REVISED POLICIES AND PROCEDURES

APPENDIX A CONFLICT OF INTEREST
APPENDIX B DOCUMENT RETENTION

2013/2014
POLICIES AND PROCEDURES
OF THE
PALM BEACH SECTION
NATIONAL COUNCIL OF JEWISH WOMEN

The National Council of Jewish Women is a grassroots organization of volunteers and advocates who turn progressive ideals into action. Inspired by Jewish values, NCJW strives for social justice by improving the quality of life for women, children and families and by safeguarding individual rights and freedoms.

The Palm Beach Section shall give primary consideration to the priorities of NCJW as selected at the National Convention, in planning its programs and projects.

The policies of the Palm Beach Section of the National Council of Jewish Women are formulated by and subject to revision by the Board of Directors. The section shall revise its policies every three years.

I. OPERATION

A. The National Council of Jewish Women Palm Beach Section, Inc. hereinafter referred to as "the Section" as a non-partisan membership organization, utilizes volunteers (and staff) whose (continued) efforts can achieve desired goals.

B. The Section shall give primary consideration to the NCJW, Inc., mission and priorities in planning its program and projects.
C. Members of the Section shall not canvas, petition or solicit its members on behalf of another organization without prior approval from the Section board.

D. The Section shall not endorse commercial products. Acceptance of advertising or commercial contributions by the Section does not imply or constitute an endorsement of the product.

E. The Section shall comply with all policies mandated by the federal government, as detailed in Article V.

F. Neither the president nor the president's designated representative may commit the Section to any financial obligation without prior approval of the board of directors.

G. All press releases for the Section shall be approved by the president or another authorized Section leader.

H. Observance of Sabbath, Holy Days and Legal Holidays.
   1. The Section shall conduct only such activities as are consistent with the spirit and tradition of the Sabbath, Jewish and legal holidays.
   2. The Palm Beach Section shall not have meetings or sponsor any undertaking, which shall desecrate the Sabbath Day or Holy Days set forth by the National Policy for the High Holy Day observance, Rosh Hashanah (1st and 2nd days), Erev Yom Kippur and Yom Kippur, Succoth (1st and 2nd days) Shemini Atzeret, Simchat Torah, Pesach (1st, 2nd, 7th and 8th days), Shevout (1st and 2nd days).

II AFFILIATIONS AND COOPERATION WITH OTHER ORGANIZATIONS AND/OR COALITIONS

A. Affiliation and cooperation with other organizations and/or coalitions must have prior approval by the Section Board of Directors.

B. When the Section affiliates with a local, state or national organization and/or coalition, it shall do so in a manner consistent with NCJW, Inc. Policies and Procedures.

C. The Section may cooperate on individual projects of other national organizations and/or coalitions provided such projects have the endorsement of NCJW, Inc.

D. The Section may cooperate with local projects or movements or affiliate with other organizations and/or coalitions with which NCJW Inc. is affiliated. In other instances the Section must obtain the approval of NCJW, Inc.
E. The Section shall not form functioning committees of other existing local, National, or International organizations without the approval of NCJW, Inc. The NCJW, INC. Policies and Procedures concerning the spending of Section funds for such organizations shall be observed.

F. When the Section is affiliated with a coalition that takes a stand against a position or policy of the NCJW, Inc., the Sections should register its opposition and ask that this opposition be noted in public statements or representations.

G. When the Section is affiliated with an organization and/or coalition that consistently takes action contrary to the resolutions, programs or policies of NCJW, Inc. the Section must disaffiliate itself from that organization or coalition.

H. The Section may not release its official membership list to any other organization, coalition or business.

I. Any committee activity involving initiation of or a change in policy shall be reported to the Board of Directors for approval before being undertaken.

J. Major changes in policy and any new major projects shall be presented to and approved by the Section Executive Board.

III FINANCIAL

A. The annual dues for each member shall be $40.00 dollars, payable as of July 1. The portion of dues equal to the per capital dues as established by NCJW, Inc. for the year for which they are paid, becomes funds of NCJW, Inc. and shall be paid to NCJW, Inc. following collection in a timely manner. The Section may offer a special category for membership at the discretion of the Board and permission of National.

