

POLICIES
WOMEN OF REFORM JUDAISM

CENTRAL DISTRICT

December 2016

EXECUTIVE COMMITTEE

1. The executive committee shall act as the policy-making committee for the district with the power to add or delete. Copies of the policies shall be distributed to members of the district board.
2. The executive committee has the authority to form new committees and to drop non-functioning ones, subject to approval by Women of Reform Judaism.
3. Travel expenses to WRJ Central district executive committee meetings shall be reimbursed. Reimbursement for driving to executive committee meetings shall be based solely on the cost of gasoline to travel to and from the meetings plus the cost of tolls and parking. Receipt(s) must be presented for reimbursement reflecting the actual cost of gasoline on completion of the travel. If it is necessary to fly, district shall pay the lowest fare. If special transportation is used to or from the airport, district will pay no more than the cost of the airport limousine or equivalent. If available, a courtesy car should be used. A member of the executive committee must stay for the entire meeting in order to have her traveling expenses paid.
4. Incoming executive committee members shall be invited to attend the pre-convention executive committee meetings with voice but no vote.
5. The outgoing recording secretary shall be required to take the minutes of the pre-and post-convention executive committee meetings and the plenary(ies) prior to installation of the new board. The new recording secretary shall take the minutes of the plenary(ies) after the installation of the new board.
6. Meetings of the district, other than the district interim board and WRJ Central District convention, shall be held where most economical as determined by the president.
7. Any past president of the district who is in the hotel at the time of a board meeting or convention shall be invited to attend executive committee meetings with voice but no vote. Minutes of executive committee meetings shall be mailed to all past district presidents upon request.
8. If a member of the executive committee or past district president passes away, a memorial resolution shall be written and/or a contribution of not more than eighteen dollars (\$18) may be made to the Women of Reform Judaism Founders Endowment Fund. This shall include any district member serving as a member of the Women of Reform Judaism board of directors at the time of her death. Other acknowledgments of significant occasions may be made at the discretion of the district president, by Uniongrams, Goldengrams, or a donation not to exceed eighteen dollars (\$18).
9. The president and/or alternate may represent the district at all Union for Reform Judaism district (regional) events.
10. The first vice president shall be the district representative to the Women of Reform Judaism nominating committee when requested by Women of Reform Judaism. If she cannot serve, the president shall name an alternate from the executive committee,

preferably a vice president. District shall pay for the district representative's (whether appointed by the district or by WRJ) hotel room for no more than two (2) nights. Every effort should be made to share the room with another member of the committee.

11. Executive committee reports, with the exception of the president's report, shall be prepared and sent to the president prior to the executive committee meeting. One copy shall be kept in the notebook of the office as well as copies of the minutes, treasurer's reports and budgets, and the president's report. The president and recording secretary shall keep copies of all reports in their district files. The first vice president shall keep copies of her reports and the reports from the area directors in her files.
12. Within one month following the executive committee meeting, the recording secretary shall have the minutes of the meeting approved by the president and shall send a copy to each member of the executive committee. The recording secretary shall keep a file of all department reports.
13. After the WRJ Central District convention, the corresponding secretary shall send the district notebooks to board members and presidents of sisterhoods.
14. A past president's pin shall be presented to the president at the completion of her term. It shall be purchased from Women of Reform Judaism by the treasurer. No voucher from the president will be required in this case only.
15. The area directors shall contact local sisterhoods using the format on the contact forms. Information gathered from these contacts shall be communicated to the first vice president. Area directors shall request necessary assistance from the WRJ experts.

NOMINATING PROCEDURES

16. The nominating procedure is incorporated in the Central District bylaws.
17. The notebook of the nominating committee shall be the responsibility of the chair. It shall contain a roster of officers and board members from the past six (6) years and thereafter be kept up to date. Confidential reports of district vice presidents shall be included to help the committee evaluate candidates for district positions.
18. The names of members of the nominating committee shall be published with the slate in the pre-convention bulletin.
19. Service on the nominating committee does not preclude acceptance of a district position.
20. Local presidents shall be notified by the nominating committee chair when any of their members' names appear on the slate.
21. The district president shall encourage local presidents to invite any of their members who are serving on the Women of Reform Judaism board of directors to serve, ex officio, on their local sisterhood board.

