

**NATIONAL COUNCIL OF JEWISH WOMEN
PALM BEACH SECTION**

**UPDATED REVISION OF POLICIES AND PROCEDURES
September 2020**

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

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 INC, 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 review and 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” or “NCJW”, as a non-partisan membership organization, utilizes volunteers (and staff) whose efforts can achieve desired goals.
- B. Members of the Section shall not canvas, petition or solicit its members on behalf of another organization without prior approval from the Section Board.
- C. 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.
- D. The Section shall comply with all policies mandated by the federal government, as detailed in Article V.
- E. 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, excluding the Sunshine Fund and/or President’s Discretionary Fund.
- F. All press releases for the Section shall be approved by the President, Vice President of Communications and Social Media and/or Director of Communications.
- G. Observance of Sabbath, Holy Days and Legal Holidays.
 - 1. The Section shall conduct only such activities as are consistent with the spirit and traditions 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 Holiday observance: Rosh Hashanah (1st and 2nd days), Erev Yom Kippur and Yom Kippur, Succoth (1st and 2nd days), Shmini Atzeret, Simcha Torah, Pesach (1st, 2nd, 7th and 8th days), Shevuoth (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. The NCJW Palm Beach Section “logo” and/or other identifying and crediting wording must be included on all printed and online materials related to the project.
- 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. The NCJW Palm Beach Section “logo” and/or other identifying and crediting wording must be included on all printed and online materials related to the project.
- 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 must 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. Financials

- A. Currently, Sections are obligated to provide support to NCJW INC in the form of National Partnership Dues. The contribution is used to create resources and programs that are, in turn, utilized in Sections throughout the country and also constitute the price of belonging to a national Organization.
- B. National Partnership Dues, previously called Program Support, is the term NCJW uses to describe the amount of financial support assigned annually to each Section. These funds allow NCJW to provide support to Sections, impact public policy and develop and promote initiatives.
- C. The annual dues for each member of Palm Beach Section shall be \$45, payable as of July 1. The Section may offer a special category for membership at the discretion of the Board and permission of NCJW INC.
- D. A dues paying member of any NCJW section may be an associate member of the Palm Beach Section for no additional charge.

- E. 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 will be considered a member of NCJW Palm Beach Section and will be entitled to all e-mails and mailings sent by the Palm Beach Section.
- F. After official notice is given to a lapsed member, the name of such member shall be removed from the membership roster after 18 months and added to the non-member roster. 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.
- G. Section financial contributions to projects and programs in Israel shall be made only to projects and programs of NCJW INC and such contributions shall be made through the treasury of NCJW INC.
- H. All gifts of money and other financial contributions to the Section shall be paid to the Section treasury.
- I. Any bequest not specifically designated by the giver shall be put in the general fund.
- J. 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.
- K. The Section shall seek to maintain a fund balance equal to, at least, 50% and not more than 100% of its annual budget.
- L. If a Section secures an NCJW, Inc. visitor without prior authorization from NCJW, Inc., the Section shall defray the visitor's expenses.
- M. 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.
- N. Any Section contribution of up to \$500 to another 501-3-C organization shall be approved by the Section Board. Contributions in excess of \$500 can only be made to organizations on which NCJW has a designated seat on that organization's Board of Directors.
- O. No funds or gifts in kind may be solicited by a committee unless such solicitation has the approval of The Board of Directors.
- P. All gifts of money and contributions to the Palm Beach Section shall be sent to the Section treasury.
- Q. A bequest of over one thousand (\$1,000.00), when no purpose is designated, shall be put into a special reserve 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.
- R. Members may designate donations to support specific community service projects.
- S. 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(s) shall appoint Chairs of standing and/or special committees except the nominating committee.
- 2. The President(s) 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.

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 National Partnership Dues to NCJW INC following the collection, as specified in the By-Laws 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.
9. The Treasurer(s) shall prepare for the annual audit.

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-Presidents of Membership shall serve as a member of the finance committee.

E. Recording and Corresponding Secretaries

1. The responsibilities of the Recording and Corresponding Secretaries are available in Job Descriptions.

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. Accompanying non-member volunteers may not participate more than once before being required to become members in good standing. Volunteers who have financial responsibilities, no matter how temporary, and who are representing

the section, shall be required to be a member in good standing. An exception may be made with the approval of the President.

- C. Members of the Palm Beach Section shall neither solicit nor 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 fundraising purposes.
- D. NCJW meetings are open to all members. If there is a fee involved, there may be a special fee for non-members.

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. SEE FOLLOWING PAGES FOR DOCUMENT RETENTION AND CONFLICT OF INTEREST POLICIES.

VII. Committees

- A. The committees of the Section may include, but not limited to, the following:
Standing Committees: Nominating, Finance, Membership, Advocacy, Community Service and Evaluation.
- B. 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 including the Immediate Past President who has a voice but no vote.
 - 1. 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 a voice but no vote and shall attend all Nominating Committee meetings. The committee is in effect for one year.
 - 2. The Nominating Committee shall have complete autonomy.
 - 3. A request will go out to the membership in September of each year inviting names of members interested in serving on the Nominating Committee.
 - 4. The Board of Directors will select the Nominating Committee at the October meeting.
 - 5. The Chair of the previous Nominating Committee shall convene a meeting of the new Nominating Committee within one month of selection.
 - 6. The past chair shall serve as an advisor with a 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.
 - 7. The Immediate Past President shall serve as the Chair of the Nominating Committee. If she is unable to serve, an alternate past president will be asked to serve as the Chair.
 - 8. It is the responsibility of each committee member to familiarize themselves with each prospective vacancy and job description for each vacancy.

9. The Nominating Committee shall, upon selecting a potential 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.
 10. 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.
 11. The newly appointed nominating Chair will present the open positions needed to be filled to the Board prior to the Nominating Committee so the Board can make suggestions of names for the Nominating Committee to consider.
- C. Special Committees: Events, Special Fund Raisers, Programs, Strategic Planning, By-Laws.
- D. If a chair or vice chair is remiss in carrying out her duties, the President may, with the 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 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
- C. The Committee on State Policy Advocacy has been given autonomy to endorse legislation of a purely state nature, 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.
- D. Local Legislation
1. The Section may endorse or oppose local legislation and issues only after careful study and consultation with NCJW INC.

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

- A. By the Board
- B. Given to Membership one month before action is taken.

- C. Two-third (2/3) vote of membership present. Must be a quorum of the membership. These will be sent electronically and a non-response will be considered as a vote of acceptance.

End of Policies and Procedures Revised September 2020