B. A dues paying member of any NCJW Section may be an associate member of the Palm Beach Section by paying associate dues of $30.00 dollars.

C. Life Members of other sections who do not wish to transfer their membership to Palm Beach Section but wish to be active in Palm Beach Section shall be required to pay the reduced rate of $30.00
per year. This reduced fee will entitle all members paying this rate all e-mails and mailings sent by the Palm Beach Section.

D. After official notice is given to a lapsed member, the name of such member shall be removed from the membership roster and NCJW, Inc. shall be so informed. Such a member, upon payment of the current year's dues, shall be reinstated as a member in good standing.

E. Section financial contributions to projects and programs in Israel shall be made only to projects and programs of NCJW, and such contributions shall be made through the treasury of NCJW, Inc.

F. All gifts of money and other financial contributions to the Section shall be paid to the Section treasury.

G. Any bequest not specifically designated by the giver shall be put in the general fund.

H. The Section may establish special funds for specific purposes to which members may contribute. These funds shall be so designated but held in the Section treasury.

I. The Section shall seek to maintain a fund balance equal to at least 50 percent and not more than 100 percent of its annual budget.

J. If a Section secures an NCJW, Inc. visitor without prior authorization from NCJW, Inc, the Section shall defray the visitor's expenses.

K. The Palm Beach Section shall make no contribution from its treasury to any other organization, and shall not ask for voluntary gifts for another organization from its members, except on action of the Board of Directors.

L. Any Section contribution of up to $100.00 to another 501-C-3 organization shall be approved by the Section Board. Contributions in excess of $100.00 can only be made to organization on which NCJW has a designated seat on that organization’s Board of Directors.

M. No funds or gifts in kind may be solicited by a committee unless such solicitation has the approval of the Board of Directors.

N. All gifts of money and contributions to the Palm Beach Section shall be sent to the Section Treasury.
O. A bequest of over one thousand ($1,000.00) when no purpose is designated, shall be put into a special reserve fund for investment, the income of which may be used for operating expenses at the direction of the Board of Directors until such time as the Board shall decide upon a purpose for the funds.

P. Members may designate donations to support specific community service projects.

Q. Expenditures by Individuals: All requests for reimbursement by individuals for authorized NCJW business must be subject to approval by the Treasurer(s) appropriate Vice-Presidents or President and shall be accompanied by vouchers.

IV. OFFICER

S RESPONSIBILITIES

A. President

1. The president shall appoint chairs of standing and/or special committees except the nominating committee.

2. The president shall make an annual report to the Section, a copy of which may be sent to NCJW, Inc.

B. Vice President

1. The Section may elect Vice Presidents as recommended by the Nominating Committee.

2. Responsibilities are available in Job Descriptions which may be found in an internet file.

   Access availability through Administrative Vice President

C. Treasurer(s)

1. It shall be the duty of the treasurer(s) to collect and/or receive all money due to the Section.

2. The treasurer(s) shall send in a timely manner the annual per capita amount for each member to NCJW, Inc. following the collection, as specified in the Bylaws and Policies and Procedures of NCJW, Inc.
3. The treasurer(s) shall distribute funds only upon presentation of duly authorized receipts.

4. The treasurer(s) shall co-sign checks with the president or a designee.

5. The treasurer(s) shall submit a written financial report at all regular meetings of the board of directors and annual report to the membership.

6. The treasurer(s) shall have the financial records of the Section reviewed annually. She /he shall present this review to the Board and make it available to the membership.

7. The treasurer(s) shall be the chair of the Section’s finance committee.

8. The Treasurer(s) will file all necessary federal and state financial forms.

D. Membership Vice President

1. It shall be the duty of the Membership Vice President to issue dues bills, collect dues, which shall be remitted to the Section Treasurer(s) and maintain a current record of payments and delinquencies.

2. The Membership Vice President shall report on the status of the Section membership at board and annual meetings.

3. The Vice President of Membership shall send to NCJW, Inc, on a timely basis, such reports on membership as are in accordance with procedures established by NCJW, Inc.

