

**BYLAWS OF THE NATIONAL COUNCIL OF JEWISH WOMEN
GREATER KANSAS CITY SECTION**

**(ORGANIZED AND INCORPORATED UNDER THE LAWS
OF THE STATE OF MISSOURI)**

(Revised, March 2025)

TABLE OF CONTENTS

ARTICLE I NAME	3
ARTICLE II PURPOSE	3
ARTICLE III ORGANIZATIONAL STRUCTURE	3
ARTICLE IV GOVERNANCE	3
ARTICLE V OFFICERS AND THEIR DUTIES	6
ARTICLE VI MEMBERSHIP	7
ARTICLE VII NOMINATIONS AND ELECTIONS	7
ARTICLE VIII FINANCES	8
ARTICLE IX MEETINGS	8
ARTICLE X VOTING	8
ARTICLE XI ACTION ON LEGISLATIVE ISSUES	9
ARTICLE XII REPRESENTATION AT NATIONAL VOTING MEETINGS	9
ARTICLE XIII PARLIAMENTARY AUTHORITY	9
ARTICLE XV DISSOLUTION	10
ARTICLE XVI INDEMNIFICATION	10

ARTICLE I NAME

This organization shall be called the NATIONAL COUNCIL OF JEWISH WOMEN GREATER KANSAS CITY SECTION, Inc., hereinafter referred to in these Bylaws as 'the Section' or 'NCJWKC.'

ARTICLE II PURPOSE

The National Council of Jewish Women (NCJW) Greater Kansas City Section, Inc. 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.

ARTICLE III ORGANIZATIONAL STRUCTURE

Section 1 The Certificate of Incorporation, and the Bylaws, Policies, and Procedures of the National Council of Jewish Women, Inc. (NCJW, Inc.) shall govern the Section.

Section 2 The Section shall be governed by its own Articles of Incorporation in compliance with the requirements of Missouri and shall adopt its own Bylaws as approved by the NCJW, Inc. Committee on Bylaws, Policies, and Procedures.

Section 3 The Section may establish subsidiary groups that shall be governed by the Bylaws of the Section. Such groups may have rules of procedure, and these shall be consistent with the Section Bylaws and those of NCJW, Inc.

Section 4 The Board of Directors is the governing body of the Section.

ARTICLE IV GOVERNANCE

Section 1 Power and Authority of the NCJWKC Board of Directors

- A. The Board of Directors shall formulate and approve the Section's Policies & Procedures.
- B. The Board of Directors shall establish such committees as are necessary to carry out the work of the Section. The committees shall be responsible to the Board of Directors or to the Executive Committee when the Board is not in session.

Section 2 Makeup of the Board

- A. The NCJWKC Board of Directors shall consist of Officers, Directors, and the Immediate Past President. The number of Directors shall equal the number of Officer positions plus one. In this example, there are 8 Officer positions so there would be 9 General Board Members and a combined Board of Directors of 21:

Position	# of people serving	Position count
Immediate Past President	1	1
President	1	1
Secretary	1	1
Treasurer	2	1

Vice President Comm Svc	2	1
Vice President Fundraising	1	1
Vice President Membership	2	1
Vice President Social	2	1

- B.** The Board of Directors will be elected by the general membership.
- C.** No Section employee may serve on the Board of Directors.
- D.** Section members who are NCJW, Inc. officers, board directors, honorary officers, honorary board directors, commissioners and chairs or vice chairs of the State Public Affairs (SPA) Committee shall be members of the governing body, with voice but without vote.

Section 3 Duties and Responsibilities

The Board of Directors shall have general supervision of the work of the Section. The responsibilities shall include, but are not limited to, the following:

- A.** Formulating and actively supporting Section objectives, policies and programs consistent with the programs and purposes of NCJW, Inc.
- B.** Establishing and maintaining the legal-non-profit corporate status of the Section consistent with the laws of the State of Missouri, including filing annual forms with the State.
- C.** Establishing and maintaining the legal non-profit corporate status of the Section consistent with the United States Internal Revenue Service rules, including filing of all required forms.
- D.** Raising sufficient funds for the work of the Section.
- E.** Approving and monitoring the Section's annual budget and expenditures not included in the budget.
- F.** Maintaining fiduciary responsibility for all Section funds.
- G.** Conducting periodic evaluations of the work of the Section with a view to improving programs and operations.
- H.** Maintaining effective operation of the Section including staffing when appropriate.
- I.** Determining the guidelines for conducting the meetings.
- J.** Determining who is authorized to make payments on behalf of the organization.
- K.** Determining who will sign the checks.
- L.** Determining who will be responsible for preparing and filing all required state and federal taxes and other fiscal documents in a timely manner.
- M.** Ensuring that all required state and federal taxes and other fiscal documents are prepared and filed in a timely manner, with copies sent promptly to

NCJW, Inc.