CONVENTIONS AND BOARD MEETINGS

22. The first vice president shall serve as advisor to the convention committee of the host city for the WRJ Central District convention in her capacity as convention chair. She organizes the interim board meeting and the WRJ Central District convention with input and approval from the executive committee. The executive committee, in consultation with the president, selects the site of the interim board meeting. The convention facilitator, recommended by the first vice president and appointed by the president, will work in concert with the first vice president.

- 23.** The local arrangements chair or co-chair(s) of the WRJ Central District convention shall be appointed by the president of the host sisterhood(s) at least one year before the meeting. If there is more than one local sisterhood in the host city, there may be representative chairs from each sisterhood. The district president and first vice president shall be notified immediately of the names of the women who will serve. The district first vice president, after consultation with the district president, shall contact the local chairs to discuss arrangements and to secure facilities for the meeting. The tentative plans for the WRJ Central District convention shall be approved by the district executive committee before they are finalized. After approval by WRJ, only the district president shall have the authority to sign contracts related to the WRJ Central District convention and/or interim board meeting. The local arrangements chairs may attend the executive committee meeting held prior to the WRJ Central District convention; transportation expense for one (or both) not to exceed one hundred dollars (\$100), shall be met from the district treasury.
- 24.** When negotiating with the hotel, the local arrangements chair shall request a free suite (bedroom and parlor) for the president as well as a free hospitality room. However, if the hotel refuses to allow either of these, the convention fund will absorb the cost of the hospitality room and the district treasury will absorb the cost of the president's room. All arrangements shall be formalized in a written contract with the hotel (see stipulation, policy #23) and a copy sent to the first vice president.
- 25.** The cost of registration and all additional meals for the Women of Reform Judaism representative shall be absorbed by the convention fund.
- 26.** All board meetings and WRJ Central District conventions are to be self-supporting from the registration fees and/or hospitality of the host sisterhood(s), unless otherwise approved by the executive committee. The fee shall be determined by the host city with the approval of the executive committee. The fee shall cover all expenses— i.e. printing, copying, mailing, and meals, as well as other items spelled out in these policies.
- 27.** The executive committee shall approve the convention budget at the spring executive committee meeting preceding the convention.
- 28.** Any monies remaining after all expenses are paid and local sisterhoods are reimbursed should be turned over to the general fund of the treasury of the district. See Policy #44.
- 29.** Travel expenses for current and incoming district chairs for the interim board meeting and the district convention shall be reimbursed. Reimbursement for driving to meetings shall be based solely on the cost of gasoline to travel to and from the meetings plus the cost of tolls and parking. Receipt(s) must be presented for reimbursement reflecting the actual cost of gasoline on completion of the travel. If it is necessary to fly, district shall pay the lowest fare. If special transportation is used to or from the airport, district will pay no more than the cost of the airport limousine or equivalent. If available, a courtesy car should be used. A chair must be present for the entire meeting in order to have her traveling expenses paid.
- 30.** A convention workbook containing all pertinent information shall be compiled by the local chair and sent to the first vice president no later than February 15th of that year.

 - A.** Notes and records of the interim board meetings are kept in the file of the first vice president.
 - B.** Highlights of the interim board meeting may be included in the post-convention bulletin.