4. The Vice President of Membership shall serve as a member of the finance committee.

E. RECORDING AND CORRESPONDING SECRETARIES

The responsibilities of the Recording and Corresponding Secretaries are available in Job Descriptions which may be found in the internet files. Access is available through the Vice President of Administration.
V POLICIES COVERING INDIVIDUALS

A. Whenever a member of the Palm Beach Section or its staff shall hold a position in any organization by virtue of her membership in the Section, such representation shall cease upon her resignation from the Section. The organization in question shall be notified that she no longer represents the Section.

B. Participation in NCJW projects is limited to members in good standing in the Palm Beach Section. The Board of the Section or the Branch may elect to waive this under special circumstances.

C. Members of the Palm Beach Section shall neither solicit or promote any services or merchandise for personal gain at any Section function. However exceptions may be made at the discretion of the Executive Committee for fund raising purposes.

D. NCJW meetings are open to all members. If there is a fee involved, there may be a special fee for non-members. Non members should join after attending two study groups or book group meetings.

VI REPRESENTATIONS

The President shall be the official representative of the Section at all times, but has the power to delegate that representation. A report shall be presented afterwards.

VII FEDERAL COMPLIANCE WITH SARBANES-OXLEY ACT

A. The Section shall maintain a written Conflict of Interest Policy and all members of the Section Board of Directors shall complete the disclosure form.

B. The Section shall maintain a Document Retention policy.
VIII COMMITTEES

A. The committees of the Section may include, but not be limited to, the following:
   Standing committees: nominating, finance, membership, public affairs, community service.

Nominating Committee: There shall be a Standing Nominating Committee composed of five (5) members to be selected by the Board of Directors, at least three (3) of whom are on the current Board.

Preference for the additional two slots will be given to committee chairs and to active committee members. Two (2) alternates will also be selected with voice but no vote and shall attend all Nominating Committee meetings. The committee is in effect for one year.

The Nominating Committee shall have complete autonomy

A request will go out to the membership in September seeking members interested in serving on the Nominating Committee.

The Board of Directors will select the Nominating Committee at the October Board meeting.

The Chairwoman of the previous Nominating Committee shall convene a meeting of the new Nominating Committee within one month of selection. The past chair shall serve as an advisor with voice but no vote. If she is unable to serve, the President(s) shall appoint another member of the previous Nominating Committee to serve as the advisor.

It is the responsibility of the committee to select a chairwoman, familiarize themselves with each prospective vacancy and job description for each vacancy.

The Nominating Committee shall, upon selecting a prospective candidate for one of the vacant positions, review the job description of that position with the prospective candidate. Job descriptions of all positions are on file with the VP of Administration or online when posted.

The Nominating Committee should begin deliberations no later than December and have a slate to present to the Board at the January Board meeting. The new
slate will then be presented to the entire membership in February. The new slate will be voted on (electronically) in March and the new officers installed in April.

The newly appointed nominating chairwoman will present the open positions needed to be filled to the board prior to the nominating committee meeting so the board can make suggestions of names for the nominating committee to consider.

2. Special committees: events, special fund raisers, programs, strategic planning, bylaws.

B. If a chair or vice chair is remiss in carrying out her duties, the president may, with board approval, request her resignation before the expiration of her term.

IX LEGISLATIVE ISSUES

A. General

1. This Section shall not endorse any political party or any candidate for election to public office on a national, state or local level. Information about candidates and partisan issues must always be presented in a bi-partisan manner.

2. Sections seeking to endorse or oppose appointments of individuals whose responsibilities may impact issues of concern to NCJW should confer with NCJW, Inc. prior to proceeding.

B. State Legislation

The Committee on State Policy Advocacy has been given autonomy to endorse legislation of a purely state future, which is consistent with the NCJW, Inc. Resolutions. The Section shall participate in state legislation under the aegis of the State Policy Advocacy. If there is no SPA Chair, the Section shall participate in state legislation under the guidance of the NCJW, Inc. Washington Office.

