the President and approval of the Executive Committee.
3. For the purpose of determining when an officer or a Board member has served a term of office, service of ten months or more shall be regarded as a full term.

Section 2: Executive Committee

- A. The Executive Committee shall consist of the President(s), who is its chair, the immediate Past President, Vice Presidents, Secretary, and Treasurer.
- B. The President may invite to Executive Committee meetings, at her option, any member whose presence may be necessary or helpful in forwarding the specific business for which a meeting is called.

Section 3: Board of Trustees

The management of Sisterhood shall be vested in a Board of Trustees which shall consist of all the officers and trustees with the President as chair, as follows:

A. Ex-Officio Members

1. Any past President shall be an ex-officio member of the Board with voice and vote, for up to the immediate five years following service as President dependent on the term limits as defined in "Terms" of this Article. After the immediate five years, in order to be a Board member, if asked to serve, the Past President must indicate to each president a desire to serve, and accept the full rights and responsibilities of a trustee.

B. Elected Trustees

1. The elected trustees shall serve for a term of three years.
2. No elected trustees shall serve more than two consecutive terms, or six consecutive years. One year must lapse before she is eligible for re-election.

C. Presidential Appointments to the Board

The President may appoint, with approval of the Executive Committee, additional Board members to the Board of Trustees. Appointees serve to the end of the President's term but may not exceed the Trustee's term limit as defined in "Terms" of this Article.

ARTICLE VII: DUTIES OF OFFICERS AND BOARD OF TRUSTEES

Section 1: President(s) shall

- A. Preside at all meetings, conduct the business prescribed by the bylaws, preserve

- order and see that the officers fulfill their duties properly.
- B. Perform her duties in accordance with Temple Sholom policies and procedures.
 - C. Designate a vice President to serve and preside in her absence.
 - D. Appoint committees and delegates with approval of Executive Committee unless otherwise provided.
 - E. Sign and countersign all official documents, checks and vouchers.
 - F. Supervise elections.
 - G. Act as an ex-officio member of all committees, except the Nominating Committee.
 - H. Represent Sisterhood on the Board of the congregation.
 - 1. Should there be Co-Presidents of Sisterhood, one shall be designated by the Executive Committee of Sisterhood as the nominee for election to the Board of Trustees of the congregation as a voting member under the by-laws of the congregation.
 - 2. In the designee's absence the other Co-President or another officer may be designated to participate in meetings of the Board of the Trustees of the congregation as Sisterhood's representative.
 - I. Deliver all property of Sisterhood in her possession to her successor(s) before installation.

Section 2: Vice President(s) shall

- A. Assist the President in the management of Sisterhood and preside in her absence, if designated by her.
- B. Be responsible for the administration of an area of activity as agreed upon with the President.
- C. Perform such other duties as may be required.
- D. Deliver all property of Sisterhood in her possession to her successor(s) before installation.

Section 3: The Secretary shall:

- A. Keep true and correct minutes of proceedings of all regular, Board, Executive Committee and special meetings.
- B. Submit a copy of minutes to the President at least one week in advance of the next meeting.
- C. Collect all documents and reports for filing.
- D. Deliver all minutes for the annual audit to the Temple Controller by June 30 of each year.
- E. Deliver all property of Sisterhood in her possession to her successor before installation.

Section 4: The Treasurer shall:

- A. Keep correct records of all monies received from membership dues and other sources.

- B. Keep the financial records in such a manner that all accounts between Sisterhood and its members be known at once and reconcile the accounts with the books and records of Temple Sholom.
- C. Assist the President in correcting and updating membership lists.
- D. Serve on the Budget Committee.
- E. Deliver all property of Sisterhood in her possession to her successor before installation.

Section 5: Board of Trustees shall:

- A. Attend meetings regularly and act judiciously.
- B. Notify President or Secretary if unable to attend meetings.
- C. Implement the bylaws and adopt policy.
- D. Vote on the budget.
- E. Serve on committees in capacity of chair, co-chair, or committee member as appointed.
- F. Support fund-raising and cultural projects.
- G. Help to recruit and maintain members.
- H. Deliver all property of Sisterhood in her possession to the President(s) before installation.

ARTICLE VIII: MEETINGS

Section 1: Board Meetings

- A. The Board of Trustees shall meet a minimum of eight (8) times a year at such a place as it determines.
- B. A special Trustees meeting for the newly elected officers and Board members may be held no later than 30 days after installation.

Section 2: Special Meetings

- A. Special meetings may be called by the President, if she deems it necessary.
- B. A written request by five members may be made to the President for a special Board meeting, stating the nature of the call for the special meeting.
- C. At special meetings, only the business mentioned in the call may be transacted.

Section 3: Quorum

One-fifth of the members of the Board of Trustees shall constitute a quorum at Board meetings.

ARTICLE IX: NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee

- A. The Nominating Committee will consist of its chair and at least two but no more than four members which shall include at least one person from the Board of Trustees, but not an officer, and at least one person from the general

membership.

- B. The Nominating Committee Chair will be chosen by the Sisterhood Executive Committee and approved by the Board.
- C. The Nominating Committee members will be chosen by the Committee Chair and approved by the Board.
- D. No alternates shall be appointed.
- E. The Nominating Committee proposes the slate of officers and elected Trustees for election.
- F. The Nominating Committee functions throughout the administration and submits names to fill vacancies as required.
- G. The committee shall always consist of an uneven number, the majority of whom shall come from the Board of Trustees.

Section 2: Voting

- A. The Nominating Committee shall, at least thirty days before elections, inform the Sisterhood Board of Trustees of its proposed slate.
- B. The Nominating Committee shall submit the proposed slate to the general Sisterhood membership at least seven days before elections.
- C. The proposed slate shall be sent to the membership via mail or email.
- D. If there is more than one candidate, names are listed alphabetically.
- E. In the event of more than one candidate for any office, voting shall be by closed ballot.
- F. The President conducts the meeting to count the votes and announces the results of the vote.

Section 5: Timing of Elections

In order to coordinate with the Temple Sholom Board of Trustees elections and to fulfill the obligation of the President to represent Sisterhood on the Board of Trustees of the congregation, the Sisterhood Board of Trustee elections must take place by the end of April.

ARTICLE X: AMENDMENTS

Section 1: Presentation

- A. Amendments to these bylaws shall be submitted in writing to the Sisterhood Board of Trustees.
- B. Petition to the Board of Trustees for amendment or revision shall be submitted in writing by no fewer than five members in good standing.
- C. Amendments to these bylaws shall be voted on by Sisterhood board and then submitted to the Temple Sholom Board of Trustees for their approval. Once this approval is gained, these bylaws will be sent to the general Sisterhood membership for a vote of approval.

Section 2: Distribution

A. Amendments recommended by the Sisterhood Board of Trustees shall be sent to each member of Sisterhood.

B. Following the notice, the amendment shall be voted upon at a regular meeting.

Section 3: Adoption

A two-thirds vote of the members present and voting shall be necessary for adoption of Amendments.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The proceedings of all meetings shall be governed by these bylaws, and in all points not covered thereby, by the current *Robert's Rules of Order Newly Revised*.

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