- 31.** Members of sisterhoods hosting a WRJ Central District convention may be privileged to attend any session. The fees, if any, shall be determined by the host sisterhood(s).
- 32.** For WRJ Central District conventions, there shall be committees on thanks, credentials, resolutions, rules, and time and place. The first vice president shall appoint the committee on thanks and notify the chairs of the other committees as delineated in policies #33, #34, #35, and #36.
- 33.** A member of the local arrangements committee shall chair the credentials committee. She shall give the credentials report at each plenary.
- 34.** The district chair for advocacy/Jewish concerns shall chair the resolutions committee.
- 35.** The parliamentarian shall chair the rules committee.
- 36.** The immediate past president shall serve as chair of the time and place committee. The method of selection of the host city for the WRJ Central District convention shall be by solicitation to all sisterhoods. The chair of time and place shall write to every sisterhood in the district asking all who are interested to submit bids for hosting the WRJ Central District convention that follows the upcoming convention. A request for these bids shall also be printed in the summer bulletin. Sisterhoods desiring to serve as host shall send their bid to the chair of time and place no later than two weeks prior to the WRJ Central District convention. The chair shall study the location and feasibility of transportation and other factors and make recommendations to the executive committee, which will make the final decision at the meeting immediately prior to the WRJ Central District convention. The sisterhood(s) selected shall be announced at the last plenary of the convention.
- 37.** WRJ Central District will provide funding for women to attend Central District events during a fiscal year. A minimum of \$2500 will be put aside each fiscal year from the Leadership Development Fund, which may be replenished from the reserve operating fund. All applications must be received no later than six weeks prior to the event registration due date.
- 38.** The procedure will be as follows:
 - A.** Sisterhood member:
A woman of a sisterhood may apply for a scholarship with the recommendation of her sisterhood if she has never attended a District event before.
 - B.** Individual member:
A woman who is an individual member may apply for a scholarship if she has never attended a District event before.
 - C.** Review:
Central district's First Vice President will appoint a task force to review and manage all applications. The task force should include at least 1 Area Director, 1 Vice President and 1 other Executive Board member.
 - D.** Reimbursement will be made after the event and persons confirmed attendance at The full function
- 39.** The district chairs shall be invited by the president to attend the executive committee meetings with voice, but no vote. The district will reimburse them for travel expenses as delineated in this policy.

AWARDS AND FUNDS

40. The Dorothy Fenburr Leadership Fund was established by Mrs. Herbert (Dottie) Fenburr, past president of District 9. The interest on the fund shall help defray the expenses of the first vice president to the Women of Reform Judaism May district presidents' council meeting and subsequent WRJ board meeting. Only the interest from the fund shall be spent. Interest not used within the period of the vice presidential term shall revert back to the principle. In the event that the interest from the Fenburr Fund does not cover the first vice president's expenses to attend these meetings, any balance will be paid from the vice president's line of the operating budget.
41. The district will sponsor an awards program with three (3) fixed categories and one (1) flexible category. The fixed category known as the Innovative Programming Award and the flexible category known as the President's Award will be for small (1-99 paid members), medium (100-249 paid members), and large (250 or more paid members) sisterhoods. The incoming president shall determine the theme of the flexible category award. Sisterhoods may apply for awards in each category. A second fixed category award, known as the District Emerging Leader Award, will be given to one (1) woman from within the Central district. A third fixed category award, known as the Deborah Honor, will recognize one (1) woman from each sisterhood who has been nominated by her sisterhood.
42. An honors/awards chair will be elected to serve in the department of marketing and communications. She will promote the program, recruit submissions, coordinate the awards committee, and publish the biennial resource book listing descriptions of the recognized programs.
43. The awards chair will chair the honors/awards committee which is comprised of the development/special projects vice president, the marketing/communications vice president, the advocacy/Jewish concerns chair, and the YES Fund/World Union chair. In case of a conflict of interest, the president will appoint alternates.
44. The three (3) sisterhoods winning the Innovative Programming Award, the three (3) sisterhoods winning the President's Award, and the one (1) woman selected as the district emerging leader will each receive a \$90 credit toward a registration for either the next district interim meeting or district convention. The Chai Award will be given to the one (1) sisterhood in the district that wins **each** of the following awards: the Emerging Leader Award, the Innovative Programming Award and the President's Award. That sisterhood will receive a \$90 credit towards registration for either the next district interim meeting or district convention. Individual winners receiving the Deborah Honor will receive a Deborah certificate. Funding for the district awards will come from the Baker/Egelson Fund. Twenty-five (25) percent of excess income from interim meetings and WRJ Central District conventions will be allocated to the district Baker/Egelson Fund. Administrative costs for the district awards will be paid from the awards line of the operating budget.

SPEAKERS BUREAU

45. Sisterhoods may have a speaker once in a biennium at the district's expense. Presidential visits for any purpose other than speaking can be charged to Speakers bureau only if no other speaker had been provided during the biennium. All requests for district speakers must be cleared through the district Speakers bureau chair.
46. A speaker may talk on any subject of Jewish interest but must allow time and opportunity to discuss specific projects of Women of Reform Judaism.
47. When sisterhoods have had a successful program or entertainment, which they would be willing to share with or take to another sisterhood, all arrangements can be made directly between the participating sisterhoods or through the district speakers bureau chair.

