

HOLY BLOSSOM TEMPLE SISTERHOOD

**MISSION STATEMENT
CONSTITUTIONS AND BY-LAWS**

OUR VISION

Sisterhood strengthens our congregational family, enriching our lives as Jews through friendship and study.

OUR MISSION

Our mission is to:

- Promote a bond of fellowship between women of all ages, ideas and talents within Temple
- Promote a warm, inclusive community within Temple
- Involve women in Torah (study), Avodah (worship) and Gemilut Chassidim (acts of social responsibility)
- Strengthen ties with other groups within Temple
- Strategically allocate Sisterhood resources to further our goals and values
- Participate Actively in the Women of Reform Judaism – nationally and internationally
- Provide opportunities to serve and lead

OUR VALUES

We live and enrich our Jewish values through finding opportunities for tzedakah, embracing diversity, our deep commitment to community, and providing relevant spiritual and educational programming.

We demonstrate excellent leadership through being inclusive and ensuring we are supportive, committed and resourceful. We appreciate and recognize the contributions of all.

MISSION STATEMENT

CONSTITUTION AND BY-LAWS

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CONSTITUTION AND BY-LAWS
Holy Blossom Temple Sisterhood
Toronto Hebrew Congregation - Holy Blossom

ARTICLE 1 NAME

- (1) The name of this organization shall be Holy Blossom Temple Sisterhood (hereinafter referred to as 'Sisterhood'), which was established on October 16, 1921.

ARTICLE 2 PURPOSE

- (1) The purpose of this organization shall be to:
- Foster and intensify the spiritual life and faith of its members
 - Assist in furthering the religious, educational, humanitarian, and social goals of the congregation
 - Foster a bond of friendship among its members
 - Encourage such activities as shall be in accord with its religious beliefs, as well as give aid wherever possible to movements that are helpful to the spiritual life of Judaism
 - Affiliate with Women of Reform Judaism, The Federation of Temple Sisterhoods, and Northeast District (hereafter referred to as "WRJ", "Northeast District"); and to abide by their aims and principles

ARTICLE 3 MEMBERSHIP

(1) MEMBERS

Any woman who is a member in good standing of Holy Blossom Temple (hereinafter referred to as 'Temple') and who is interested in the purpose and aims of Sisterhood is eligible, upon paying dues, to become a member of Holy Blossom Temple Sisterhood.

(2) HONORARY LIFE MEMBERS

Honorary Life Membership may be conferred on a member by reason of long and exceptional service to Sisterhood. Any member in good standing shall submit recommendations to the Executive Committee in writing. If approved by the Executive Committee, the recommendation shall be submitted to the Board of Directors for approval. Honorary Life Members shall be exempt from the payment of dues and shall be non-voting members at large of the Board.

- 3) Honourary Membership shall be conferred upon female Clergy and Female spouses of Clergy (as defined by Temple), while such staff is employed at Temple. These members shall be exempt from dues.

(4) HONOURARY PRESIDENT

The membership, on the recommendation of the Sisterhood Executive and the Sisterhood Board of Directors and by unanimous vote of those present at any meeting of the Board of Directors or at an Annual General Meeting, may elect a Honourary President for life. This member will have shown outstanding, distinguished service to Sisterhood. There may be only one Honourary President at any time.

When the proposal is presented at an Annual General Meeting, the Recording Secretary shall cast one vote in favour on behalf of the general membership.

The Honourary President shall not be a voting member of the Board of Directors

ARTICLE 5 DUES

(1) MEMBER DUES

(a) The annual dues for each member shall be due the first day of the fiscal year in an amount determined by the Board of Directors and ratified by the general membership.

(2) AFFILIATION DUES

(a) WRJ dues shall be paid annually by the Sisterhood Board of Directors, based on current WRJ dues. Dues will be paid on the total paid membership.

(b) Northeast District dues shall be paid annually by the Sisterhood Board of Directors, based on current Northeast District dues. Dues will be paid on the total paid membership.

ARTICLE 7 ELECTION OF OFFICERS

(1) The Officers shall be:

 The President (the definition of President may also include two Co-Presidents)

 Any number of Vice Presidents, to a maximum of five (5)

 (One of whom shall be designated Vice President, Finance)

 Recording Secretary

 Treasurer

 Parliamentarian

(2) The Officers shall be elected at the Annual General Meeting to serve for two years although the Nominating Committee will review the officer positions annually.

