

OHEF SHOLOM TEMPLE SISTERHOOD BYLAWS FINAL DRAFT 2025/2026 REVISION

ARTICLE I – Name

This organization shall be known as the *Ohef Sholom Temple Sisterhood* ("the Sisterhood"). These Bylaws govern the conduct of the organization.

ARTICLE II – Objectives

The objectives of “the Sisterhood” are to:

- Foster the highest ideals of Reform Judaism.
- Promote meaningful connections and community among members.
- Support the religious, educational, service, and social activities of Ohef Sholom Temple.

ARTICLE III – Affiliations

The Sisterhood may be affiliated with the *Women of Reform Judaism (WRJ)* and its *respective District*. Affiliation shall be reviewed annually.

ARTICLE IV – Membership

1. Any person interested in the objectives of the Sisterhood who is a member or associate member of the Temple is eligible for membership upon payment of dues.
2. The Board may, at its discretion, grant reduced dues to members.
3. The amount of annual dues shall be reviewed annually. Changes must be recommended by the Board and approved at a general membership meeting or by calling a special meeting in person or online between annual meetings. A quorum must be met.
4. The fiscal year shall run from June 1 to May 31.

ARTICLE V – Officers

1. The officers of the Sisterhood shall include:
 - President (or Co-Presidents)
 - Vice President
 - Immediate Past President
 - Treasurer
 - Recording Secretary
 - Corresponding Secretary

- Membership Chair

2. President/Co-Presidents

- Shall preside over all meetings.
- May appoint chairs for all standing and ad hoc committees.
- Serve as ex officio members of all committees except the Nominating Committee.
- Submit an annual report to the membership.
- Serve as ex officio members of the Ohel Sholom Temple Board of Directors.

3. Vice President/President Elect

- The Vice President shall work closely with the President to support leadership efforts and ensure continuity.
- It is expected that the Vice President will be prepared to assume the role of President following the completion of the current President's two-year term.

4. Immediate Past President

- Shall assume the duties of the President or Vice President in their absences or incapacities.
- Shall assist new Presidents in their first year if they are new to this role and work closely with the President and Vice President to ensure leadership continuity.
- If the position is unfilled, a former Sisterhood President may serve in this role.

5. Recording Secretary

- Shall maintain and distribute accurate minutes of all meetings within 2 weeks of the meeting.

6. Corresponding Secretary

- Shall manage official correspondence of the Sisterhood.

7. Treasurer

- Shall promptly deposit all funds in the designated bank.
- Shall supervise dues and other fund collections.
- May issue checks with proper documentation or Board direction.
- Shall follow Ohel Sholom Temple financial policies.
- Shall present monthly financial reports to the board.

- Shall work closely with the Judaica Shop to ensure they are following General Accepted Accounting Principles (GAAP)
- Shall serve on the Finance Committee and may be a Chair of the committee.
- The Treasurer will work with the Finance Committee to prepare a proposed budget which shall be presented by the Treasurer at the annual meeting.
- All financial records shall be transferred to her successor at the end of the fiscal year.

8. Membership Chair

- With the help of the President and other board members, shall work on recruitment and retention, maintain the roster, and manage member communications.

ARTICLE VI – Board of Directors

1. Any Sisterhood member may be elected to the Board.
2. The Board shall include all officers and a minimum of three (3) elected Directors.
3. The Board manages the affairs of the Sisterhood between membership meetings and recommends actions for membership approval.
4. If a board member has three (3) unexcused absences from board meetings, they can be asked to leave the board.
5. Notice of Board meetings must be given at least three (3) days in advance (by email, phone, or in writing).
6. Expenditures not included in the annual budget and less than \$200, must be approved by the Finance Committee or the President. All expenditures above \$200 not included in the annual budget need full board approval. A request-for-funding form will be filled out for non-budgeted expenditures.

7. ARTICLE VII – Committees

1. Standing Committees shall include: Membership, Nominating, Finance, Programs, Judaica Shop, Oneg, Floral Fund. Ad hoc committees may be established by the President.
2. The Finance Committee (FC) shall be appointed by the President and shall include the Treasurer. The FC shall assist the treasurer in developing an annual proposed budget for the annual meeting.
3. The Judaica Shop shall present a financial report twice a year (in February and in July).

ARTICLE VIII – Nominations and Elections

1. The President shall appoint a Nominating Committee of at least three members. If not standing for re-election, the President may serve as a member but not as chair of this committee.
2. **Nominating Committee (NC) Duties**
The Nominating Committee shall actively solicit interest throughout the year to serve on the board. The NC is responsible for submitting all proposed nominees to the board.
3. **Election Procedures**
The Board shall vote on any vacancies, based on nominations from the Nominating Committee. Elections shall be held at the Spring annual meeting. In the absence of a complete proposed slate, nominations may be made from the floor, provided each nominee has given their consent to serve if elected.
4. **Mid-Year Board Elections**
If a board position needs to be filled during the year, the NC shall submit the nominee's name to the board. If approved, then the board shall submit it to the membership for an online vote. The election shall be considered valid if a quorum of at least 18 members participates in the vote.
5. **Contested Elections**
If an election is contested, voting shall be conducted by confidential ballot.
6. Elected Officers serve for a minimum of two years.
7. Directors serve two-year terms.

ARTICLE IX – Meetings

1. At least one general membership meeting shall be held annually in the Spring. At least two weeks notice shall be provided.
2. Special meetings may be called by the President or a majority of the Board.
3. A simple majority vote of board members present is necessary for board approval of any actionable items.
4. A quorum for a membership meeting shall be eighteen (18) Sisterhood members.

ARTICLE X – Representation at WRJ Events

1. Delegates to WRJ District or National events must be members of the Sisterhood and be approved by the Board.

2. The President or her designee and one delegate may represent the Sisterhood at District Board meetings.

ARTICLE XI – Amendments

These Bylaws may be amended in either of the following ways:

1. **At a General Membership Meeting** – Proposed amendments must be shared with the membership at least two weeks prior to the meeting. A two-thirds vote of members present is required for approval.
2. **During the Fiscal Year by the Bylaws Committee** – If a Bylaws Committee is formed, it may draft and propose amendments at any time during the year. The proposed changes will be submitted to the board first for approval. If approved by the board, the board shall then share with the general membership along with a call for a vote. If a quorum of at least 18 members votes in favor within two weeks of distribution, the amendments shall be adopted.

All Sisterhood Board approved amendments shall be reported to the Ohel Sholom Temple Board of Directors in a timely manner.