



WOMEN'S LEAGUE FOR CONSERVATIVE JUDAISM

BYLAWS

OF

INTERNATIONAL NORTHEAST REGION (INR)

Approved, signed & submitted

October 14, 2021



**WOMEN'S LEAGUE FOR CONSERVATIVE JUDAISM**  
**BYLAWS OF INTERNATIONAL NORTHEAST REGION**

**ARTICLE 1 - NAME**

The name of the organization shall be the International Northeast Region of Women's League for Conservative Judaism and shall include the affiliates and individual members within the geographical area as designated for the region by, and only by, the Women's League for Conservative Judaism, referred to herein as the "League."

**ARTICLE 11- MISSION / RESPONSIBILITIES**

**Region Mission Statement**

The mission of the region is to serve as a connection between Women's League and its affiliates and members and to provide services to strengthen the affiliates.

The responsibilities of the region shall be to:

- Advise its members on proposed plans, policies, and other matters referred to the regions by the League board of directors.
- Refer names of qualified women in the region to the League nominating committee for election to League offices.
- Elect officers and board directors for the region.
- Provide service to affiliates and individual members within the region as delegated by the League board of directors.
- Submit policy proposals for improving the quality of the League to their members.
- And perform such other duties as may be delegated by the League board of directors.

**ARTICLE 111 - MEMBERSHIP**

The membership of the International Northeast Region shall include:

1. All members of League affiliates located within the geographic boundaries of the region.

2. Anyone identifying as a woman, who has her per capita paid to the League, resides within the geographic boundaries of the region, and is an individual member in accordance with the League policy.

## **ARTICLE IV - DUES - FISCAL YEAR - AUDIT**

**Section 1:** The region shall receive a portion of the per capita dues collected by the League within its geographic boundaries. This portion is to be determined by the League. The region shall not levy dues on its affiliates or individual members.

**Section 2:** The region shall cooperate with the League to ensure the payment of per capita dues from each affiliate and individual member in the region.

**Section 3:** There shall be three approved signatories for every region bank account: Region President, region financial officer/treasurer, and a region officer or past president. Every region check shall be signed by two of the approved signatories.

**Section 4:** The fiscal year shall be from July 1 to June 30.

**Section 5:** A financial statement from the region, audited by a qualified individual, shall be submitted annually or more often if requested to the Women's League's region budget committee.

## **ARTICLE V - OFFICERS**

**Section 1:** The minimum requirement for officers shall consist of at least the following and they shall perform the duties usually pertaining to their office:

- President
- Vice Presidents:
  - o Membership/Affiliate Support
  - o Torah Fund
  - o Communications
  - o Education/Programing
- Treasurer/Financial Secretary
- Administrative Secretary

- Additional officers needed to manage the region. (See appendix.)
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## **Section 2: Duties and Responsibilities of Officers**

### **A. President**

In addition to the duties of a member of the League board of directors the President of the region shall be responsible for:

1. General oversight of all affiliates in the region.
2. Conduct meetings, conferences and disseminate mailings/emails on a regular basis.
3. Preside at executive committee meetings and keep abreast of the activities of the region.
4. Strategize with the vice presidents and directors to keep abreast of affiliates' needs.
5. Be one of the signatories on region checks.
6. Aid in budget formation.
7. Oversee region functions with event chairs.
8. Act as a liaison between the League and the region board.
9. Plan face-to-face opportunities with affiliates.
10. Deliver all region materials to her successor.

### **B. Vice Presidents**

1. Assist the President in the management of the region and preside in her absence, as designated by her.
2. Be familiar with League and region policy.
3. Supervise the activities of her portfolio.
4. Promote and share the League programs.
5. Deliver all region materials to her successor.



### C. Treasurer

1. Record all receipts, make deposits, and keep records of monies due the organization, as well as disburse the funds of the region.
2. Report regarding all monies as requested.
3. Deliver all region materials to her successor.

### D. Financial Secretary

1. Be responsible for the collection, safekeeping, and expenditure of all funds, including that of region conference and events.
2. Cooperate with the League in collection of the annual per capita dues
3. Deliver all region materials to her successor.

### E. Administrative Secretary

1. Keep minutes, attendance, records and copies of reports from all official meetings.
2. Keep the region calendar.
3. Keep policy book with the parliamentarian.
4. Help with the online and/or printed directory.
5. Deliver all region materials to her successor.

## **Section 3: Terms**

- A. Officers shall be elected for a term of three (3) years. The term of office to begin with the fiscal year.
- B. The President shall serve for one term. All other officers shall serve for no more than two (2) consecutive terms in the same office. After a lapse of one year other officers are eligible to serve again in that office.

## **Section 4: Eligibility**

- A. A Jewish woman shall be eligible to serve as a region officer if she is a member of an affiliate or an individual member of the League within the region, resides within the geographic area of the region and has served on the region board.
- B. A Jewish woman shall be eligible to serve as Region President if she is a member of a congregation and an affiliate within the region and has served on the region board.
- C. A member may not hold an elected office in more than one region concurrently.

