

Effective 03/10/2026 and 3/12/2026

Version 2.0

SUN LAKES JEWISH CONGREGATION SISTERHOOD BYLAWS

Amendment Summary of Changes

Are noted in blue

Names Changes

- Nominating Committee now called the **Nominating and Election Committee**
- Publicity now called **Communications**

ARTICLE IV-Officers and Executive Committee

Added:

1. **Board member at large to be appointed by the co-presidents 2026 through June 2027 with voting rights. This person will be eligible to run for election in 2027.**
2. **Co-Treasurer to be appointed by the co-presidents 2026 through June 2027 with voting rights. This person will be eligible to run for election in 2027.**

ARTICLE VIII-Meetings

- Annual meeting will be held in the **Spring**

SUN LAKES JEWISH CONGREGATION SISTERHOOD BYLAWS

ARTICLE I

Name

This organization shall be known as *Sun Lakes Jewish Congregation Sisterhood (SLJC Sisterhood)*. Conduct of the organization shall be governed by these SLJC Sisterhood Bylaws.

ARTICLE II

Objectives

The objectives of this organization shall be to foster the highest ideals of Judaism; to promote closer community among its members; to further the religious, social, service, charitable and educational activities of the Congregation; and to support the community at large.

ARTICLE III

Membership

Section 1. Any woman who is interested in the objectives of the Sisterhood is eligible for membership upon payment of her dues. Only members of the SLJC may serve on the SLJC Sisterhood Board.

Section 2. The amount of annual membership dues shall be reviewed annually. Changes in the cost of dues shall be set by the Board.

Section 3. The fiscal year of this organization shall be from July 1st through June 30th.

ARTICLE IV

Officers and Executive Committee

Section 1. The officers of the organization shall be a President (or two co-Presidents when applicable), a Vice President, Co- Treasurer(s), a Recording Secretary, a Corresponding Secretary, a Membership Chair,

a Program Chair, a **Communications Chair**, a Fundraising Chair, one Member-at-Large, a Hospitality Chair and Immediate Past President/co-Presidents.

- 3. Board member at large to be appointed by the co-presidents 2026 through June 2027 with voting rights. This person will be eligible to run for election in 2027.**
- 4. Co-Treasurer to be appointed by the co-presidents 2026 through June 2027 with voting rights. This person will be eligible to run for election in 2027.**

Section 2. There shall be an Executive Committee, consisting of three or five members: President(co-Presidents), Vice President, Treasurer, and Recording Secretary. One immediate Past President may be activated onto the Committee if warranted to maintain the base of three or five members.

ARTICLE V

Board of Directors

Section 1. Any member of both the SLJC Sisterhood and the SLJC who is in good standing may be elected to the Board and *must be willing and able to ~~abide by~~ carry out* the roles and responsibilities of the position they are elected to and outlined in the Sisterhood By-Laws and Role and Responsibilities.

Section 2. The Board shall be composed of all officers.

Section 3. The Board shall manage the affairs of this organization.

Section 4. All members of the Board should be given written, electronic or oral notice at least three days before any meeting of the Board. The President/co-Presidents can, at their discretion call a Board meeting at any time.

Section 5. No sum exceeding the amount of two hundred dollars (\$200) shall be disbursed without the majority approval of the Board.

Section 6. The current (July, 2023) Program Committee consisting of four (4) members shall be grandfathered in as co-Chair and shall each be a voting member of the Sisterhood Board for the remainder of their term.

ARTICLE VI

Committees

There shall be the following Standing Committees: Membership, Program, **Communications**, Fundraising, Nominating and Elections and Hospitality.

ARTICLE VII
Nominations and Elections

Section 1. The Nominating and Election Committee Chair

will be appointed by the President/co-Presidents of the Sisterhood Board. The Nominating Committee will be selected by the Nominating Chair. The Chair will present the names to the Board.

Section 2. Any person who is in good standing may serve as chair or a member of the Nominating Committee. If a person chooses to be considered for an SLJC Sisterhood Board position, she may not serve on that year's Nominating Committee.

Section 3. The members of the Nominating Committee shall consist of at least 3 members with one member being a current Sisterhood Board member.

Section 4. A call for individuals interested in being on the Sisterhood Board will be placed in the December Shpiel. An e-mail will be sent to each member of the SLJC Sisterhood notifying them of the opportunity to be on the Sisterhood Board.

Section 5. The Nominating Committee will meet either in person or by conference call to identify individuals qualified and interested in serving on the Sisterhood Board. A short resume will be requested. No person's name will be placed in consideration without her approval.

Section 6. Each potential candidate will be provided a copy of the By-Laws and Roles and Responsibilities documents. The candidate must sign that they have read this document and are willing to carry out the duties as outlined in the By-Laws and Roles and Responsibilities documents of Sisterhood. This must occur prior to the announcement of the slate. If a person is not willing to sign the Roles and Responsibilities' document, they will not be eligible to be a candidate for the Sisterhood Board. The Nominating Chair will provide the signed document to the Recording Secretary prior to the election for record keeping.