- (3) A member shall be eligible for election as an Officer after she has completed a minimum of one year's service as a member of the Board of Directors.

ARTICLE 8 DUTIES AND POWERS OF ELECTED OFFICERS

(1) THE PRESIDENT or CO-PRESIDENTS

It shall be the duty of the President(s) to preside at all the Executive Committee and the Sisterhood Board of Directors meetings, and the Annual General Meeting.

The President or one of the co-Presidents shall be one of the three signing Officers, along with the Vice President Finance and the Treasurer.

The President(s) shall appoint the Committee Chairs.

The President(s) shall be an ex-officio member without vote of all committees.

The President(s) shall present an annual report to Sisterhood.

The President or designated co-President shall represent Sisterhood on the Board of Directors of Temple.

(2) VICE PRESIDENT

The First Vice President shall fulfill the responsibilities of the President in case of her absence, incapacity, resignation, or death. In the event that there is no First Vice President, the Executive committee, shall designate one of the Vice Presidents to act as President,

The Vice President of Finance shall be responsible for all financial matters including the budget. She shall chair the Budget and Finance Committee. She shall be one of the three signing officers.

The remaining Vice Presidents shall supervise and direct the following activities and others as the President shall determine:

- Programming
- Communications
- Membership

(3) RECORDING SECRETARY

It shall be the duty of the Recording Secretary to keep minutes of the proceedings of the Executive Committee, Board of Directors, and the Annual General Meeting of the membership. A copy of all these shall be maintained in the temple's premises on disk.

The Recording Secretary shall be responsible for keeping accurate records of attendance at Executive Committee meetings and Board of Directors meetings.

The Recording Secretary shall keep a separate record of all approved motions.

The Recording Secretary shall be the custodian of all documents related to Sisterhood business, e.g. flyers, minutes, budgets, AGM minutes, WRJ materials, handouts, etc.

(4) TREASURER

The Treasurer or designate shall receive and bank all monies due to Sisterhood and keep bookkeeping records records of such funds

The Treasurer will pay bills from officers and committee members only when such bills are clearly authorized and when receipts for expenditures are attached. Payments will be made by cheque, countersigned by any two of the signing officers.

The Treasurer will disburse all monies as Sisterhood may direct

The Treasurer will sit on the Budget and Finance Committee

(5) PARLIAMENTARIAN

The Parliamentarian shall ensure Sisterhood meetings are conducted under *Robert's Rules of Order*. The Parliamentarian supervises the drafting and interpretation of bylaws, the rules of order, and the planning and conduct of meetings.

ARTICLE 9 EXECUTIVE COMMITTEE

(1) The Executive Committee shall consist of:

The Immediate Past President (s)

The Officers

The WRJ and Northeast District Representatives

(2) The Executive Committee shall oversee the affairs of Sisterhood between Board meetings and shall make recommendations to the Board of Directors.

(3) Vacancies in office may be filled upon recommendation of the Executive Committee and with the approval of the Board of Directors.

(4) A quorum shall be 50% plus one.

- (5) Names of Board Members to serve as representatives to WRJ and Northeast District shall be reviewed by the Executive Committee and presented to the Board of Directors for a motion of approval.

ARTICLE 10 BOARD OF DIRECTORS

- (1) The Board of Directors shall consist of voting members and non-voting members.

Voting Members:

The Executive Committee
Elected members of the Board of Directors
Immediate Past President(s)

Non-Voting Members:

Honourary Life Members
The female spouse of the Clergy
Female Clergy / Cantorial Soloist
President (s) (except in the event of a tie vote)

Each director shall serve for a two-year term to be reviewed by the Nominating Committee each year.

There shall be a minimum of 12 and a maximum of 25 elected members of the Board of Directors.

The Board of Directors shall meet a minimum of five times a year.

A quorum shall be one-third of the voting members of the Board of Directors.

The Board of Directors shall manage all affairs of Sisterhood.

Any voting member of the Board of Directors who absents herself from three consecutive meetings of the Board of Directors may be contacted by the President and may be asked to resign.

Each member of the Board of Directors shall be required to assume a specific responsibility during her term of office.

ARTICLE 11 STANDING COMMITTEES

Preamble: All members of the board of directors are eligible to serve on Standing Committees.