C. Local Legislation

The Section may endorse or oppose local legislation and issues only after careful study and consultation with NCJW, Inc. Washington Office.
X. NATIONAL MEETINGS

The Section shall send the permitted number of delegate and alternates whenever feasible. In choosing delegate to national meetings, priority should be given to current and future leadership.

XI. AMENDMENTS AND REVISIONS

A. The Policies of the Section are formulated and subject to revision by the Section Board of Directors. The Section shall review its policies at least every three (3) years.
B. Existing policies may be amended or rescinded and new policies may be adopted at any board meeting by a majority vote, provided notice is given.

XII. CHANGE IN BY LAWS

1. By the Board
2. Given to membership one month before action is taken.
3. Two-third (2/3) vote of membership present. Must be a quorum of the membership.

END OF POLICIES AND PROCEDURES 2013/2014

(End of Policies and Procedures)
CONFLICT OF INTEREST POLICY

National Council of Jewish Women Palm Beach Section (NCJW) believes in an ethic of avoiding situations in which officers, directors, members of key committees and key employees may unduly influence or show favoritism in their decision-making process. NCJW depends upon these individuals who give their time for the benefit for the organization and recognizes that because of varied interests and involvement, the service may at certain times result in situations involving real or apparent conflicts of interest.

A potential conflict of interest situation arises when an officer, director, member of a key committee, or key employee has or appears to have a financial interest in or a fiduciary responsibility to a third party engaged in a transaction with the NCJW. This includes, but is not limited to, the provision of professional or other services or products in the normal course of business to NCJW. For the purposes of this policy,

(i) A person has a “financial interest”, in a third party if the person, the persons spouse or immediate family member has any financial interest as a share holder, partner or owner in the third party;

(ii) A person has a “fiduciary responsibility” to a third party if the third party is a corporation, partnership, proprietorship, firm, association, nonprofit corporation or other entity in which the
person, the persons spouse or immediate family member is a
director, trustee, officer or an employee with significant
administrative responsibility;
(iii) The term “key committee” includes but is not limited to the
finance, investment, and audit committees;
(iv) The term “key employee” includes the executive director, the
director of finance and administration, the director of
development, the director of Washington operations, the director
of membership and communications and the director of the Israel
office;
(v) An “immediate family member” includes a person’s spouse,
domestic partner, sibling, parent, child, and any other relatives
living with such person.

An officer, director, member of a key committee, or key
employee shall not use such person’s position or knowledge
gained there from, directly or indirectly for such personal benefit.
However, believing that service should not be rendered impossible
solely by reason of these conflicts, NCJW, Inc. hereby adopts a
policy requiring full disclosure of any such interest and non-
involvelement in any decision in which potential conflict is involved
as follows:

The officer, director, member of a key committee, or key
employee having the conflict shall disclose, in writing, the
relationship or interest to the president of the NCJW if the
transaction is the subject of board approval or to the chair of any
committee acting on a transaction, prior to discussion or action
with a copy to the NCJW president and executive director. The
officer, director, member of a key committee, or key employee
shall not participate in any stage of the deliberation or decision
regarding the matter. Before approving the transaction, the board
of directors or committee approving the transaction shall have
considered other alternatives and comparability data and have determined that the transaction is in the best interest of the NCJW. The minutes of the meeting shall reflect that conflict disclosure was made, the vote taken where applicable, the abstention from voting and participation of the conflicted individual.

A Conflict of Interest Policy shall be furnished to each officer, director, and member of a key committee upon commencement of their respective terms and to a key employee upon commencing employment. Each person receiving the Conflict of Interest Policy must acknowledge receipt of same in writing. These acknowledgements are to be retained by the director of finance and administration.

Disclosure

Officers and Directors shall file a Conflict of Interest Disclosure Statement (attachment) annually with the NCJW, Inc. Section VP Administrator, disclosing any conflict situations which shall be updated as needed.