Section 7. At the February Board meeting the Nominating and Election Committee Chair will announce the candidates. The Sisterhood Board will vote on the slate of candidates. If the number of candidates equals the open positions a vote on the slate may be taken by a hand vote. If there are more candidates than open positions, the Nominating Chair will present each candidate and a short summary of why she was chosen to be part of the slate of candidates. The Sisterhood Board will vote by ballot to select the new Board members. The Nominating Chair and President/co-Presidents will count the ballots and announce the new members of the Board.

Section 8. The Sisterhood membership will be notified by e-mail of the members chosen. Prior to the announcement of new members of the Sisterhood Board, the **Nominating and Election Committee Chair** will call each candidate and notify them of the outcome of the election.

Section 9. Elected Officers of the SLJC Sisterhood Board will serve a two year term. Any member of the Sisterhood Board may serve an additional two terms (**total of 3 terms**) but must notify the Nominating and Election Committee Chair prior to the first meeting of the Nominating Committee. If, after completing a second two year term, no Sisterhood member will take on a given position, the current office holder may continue in that office for as many terms as is needed. A current Board member may run for a new Board position when their current term ends.

Section 9. The installation of Officers of the SLJC Sisterhood Board will occur in the the **Spring** Program meeting. Officers leaving the Sisterhood Board will be acknowledged and thanked at this meeting.

Section 10A. If a vacancy on the Board occurs during the year the following procedure should be utilized. This is at the discretion of the President/coPresidents. The Nominating and Election Committee Chair will be the person in charge of this process. A call for nominations to become a member of the Sisterhood Board should occur via e-mail. If a member of Sisterhood is interested in the position, she should notify the **Nominating and Election Committee Chair** within ~~2~~**1** weeks after the e-mail of the vacancy goes out. At the next Sisterhood Board meeting the candidates will be presented by the **Nominating and Election Committee Chair**. The Sisterhood membership will be notified by e-mail of the member(s) chosen. Prior to the announcement of new members of the Sisterhood Board, the **Nominating and Election Committee Chair** will call each candidate and will notify them of the outcome of the election. A person selected to fill an open position will serve a two year term. Any member of the Sisterhood Board may serve an additional term but must notify the **Nominating and Election Committee Chair** prior to the first meeting of the **Nominating and Election Committee**.

Section 10B. If an emergency vacancy on the Board occurs during the year, the following procedure should be utilized. If the open position requires certain skills as outlined in the Responsibilities Document, the position may be filled at the discretion of the President/co-Presidents. The President/co-Presidents can receive input from the **Nominating and Election Committee Chair** or any member of the Sisterhood Board. If there is more than 1 person qualified and interested in the position the President/co-Presidents or their designee should request a short resume from any candidates for the open position. The President/co-Presidents makes the decision on filling this vacancy. The Sisterhood Board should be notified as soon as the decision is made. The candidate or candidates should be notified of the decision immediately following the Sisterhood Board meeting.

Section 11A. A person selected to fill an open position will complete their two-year term. They may then seek office for their own term.

ARTICLE VIII

Meetings

Section 1. There shall be a minimum of one (1) annual membership meeting a year. The annual meeting shall be held in **the Spring**. Additional meetings may be held at the discretion of the

President/co-Presidents. Members shall be provided at least one week's notice of any meeting of the membership.

Section 2. There shall be a minimum of six (6) Board meetings per year. Board meetings may be called by the President/co-Presidents or a majority of the Board.

Section 3. A majority of the Board members shall constitute a quorum for Board meetings. If a quorum is not present, the President/co-Presidents shall reschedule the meeting. Board members shall be notified at least one week in advance of any rescheduled meeting. The rescheduled meeting will not require a quorum.

Section 4. If necessary, Sisterhood Board meetings and votes may be held electronically.

Section 5. Any SLJC Sisterhood voting member of the SLJC Sisterhood Board may submit a vote in Proxy. A Proxy vote shall be in writing or electronically submitted addressing a specific agenda item(s) to be voted upon. The Proxy shall count toward a Quorum, only for that particular vote.

Section 6. All Board meetings shall follow Roberts Rules of Order. A Board member shall be designated as Parliamentarian.

Section 7. If a Board member does not attend 2 meetings/programs/events in a year without notice or with invalid reasons as determined by the Executive Committee of the Sisterhood Board, that member will be in non-compliance with the Sisterhood By-Laws and shall be counseled by the President/co-Presidents, and may be asked to resign her position in consultation with the Executive Committee.

ARTICLE IX

Amendments

These By-Laws may be amended at a meeting of the SLJC Sisterhood Board, provided the members of the Board have been supplied a copy of the proposed amendment(s) at least one week before the Board meeting. A two-thirds vote of those present and voting shall be necessary to approve any amendment of the SLJC Sisterhood By-Laws.