(1) NOMINATING COMMITTEE

- (a) The Nominating Committee shall be a Standing Committee. The Chair of this Committee shall be the Immediate Past President. In the event that the Immediate Past President is unwilling or unable to serve, the President(s) shall recommend an alternate chair to the Board of Directors for approval.

The chair of the Nominating Committee shall constitute a Nominating Committee. All members of the nominating committee must be members in good standing of Holy Blossom Temple Sisterhood. Every effort should be made to hold the first meeting of this committee at least six months prior to the AGM. The Nominating Committee shall consist of a Chairperson, and six members, one member being a carry-over from the previous committee. The chairperson shall appoint two, but not more than three members of the committee, who shall be members of the Board of Directors. This committee shall stand until the appointment of a new nominating committee, at least six months before the following AGM.

- (b) The general membership of Sisterhood will be notified at least six months prior to the AGM that the Nominating Committee is considering nominations for officers and members of the Board

The membership shall be required to send their suggestions for nominees verbally or, in writing, to the Chair of the Nominating Committee.

The names of the members of the Nominating Committee shall be posted on the Sisterhood website.

- (c) The Nominating Committee shall prepare a slate of nominees for all elective Officers and the Board of Directors prior to an election. The slate, approved by the Board of Directors, shall be posted on the Sisterhood website. The slate shall be presented to the Annual General Meeting where the Recording Secretary shall formally cast one vote in favour of the slate on behalf of the membership.

2) BUDGET AND FINANCE COMMITTEE

- (a) There shall be a Budget and Finance Committee chaired by the Vice President of Finance. In addition to the Chair, this Committee shall consist of:

- The Immediate Past President(s)
- The President(s)
- The Treasurer
- 2 board members

The Chair may invite additional members in consultation with the President(s). This Committee shall prepare the annual budget for approval by the Board of Directors.

(b) The Budget and Finance Committee shall meet a minimum of three times a year.

3) CONSTITUTION COMMITTEE

The constitution committee shall meet to change the constitution, as need dictates.

There shall be a constitution committee, chaired by the Parliamentarian, who shall choose committee members from the Sisterhood Board.

ARTICLE 12 REPRESENTATION TO TEMPLE BOARD OF DIRECTORS

(1) The President or designated co President shall represent Sisterhood on the Temple Board of Directors.

ARTICLE 13 MEMBERSHIP MEETINGS

(1) ANNUAL GENERAL MEETING (AGM)

There shall be an Annual General Meeting for the election of officers and members of the Board of Directors and the presentation of annual reports to the membership.

A quorum of the Board of Directors must be present at the AGM.

ARTICLE 14 COMMITTEES

(1) Standing Committees shall consist of a Chair or Co-Chairs and as many members as are necessary. (See Article 11).

ARTICLE 15 DELEGATES AND DELEGATES FUND

Provision shall be made for a delegates fund in the annual budget, subject to available funds.

- a) Two members of the Executive will be funded to represent Sisterhood as Delegates at WRJ Assembly, Biennial District Conventions, or Area days. An annual budget shall be provided for registration fees, economy transportation and accommodation
- b) All Sisterhood Board members are encouraged to attend WRJ Asssembly, Biennial District Conventions and Area days as delegates up to the prescribed numbers stated in the WRJ Constitution.
- c) The budget and finance Committee in consultation with the Executive Committee will allocate the payment of registration fees for additional delegates and consider additional expenses where appropriate.
- d) Except in cases where WRJ and /or Northeast District pay the costs, the Representative(s) may be provided with the registration fee, economy transportation, and aaccommodation when attending Board of Directors meeting, and the Biennial/Assembly, subject to available funds.
- e) If a Northeast District Representative or a WRJ Representative is asked to serve on her respective WRJ Executive Committee, she must notify the Sisterhood. Financial assistance will be granted at the discretion of the Budget and Finance Committee, and approval by the Board of Directors.

ARTICLE 16 PARLIAMENTARY AUTHORITY

- (1) The rules contained in the current version of Robert's *Rules of Order* shall govern this Sisterhood in all cases to which they are applicable and where they are not inconsistent with these By-Laws and the By-Laws of WRJ.

ARTICLE 17 AMENDMENTS

- (2) Members shall be notified of proposed amendments to the by-laws a minimum of thirty days in advance of the AGM by posting on the Sisterhood website.
- (3) These changes then be presented at the Annual General Meeting. The Recording Secretary shall cast one vote in favour on behalf of the general membership.