The Section VP Administrator shall review the Conflict of Interest disclosure statements and address any potential conflicts. The committee will report its findings to the finance committee.
NATIONAL COUNCIL OF JEWISH WOMEN

CONFLICT OF INTEREST DISCLOSURE STATEMENT

I, ____________________________, have read the Conflict of Interest Policy of the National Council of Jewish Women, Inc. and agree to comply therewith. I state that, to the best of my knowledge and belief, I, my family members, and related entities, are not involved in any activity and have no outside interest that may conflict with the best interest of NCJW, Inc., except as reported below. I agree to report promptly any situation which might involve, or appear to involve, any conflict of interest with NCJW, Inc.

Name of Activity of Interest (please be specific)

____________________________________

____________________________________

____________________________________
If no conflicts exist, initial here: ______________________

Signature ____________________________ Date ____________

Return form to:
Section Vice President of Administration

APPENDIX B

DOCUMENT RETENTION POLICY
(Revised 01-2009)

1. PURPOSE

To ensure the most efficient and effective operation of the
National Council of Jewish Women (NCJW), we are
implementing the Document Retention Policy ("DRP"). The
records of NCJW are important to the proper functioning of the
organization. Our records include virtually all of the records you
produce as an NCJW employee. Such records can be in
electronic or paper form. Thus, items that you may not
consider important, such as inter-office e-mails, desktop
calendars and printed memoranda are records that are
considered important under this policy. If you are ever uncertain as to any procedures set forth in this policy (e.g., what records to retain or destroy, when to do so, or how) it is your responsibility to seek answers from NCJW's Office Manager ("DRP Manager").

The goals of the DRP are to:
1. Retain important documents for reference and future use;
2. Delete documents that are no longer necessary for the proper functioning of NCJW;
3. Organize important documents for efficient retrieval; and
4. Insure that you, as an NCJW employee, know what documents should be retained, the length of their retention, means of storage, and when and how they should be destroyed.

Federal and State laws require NCJW to maintain certain types of records for particular periods. Failure to maintain such records could subject you and NCJW to penalties and charges of obstructing justice or spoiling legal evidence, and/or seriously harming NCJW’s position in litigation. Thus, it is imperative that you fully understand and comply with this, and any future records retention or destruction policies and schedules, UNLESS you have been notified by NCJW, or if you believe that (1) such records are or could be relevant to any future litigation, (2) there is a dispute that could lead to litigation, or (3) NCJW is a party to a lawsuit, in which case you MUST PRESERVE such records until NCJW’s legal counsel determines that the records are no longer needed. "Records" discussed herein refer to all business records of NCJW (and is used interchangeably with
“documents”), including written, printed, and recorded materials, as well as electronic records, (i.e. e-mails and documents saved electronically). All business records shall be retained for a period no longer than necessary for the proper conduct and functioning of NCJW.

II Management
To ensure compliance with the DRP, NCJW’s DRP manager is responsible for the following oversight function:
- Implementing the DRP;
- Ensuring that employees are properly educated, understand, and follow the DRP’s purpose;
- Providing oversight on actual retention and destruction of documents;
- Ensuring proper storage of documents;
- Periodically following-up with counsel to ensure proper retention periods are in place;
- Ensuring the proper storage of documents;
- Suspending the destruction of documents upon forseeable litigation; and
- Keeping corporate officers, directors, and employees apprised of changes in relation to the DRP.

NCJW’s DRP Manager shall annually review the DRP, modify it accordingly, and inform and educate all NCJW employees on any such changes. All questions relating to document retention and/or destruction should be directly addressed to NCJW’s DRP Manager.

III Types of Records
Attached at the end of the DRP, is a list of several categories of records, as well as specific records that contain specific retention periods.
This is referred to as a Document Retention Schedule ("DRS"). Types of records are described here.

Temporary Records

Temporary records include all business documents that have not been completed. Such include, but are not limited to written memoranda and dictation to be typed in the future, reminders, to do lists, reports, case studies, and calculation drafts, inter-office correspondence regarding a client or business transaction, and running logs. Temporary records can be destroyed or permanently deleted if in an electronic form (see protocol below for proper destruction of data in electronic form) when a project/case/file closes.

