

**NATIONAL COUNCIL OF JEWISH WOMEN
SECTION, INC.**

**SUGGESTED
SECTION
POLICIES AND PROCEDURES**

Revised 2011

**INFORMATION ABOUT
SUGGESTED SECTION POLICIES AND PROCEDURES**

1. Each section frames its own Policies and Procedures, which may not conflict with the NCJW, Inc. Policies and Procedures or any other official document. This form is intended to serve as a guide.
2. Policies are approved by the Section Board of Directors, which may amend them at any time. They do not have to be approved by the NCJW, Inc. Committee on Bylaws, Policies and Procedures, but a current copy should be filed with the Membership and Communications Department at the New York office.
3. Policies and Procedures are a guide of the daily operations of the section.
4. Note that some items that may have been included in bylaws in the past have been moved to policies in alignment with the new format for NCJW, Inc. bylaws adopted at the 44th National Convention in 2008. Bylaws should be broad and enabling, and allow the governing body to take action as needed to perform the work of the section. Policies and procedures should detail the workings of the section.
5. The chart on the following page (Chart A) gives some concrete examples of the differences between bylaws and policies and procedures.
6. Any questions should be referred to the NCJW, Inc. Committee on Bylaws, Policies and Procedures through the Action Line at the NCJW's Headquarters office (action@ncjw.org or 1 800 829 NCJW).

Chart A

BYLAWS

- * General structure
- * Require a vote by the membership to be amended
- * Not part of policies document
- * General and enabling

* **Example:** Treasurer
The treasurer is the official custodian of the funds of the Section.

The treasurer shall serve as the chair of the finance committee.

* **Example:** Dues
The annual dues for NCJW ____ Section, Inc. members shall be set by the board of directors of the Section.

* **Example:** Committees
The board of directors shall establish such standing committees as are necessary to carry out the work of the organization.

POLICIES and PROCEDURES

- * Specific operations
- * Require a vote by the board/ governing body to be amended
- * Not part of bylaws document
- * Specific and definite

* **Example:** Treasurer
The treasurer shall cause the books to be audited, present the annual financial audit to the board and recommend policy changes pursuant to the audit results.

The treasurer shall ensure board involvement in the setting of financial policies and procedures.

* **Example:** Dues
The annual dues for NCJW ____ Section, Inc. members shall be \$36.

* **Example:** Committees
The standing committees of the NCJW ____ Section, Inc. shall be
A) name and describe
B) name and describe, etc.

NATIONAL COUNCIL OF JEWISH WOMEN _____ SECTION, INC.

POLICIES AND PROCEDURES

I. OPERATION

- A. The National Council of Jewish Women _____ Section, Inc., hereinafter referred to as 'the Section', as a non-partisan membership organization, utilizes volunteers (*and staff*) whose (*combined*) 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. See NCJW, Inc. Policies and Procedures as a guide for Holy Days observed.
 - 3. See NCJW, Inc. Policies and Procedures as a guide for legal holidays observed.

II. FINANCIAL

- A. The annual dues for each member shall be _____ dollars, payable as of July 1. (*If the section offers special categories for membership, those categories and amounts should be listed here.*) The portion of dues equal to the per capita 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. by the 15th of the month following collection.

- B. 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.
- C. 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.
- D. All gifts of money and other financial contributions to the Section shall be paid to the Section treasury.
- E. Any bequest not specifically designated by the giver shall be put in the general fund.
- F. 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.
- G. 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.
- H. If a Section secures an NCJW, Inc. visitor without prior authorization from NCJW, Inc., the Section shall defray the visitor's expenses.
- I. All requests for reimbursement by individuals for authorized Section business must be approved by the appropriate Section official and should be accompanied by receipts.

III. **OFFICER RESPONSIBILITIES**

(Please modify this section to reflect the actual leadership structure of your section and reassign these responsibilities to the appropriate person if you do not have the listed jobs titles – e.g. if you do not have a president but you have vice presidents you can shift the president's responsibilities to the VP. Likewise, if you are run by a different kind of governing board you can put these responsibilities under the governing board and that group can decide who will handle them.)