- N. Ensuring that the membership billing and records are properly executed and maintained.
- O. Ensuring that a record of the proceedings of the meetings of the membership and the Board of Directors is maintained.
- P. Determining who will manage the outgoing correspondence of the Section.
- Q. Determining which Board member(s) will sign all contracts, agreements and legal documents as well as who will be the official spokesperson(s) for the Section.
- R. Determining who will be the contact(s) with NCJW, Inc. for the Section.

Section 4 Term of Office

- A. At the annual vote, Officers and Directors shall be elected to serve for a term of two (2) fiscal years.
- B. Officers and Directors may serve on the Board of Directors for a maximum of three (3) consecutive full terms, for a maximum of six (6) years in the role. They shall be eligible again for election after one (1) year has elapsed.
- C. With Board of Directors approval, an officer may remain in her position if there is not an identified successor.
- D. One half of the Directors will be elected in each year in a staggered fashion such that the other half of the Directors will be elected in the following year with the goal of promoting continuity and stability.
- E. By action of the Board of Directors, an individual may be removed as a member of the Board of Directors if the individual fails to fulfill all of the duties and requirements of their role as specified in the Bylaws and Policies & Procedures or is absent from more than 25% of Board Meetings during the term.
- F. Any Director or Officer may resign at any time by giving notice in writing to the Board of Directors or to the President.

Section 5 Meetings of the Board of Directors

- A. The Board of Directors shall hold no fewer than four (4) meetings annually.
- B. Meetings shall not be held on Jewish holidays.
- C. Special meetings of the Board of Directors shall be held at the call of at least two (2) members of the Board of Directors or the President.
- D. A regular meeting, a special meeting or a continued meeting may be held by telephone or electronic means, provided that procedural rules associated with such meetings are followed.

Section 6 Quorum

A quorum shall consist of a simple majority of elected Board of Directors members.

Section 7 Replacement of Board of Directors Members

If a member leaves the Board of Directors during her term, the current Board of Directors may appoint a replacement to serve out the remainder of her term.

Section 8 Interim Members

An interim elected Officer or Director who serves more than one-half (1/2) of a full term shall be considered to have served a full term.

ARTICLE V OFFICERS AND THEIR DUTIES

Section 1 Officers

- A.** The elected Officers of the Section shall be a President, at least two (2) Vice Presidents, Treasurer, Secretary. At the Board Meeting following the assumption of office, the President shall appoint one of the Vice Presidents to serve as the President Pro Tem.
- B.** Two (2) or more members may share an officer position.
- C.** Officers shall be elected to serve for a term of two (2) fiscal years or until their successors are elected. Officers can serve for two (2) consecutive additional two-year terms for a maximum of six (6) years in the role.
- D.** Officers may be retained in the position beyond the term limit with approval from the Board of Directors.
- E.** Officers may run again for a previously held office after a break of at least one (1) fiscal year.
- F.** If, at any time, the President is unable to continue in office, the President Pro Tem shall perform the duties of the President until the Board of Directors elects a successor to the President.
 - a.** The successor shall be approved by a majority of the Board of Directors.
 - b.** If the nominated successor is not approved, the Nominating Committee will nominate another successor candidate until approval by a majority of the Board of Directors is obtained.

Section 2 President

- A.** The President shall be the chair of the Board of Directors and of the Executive Committee.
- B.** The President or the President's designee shall preside at all meetings of the Board of Directors and the Executive Committee.
- C.** The President shall at all times represent the Board of Directors and the Executive Committee but does not have the authority to act on their behalf without their prior approval.
- D.** The President shall perform other duties as specified by this Section and these Bylaws.
- E.** The President shall approve all expenditures before they are paid. If the

President is not available, any member of the Executive Committee except the Treasurer can approve the expenditure as long as it is not for her budget item.

Section 3 Vice Presidents

It shall be the duty of each Vice President to assist the President. Each Vice President shall be assigned duties as designated by the President.

Section 4 Secretary

It shall be the duty of the Secretary to ensure that an accurate record of all business sessions of NCJWKC is kept.

Section 5 Treasurer

The Treasurer is the official fiduciary custodian of the assets of the Section. The Treasurer shall serve as the chair of the annual Budget Committee and be responsible for the bank communications and financial statements. The Treasurer will work with the CPA Auditor at fiscal year-end.

ARTICLE VI MEMBERSHIP

Section 1 Any person who supports the purpose and mission of the Section shall be eligible to become a member of the Section.

Section 2 Any member whose dues are paid for the fiscal year shall be considered a member in good standing.

Section 3 Any member who fails to pay dues for the immediate past fiscal year is subject to review by the Membership Vice President(s) to determine how future membership should be handled.

ARTICLE VII NOMINATIONS AND ELECTIONS

Section 1 There shall be a Nominating Committee, whose composition shall be determined by the Board of Directors. The Immediate Past President or a designated volunteer from the Board of Directors will chair the Nominating Committee.