## **ARTICLE VI - BOARD OF DIRECTORS**

**Section 1:** The management of the region shall be vested in a board of directors, which shall consist of all the officers and all the following categories of directors, with the President as chair.

- A. Elected Directors: The elected directors shall be selected from individual members and members of affiliates with consideration given to past presidents of affiliates for such selection, the number to be at least 7 but no more than 10. They shall serve for a term of three years.
- B. Ex-Officio Directors
  - 1. The past presidents of the region shall be members of the region board of directors with voice and vote as long as they remain members of affiliates within the region or are individual members living within the region.
  - 2. Members of the League board of directors shall be members of the region board with voice and vote as long as they remain on the League board of directors.
  - 3. League consultants shall be members of the region board with voice and vote as long as they remain in that position.
  - 4. Affiliate presidents shall be members of the region board with voice and vote for their term of office.

### C. Presidential Appointments

1. The President, upon approval of the region board, may appoint region board members, the number not to exceed 1/4 the number of elected directors. Appointed directors shall serve to the end of the Region President's term with voice and vote.
2. Team leaders may be elected with portfolio or may be appointed by the President at the beginning of her administration. If not elected with portfolio, the majority of such team leaders shall be appointed from the members of the current region board of directors to serve to the end of the President's term.

D. Recommendations of region representatives to the League nominating committee shall be submitted by either the region nominating committee or the Region President to the League board of directors and the woman must be Jewish as stated in the League's bylaws.

E. NOTE: As per the League bylaws, each region is allowed elected members-at-large to the League Board at a ratio of 1 per 8 affiliates or major portion thereof.

### **Section 2: Duties: All directors of the region shall:**

- Attend meetings regularly.
- Support the League's projects and programs.
- Serve on region committees.
- Attend Consulting Services workshops.
- Encourage members to attend League and region events.
- Represent the League Standards of Leadership to the community.
- Support your Women's League affiliate.
- Transfer materials to her successor.



**Section 3: Terms:** The term of elected directors, appointees and committees shall automatically expire in its entirety at the end of the Region President's term of office. The region members-at-large shall be elected by the League nominating committee following recommendation by the region boards of directors for a term of three (3) years or until their successors are elected and shall serve for no more than two (2) consecutive terms. Terms of office shall begin at the close of the region conference at which elections are held or the end of that fiscal year.

**Section 4: Eligibility:**

- A. A Jewish woman shall be eligible to serve as a director on the region board if she is a member of an affiliate with the League within the region.
- B. Or if she is a Jewish woman residing within the region and pays dues to the League as an individual member.
- C. Any woman that is an affiliate president may serve on the region board.

**Section 5: Non-participating Board Members:** If any board member shall neglect or refuse to attend three (3) meetings of the board in her term, unless excused by the President, or if in attendance at any meeting shall neglect or refuse to act in an official capacity as a director, the majority of the remaining members of the board may declare the office of that director vacant and such person shall be notified of such action.

**Section 6: Vacancy:**

- A. Vacancy in the office of President shall be filled for the unexpired term through appointment by vote of the region executive committee after the nominating committee has proposed candidates. The vice president(s) shall call the executive committee meeting. The chair of the nominating committee shall announce the appointment.
- B. Vacancy in any other office or position shall be filled through appointment by the Region President with the advice of the nominating committee, and approval by the executive committee.
- C. For purposes of determining when an officer or board member has served a term of office, service for one-half (1/2) a term shall be regarded as a full term, provided the written resignation is for valid and sufficient reason, as determined by the executive committee.



## **ARTICLE VII - COMMITTEES**

### **Section 1: Executive Committee:**

- A. The executive committee shall consist of the President, who is the chair, the officers and the immediate past president of the region.
- B. The executive committee convenes at the call of the President. The President may invite to an executive committee meeting, at her option, any member whose presence may be helpful in forwarding the specific business for which such a meeting is called.
- C. The executive committee shall manage the affairs of the region between board meetings but may not reverse or alter any decisions of the board of directors.
- D. The executive committee reports to the region board of directors.

### **Section 2: Region Teams:**

- A. Region team leaders may be appointed by the President with approval by the region board of directors. Team members shall be appointed by the President. The tenure of the team and team leaders expires in its entirety with the fiscal year.
- B. All team leaders may hold the same portfolio for no more than two terms. One year must intervene before the board member can resume that same portfolio.
- C. The budget team shall be appointed by the President and consist of the treasurer and/or financial secretary, one (1) executive committee member and one (1) region board member. The team leader can be either the treasurer and/or financial secretary or a third person.
- D. The conference team shall be appointed by the President and consist of a chair, vice chair and representatives from the executive committee, region board of directors, affiliate presidents and individual members.

## **ARTICLE VIII - MEETINGS**

**Section 1: Executive Committee:** The executive committee shall meet at the call of the President and no fewer than 4 times per year.

**Section 2: Board of Directors:** The region board of directors shall meet at the frequency, time and place approved by the board and no fewer than 3 times per year.