- 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. Treasurer
 - 1. It shall be the duty of the treasurer to collect and/or receive all money due to the Section.

2. The treasurer shall send the annual per capita amount for each member to NCJW, Inc. by the 15th of the month following collection, as specified in the Bylaws and Policies and Procedures of NCJW, Inc.
3. The treasurer shall disburse funds only upon presentation of duly authorized receipts.
4. The treasurer shall co-sign checks with the president or a designee.
5. The treasurer shall submit a written financial report at all regular meetings of the board of directors and an annual report to the membership.
6. The treasurer shall have the financial records of the Section reviewed annually. She shall present this review to the board and make it available to the membership.
7. The treasurer shall be the chair of the Section's finance committee.

C. Financial Secretary

1. It shall be the duty of the financial secretary to issue dues bills, collect dues, which shall be remitted to the Section treasurer, issue official receipts to members upon request, and maintain a current record of payments and delinquencies.
2. The financial secretary shall report on the status of the Section membership at board and annual meetings.
3. The financial secretary shall send to NCJW, Inc., on a timely basis, such reports on membership as are required in accordance with procedures established by NCJW, Inc.
4. The financial secretary shall serve as a member of the finance committee.

D. Recording Secretary

The recording secretary shall be the custodian of all reports of the president and committee chairs.

IV. POLICIES GOVERNING INDIVIDUALS

- A. A member of the Section or its staff holding a position in any outside organization by virtue of her affiliation with the Section shall cease representing the Section upon conclusion of her official position. The organization shall be notified that the person is no longer a representative of the Section.
- B. To the extent feasible, the opportunity to volunteer in NCJW projects or to participate in Section activities shall be restricted to members in good standing.

- C. A Section employee may not serve as a Section officer or as an elected or appointed member of the board of directors, committees or one of the Section adjunct groups. The employee may be invited to attend board meetings with voice but no vote. A Section employee may not represent the Section or any adjunct group as a voting delegate or alternate at any NCJW, Inc. meeting.

V. FEDERAL COMPLIANCE WITH THE 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. X
- B. The Section shall maintain a Document Retention policy and a Whistleblower policy.

VI. COMMITTEES

- A. The committees of the Section may include, but not be limited to, the following:
 - 1. Standing committees: nominating, finance, membership, public affairs, community service.
 - 2. Special committees: events, individual fundraisers, 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.

VII. NOMINATIONS AND ELECTIONS

- A. The consent of the nominee must be obtained before a nomination may be made from the floor.
- B. If there are nominees or co-nominees who are unopposed, the elections for those officers may be by voice vote.

VIII. AFFILIATIONS AND COOPERATION WITH OTHER ORGANIZATIONS AND/OR COALITIONS

- A. Affiliations 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 Section 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.

IX. LEGISLATIVE ISSUES

- A. General
 - 1. The 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 appointment 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 Public Affairs 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 Public Affairs Chair. 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 the NCJW, Inc. Washington Office.

X. NATIONAL MEETINGS

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

IX. 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 prior notice is given.

ADDITIONAL SUGGESTIONS

There are other areas not covered in these Suggested Policies, which might be added in your section's policies. These include but are not limited to:

1. Community Service

Community service projects shall meet NCJW, Inc. criteria. These criteria may be found in NCJW, Inc. Policies and Procedures, Guidelines for Sections Establishing Community Service Projects.

2. Fundraising

The Section should formulate policies to guide its fundraising projects. When planning programs, activities, or projects, the Section should consider including a fund raising component.

3. Personnel Practices

A Personnel Practices Committee should be established if the Section has paid employees. In addition, appropriate policies should be established to guide this committee and the Section.

4. Observing Dietary Laws (Kashrut)

The Section may wish to include statements on observing dietary laws.

5. Insurance

There are numerous other types of insurance that a section can carry. Each Section should check its local and state requirements for the need for Director & Officers Insurance, General Liability Insurance, All Risk Property Insurance, Workers' Compensation, or Commercial Umbrella Insurance. Special Events insurance is offered by NCJW, Inc. and may be purchased on per event basis.