Final Records

Final records include all business documents that are not superseded by modification or addition. Such include, but are not limited to: documents given (or sent by electronic form) to any third party not employed by NCJW, or government agencies; final memoranda and reports; correspondence; hand written telephone memoranda not further transcribed; minutes; designs/plan specifications; journal entries; cost estimates; etc. All accounting records shall be deemed final.

Permanent Records

Permanent records include all business documents that define NCJW’s scope of work, expressions of professional opinions, research and reference materials. Such include, but are not limited to contracts, proposals, materials referencing expert opinions, annual financial statements, federal tax returns, payroll registers, copy write registrations, patents, etc. Except as provided for in the Documentation Retention Schedule, all permanent documents are to be retained permanently.

Accounting and Corporate Tax Records
Accounting and corporate tax records include, but are not limited to: financial statements; ledgers; audit records; invoices and expense records; federal, state, and property tax returns; payroll, accounting procedures; gross receipts; customer records; purchases; etc.

Workplace Records

Workplace records include. But are not limited to Articles of Incorporation, By-Laws, meeting minutes, deeds and titles, leases, policy statements, contracts and agreements, patents and trademark records, etc. Unless otherwise specified in the DRS, such records should be retained in perpetuity.

Employment, Employee and Payroll Records

Employment records include, but are not limited to job announcements and advertisements; employment applications, background investigations, resumes, and letters of recommendation of persons not hired; etc. Employee records include, but are not limited to employment applications, background investigations, resumes, and letters of recommendation of current and past employees, records relating to current and past employees performance reviews and complaints, etc. Payroll records include, but are not limited to wage rate tables; salary history; current rate of apy; payroll deductions; time cards; W-2 and W-4 forms; bonuses; etc.

BANK RECORDS

Bank records include, but are not limited to bank deposits; check copies; stop payment orders; bank statements; check signature authorizations; bank reconciliations; etc.

LEGAL RECORDS
Legal records include, but are not limited to all contracts, legal records, statements, and correspondence, trade mark and copy write registrations, patents, personal injury records and statements, press releases, public findings, etc.

HISTORICAL RECORDS

Historical records are those that are no longer of use to NCJW, but by virtue of their age or research value may be of historical interest or significance to NCJW. Historical records should be retained indefinitely.

IV STORAGE

Tangible Records:

Tangible records are those which you must physically move to store, such as paper records (including records printed versions of electronically saved documents), photographs, audio recordings, advertisements and promotional items. Active records and records that need to be easily accessible may be stored in NCJW’s office space or equipment. Inactive records can be sent to NCJW’s off site storage facility.

Electronic Records

Electronic mail (e-mail) should be either printed and stored as tangible evidence, or downloaded to a computer file and kept electronically or on a disc. NCJW has computer software that duplicates files, which are then backed-up on central servers. Files stored locally on your systems “C” drive or a notebook computer from NCJW that you work on out of the office, are not backed up or protected. It is important that all employees take precautionary measures to save work and records on NCJW’s network drives in departmental folders or personal folders. If you save sensitive or
important records on computer discs, you should duplicate the information in an alternate format because discs are easily lost or damaged.

V DESTRUCTION/DELETION

Tangible Records

Tangible records should be destroyed by shredding or some other means that will render them unreadable. If you have a record that you do not know how to destroy, such as a photograph, compact disc, or tape recording, ask the advice of NCJW’s DRP manager.

Electronic Records

NCJW has a backup system that protects for two weeks. E-mail records that you "delete" remain in NCJW’s system for two weeks. Thus, NCJW’s information technology ("I T") Department will be responsible for permanently removing deleted e-mails from the network system. Deleting files and emptying the recycle bin is usually sufficient in most circumstances to get rid of a record. However, because electronic records can be stored in many locations NCJW’s I T department will be responsible for permanently removing deleted files from the NETWORK system. Keep in mind, where duplicate records are involved, both copies must be destroyed/deleted where proper.

VI CESSION OF RECORD DESTRUCTION/DELETION

For record keeping outside of the period stated on the DRS, NCJW’s DRP Manager may suspend this DRP as needed if documents are considered necessary for a specific time period or to complete a required project.