**Section 3: Meetings of the Region:**

- A. The region shall meet no fewer than 2 times per year, time and place approved by the committee.
- B. Notice of the time, place and purpose of the meeting shall be made available to each member of the region not less than thirty (30) days before the meeting.

**Section 4: Region Conference:**

- A. A region conference shall be held at least every three years at the end of the term of office. The region may have more frequent conferences. The date and place of conference shall be approved by the region board of directors.
- B. All members of the region shall be eligible to attend.
- C. A consultant assigned by the League shall participate in the conference and assist in its planning.

**Section 5: Special Meetings of the Region:**

- A. Special meetings of the region may be called by the Region President, at the request of the League executive committee, the region board of directors or upon written request of three (3) percent of the members of the region.
- B. No business shall be transacted except that for which the meeting has been called.
- C. Notice of the time, place and purpose of the meeting shall be made available to each member of the region not less than ten (10) days before the meeting.

## **Section 6: Quorum:**

- A. One-half (1/2) the executive committee shall be present to constitute a quorum for the transaction of business for an executive committee meeting.
- B. One-fifth (1/5) of the board of directors shall be present to constitute a quorum for the transaction of business for a board of directors meeting.
- C. Twenty-five (25) members of the region representing at least 25<sup>0</sup>/0 of the affiliates shall be present for the transaction of business at a region conference or special meeting.

## **ARTICLE IX - NOMINATIONS /ELECTIONS**

### **Section 1: The Nominating Committee:**

The Nominating committee chair shall be appointed by the President and approved by the region executive committee. The President shall appoint at the beginning of her administration, with approval of the region executive committee, 4 additional members with at least one representative from each of three (3) region affiliates, to include one past region president.

### **Section 2: Duties of the Nominating Committee:**

It shall be the duty of this committee to function throughout its term of office to:

- Nominate a candidate for Region President as its first order of business.
- Propose candidates for region office and elected members of the region board with or without portfolio. (See appendix for suggested portfolios.)
- Propose candidates to the League nominating committee for region representatives to the League board of directors, In consultation with the Region President.
- Give advice and assistance to the Region President or executive committee when vacancies occur.
- Report region election results to the League nominating committee.
- Consider past presidents of affiliates as officers and directors.
- The region parliamentarian shall attend only the first meeting of this committee to explain procedures in conformity with the Region Bylaws and Policy and shall be consulted when parliamentary questions arise.



### **Section 3: Nominating Procedure:**

- A. By 90 days prior to the region conference at which elections take place the nominating committee shall report to the region board, immediately sending its written report to the League nominating committee, and circulate its report to the region's affiliates together with a copy of Article IX, Sec. 3b, which states the right to petition.
- B. Additional nominations may be made 45 days prior to the region conference at which elections take place by petition signed by the representatives of at least 3 affiliates within the region, together with the written consent of the nominee, submitted to the region nominating committee.
- C. Upon expiration of the final date for additional nominations, where no additional nominations are presented, the slate of the nominating committee shall become the electoral ballot.
- D. The slate of the region nominating committee plus the nominations by petition shall be in the hands of the affiliate boards of directors at least one month before election at region conference. The names shall be listed alphabetically for each office if there is more than one candidate.

### **Section 4: Elections:**

- A. Elections shall take place every three years at the region conference.
- B. Terms of office shall be for three (3) years or until a successor is elected and installed, with a term of office to begin at the end of the fiscal year.
- C. A majority of members present and voting shall be required for election.

## **ARTICLE X - AMENDMENTS**

**Section 1:** These Uniform Bylaws may be amended as directed by the League executive committee.

**Section 2:** Amendment to these bylaws may be proposed to the region parliamentarian in writing signed by five region board members representing at least three affiliates in the region. Upon approval of the region board of directors, the proposed amendment shall be submitted to the League parliamentarian for evaluation and approval of the League executive committee.

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**ARTICLE XI - PARLIAMENTARY AUTHORITY**

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


**ARTICLE XII - ADOPTION OF BYLAWS**

**Section 1:** These Bylaws shall be binding upon International Northeast Region of Women's League for Conservative Judaism.

**Section 2:** A signed copy of these Bylaws shall be sent to the League office.

Region President

Date 10/14/2021

Marilyn Cohen - 

Region Parliamentarian

Date 10/14/21

Iris Zackheim - 

## APPENDIX

A Region may choose to elevate board positions to a Vice President/ Secretary from the following list or add other board positions they feel are necessary for their specific region.

Books  
Budget  
Bulletin/Newsletter/Constant  
Contact  
Conference/Annual Event  
Correspondence  
Creative Judaic Arts  
Education  
Individual Members  
Israel  
Judaica Shop  
Membership/Sisterhood Support Directors  
Nominations  
Parliamentarian  
Past Presidents Council  
Program  
Public Policy  
Recording/Minutes  
SocialAction  
Social Media/Publicity  
Sunshine Fund  
Technology  
Tikkun Olam  
Torah Fund Directors  
Ways & Means  
Webmaster/Social Media

Some Regions may add team members to their board.