BULLETINS

48. Four bulletins shall be issued each year: fall, winter, spring, and summer.
49. The outgoing bulletin editor shall publish the bulletin immediately following the WRJ Central District Convention.
50. The district bulletin shall be emailed to the entire district board, including members of the Women of Reform Judaism board of directors residing in the district, all past district presidents, the office of Women of Reform Judaism, presidents and bulletin editors of other districts (list to be supplied by WRJ), to all WRJ Central District congregational rabbis, to the American Jewish Archives of Hebrew Union College-Jewish Institute of Religion, to all individual members residing in the district and to all names indicated on the local sisterhood rosters returned to the district corresponding secretary.

NEW AFFILIATES

51. Sisterhoods newly affiliated with WRJ will be granted one year of district affiliation at one-half the regularly assessed dues.
52. These newly affiliated sisterhoods will be invited to send two delegates to the WRJ Central District meeting where they will receive their charter. Registration for these two delegates will be paid by WRJ Central District reserve operating funds.

MISCELLANEOUS

53. Central District's fiscal year will begin July 1st and end on June 30th.
54. District dues shall be based on the sisterhood's current year's paid-up membership.
55. Bills for expenses incurred during the biennium by district board members should be submitted as they come due, with deadline for repayment of March 1. Exceptions will be made for any expenses incurred after March 1 and prior to June 30, the last day of the fiscal year. These bills must be submitted to the district president by June 30. In accordance with the bylaws, such bills will be sent to the district president who will approve them and forward vouchers to the treasurer for payment.
56. The district president shall arrange, in advance of the WRJ Assembly, an event for all district delegates consistent with the district event description determined by WRJ. A line item may be added to the budget to cover ancillary expenses.
57. The outgoing district president shall pass the files of her term of office and one term previous to the incoming district president. All files of prior terms shall be sent to the

FINANCIAL MATTERS

58. The Finance committee shall be composed of the immediate past district president, the current president, the first vice president, the treasurer, the assistant treasurer, and at least one additional member from the executive committee. This individual shall be approved by the executive committee. The immediate past district president shall serve as the chair. In the event that she is unable to do so, the president, with the approval of the executive committee, shall ask another former district president to chair this committee. She shall attend all executive committee meetings and shall be eligible to vote.

59. All financial accounts in WRJ Central District's name shall have at least two signatures on each account. One shall be the president's or the treasurer's. Only one signature is required for check writing purposes. It shall be the responsibility of the finance committee chair to see that new signature cards are executed when officers change.

60. The treasurer shall review all statements generated regarding district's funds each month.

61. District's operating money shall be kept in an interest bearing account in a bank holding FDIC insurance or in a securities firm which is a member of the New York Stock Exchange and shall be available for transfer to a checking account as needed. All funds not needed for operating expenses may be invested in marketable securities.

62. The finance committee shall develop an investment plan. When developing the strategy and selecting investments, the committee shall exercise due care and act in a prudent manner avoiding unnecessary risks with regard to the financial accounts. The finance committee shall adopt a strategy to preserve the district's capital while securing steady growth of income. We recognize that some risk may be necessary to produce long-term investment results which are sufficient to meet our objectives. The finance committee shall develop and review the plan annually and submit any changes to the executive committee in writing for approval.

63. The finance committee shall meet at least semi-annually to review the district's investment portfolio.

64. The finance committee shall recommend that district seek the advice of a registered investment advisor or registered professional money management organization which must be approved by the executive committee. This person shall not be related to any member of the executive committee. The committee shall meet with such individuals at least once a year or more often if deemed necessary.

65. The members of the finance committee and the district board shall not be held personally liable for any loss of the district's funds invested according to the investment policy or in accordance with the recommendations of an investment advisor.

REVISION OF POLICIES

66. When district bylaws or policies need updating or revision, the work shall be done under the direction of the parliamentarian.

67. Proposed amendments to the policies shall be sent to the executive committee at least two weeks prior to their meeting.

68. Established policies may be changed by the executive committee by a vote of two-thirds (2/3) of its members.