Section 2 The Nominating Committee shall request nominations for Board of Directors candidates from the general membership prior to beginning its deliberations.

Section 3

- A.** By the March board meeting, the Nominating Committee shall send to the Board of Directors a proposed slate consisting of candidates for each position to be filled.
- B.** The Board of Directors will approve or modify the slate.
- C.** The slate of nominations will be disseminated to the Section members at least ten (10) days prior to the election.
- D.** Voting on the slate shall take place at an election meeting or through mail or electronic ballot.
- E.** For general elections, plurality of ballots will determine the outcome.

- F. Elections will be completed no later than May 1st.

ARTICLE VIII FINANCES

Section 1 The fiscal year of the Section and all its subsidiary groups shall extend from July 1 through June 30.

Section 2 The Section shall remit its National Partnership Dues according to the schedule designated by NCJW, Inc.

Section 3 Annual dues for Section members shall be set by the Board of Directors. There will be annual dues and lifetime dues options for all members.

Section 4 Section financial contributions other than to NCJW, Inc. shall be in compliance with NCJW, Inc. policies and procedures.

ARTICLE IX MEETINGS

Section 1 General Meetings

There shall be at least one (1) general meeting annually at which all members may have the opportunity to participate in discussion.

Section 2 Special Meetings

Special meetings of the general membership may be called by the Board of Directors or upon written request of at least two (2) members of the Section.

Section 3 Executive Committee Meetings

The Executive Committee is made up of the President, Vice Presidents, Immediate Past President, Secretary and Treasurer. The Executive Committee may meet regularly as an advisory partner for the President. It may also meet for the consideration of actionable items between board meetings.

Section 4 Absences

Any Board of Directors member who misses more than twenty-five percent (25%) of regular meetings in a fiscal year shall have their board position status reviewed by the Executive Committee.

ARTICLE X VOTING

Section 1 In-Person Meetings

- A. A quorum for a general membership meeting shall be five percent (5%) of the general membership in good standing.
- B. A quorum for a Board of Directors meeting is a simple majority.
- C. A quorum is required before a vote can be put to the table.
- D. Absentee ballots shall be permitted at any in-person meeting, including meetings of the Board of Directors.
- E. Proxies shall not be permitted at any in-person meeting, including meetings of the Board of Directors.
- F. Simple majority of votes determine the outcome.

Section 2 Mail or Electronic Meeting

Quorum - A quorum for any mail or electronic vote shall be five percent (5%) of the members in good standing.

ARTICLE XI ACTION ON LEGISLATIVE ISSUES

Section 1 Before the Section takes any position on any federal, state, or local legislative issue, the Section must obtain approval from the Board of Directors, ensuring the position aligns with the mission statement of NCJWKC.

Section 2 The Section may only endorse or oppose national, state or local public issues which are within the framework of the NCJW, Inc. Resolutions. NCJWKC shall not endorse specific candidates.

Section 3 The Section may not take a position contrary to that of NCJW, Inc. If the Section disagrees with a position taken by the national organization, it will remain silent and not actively support or oppose that position.

ARTICLE XII REPRESENTATION AT NATIONAL VOTING MEETINGS

The Board of Directors shall elect delegates and alternates to NCJW, Inc. voting meetings. Section employees may not represent the Section as delegates or alternates to a national voting meeting.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall govern the Section in all cases to which they are applicable.

ARTICLE XIV AMENDMENTS

Section 1 All proposed amendments to these Bylaws must be submitted to the Bylaws Committee.

Section 2 All amendments shall be approved by the Bylaws Committee and sent to the Board of Directors for its recommendations. In the event that the Board of Directors does not concur with proposed amendments as presented by the Bylaws Committee, the Board of Directors may create its own set of proposed amendments. Both sets of proposed amendments will move forward in the process.

Section 3 The proposed amendments and any other Board of Directors' recommendations shall be sent to the NCJW, Inc. Committee on Bylaws, Policies, and Procedures for approval.

Section 4 If the Section sends two (2) proposed amendments for the same article to the national committee, and the NCJW, Inc. Committee on Bylaws, Policies, and Procedures has no preference, both proposals go back to the Section membership for a vote.

Section 5 After the approved amendments have been returned to the Section by the national committee, it is the responsibility of the Section Board of Directors to send these amendments to Section members no fewer than ten (10) days before voting.

Section 6 Proposed amendments to these Bylaws shall be adopted at a meeting of the general membership of the Section or by referendum by a majority vote of those voting.

Section 7 The Bylaws Committee shall be convened at a minimum of every three (3) years to review and amend the Bylaws as deemed necessary.

ARTICLE XV DISSOLUTION

Assets of the Section are permanently dedicated to its tax-exempt purpose. In the event of dissolution, assets shall be inventoried and allocated according to Article II, Section E of the NCJW, Inc. Policies and Procedures.

ARTICLE XVI INDEMNIFICATION

NATIONAL COUNCIL OF JEWISH WOMEN GREATER KANSAS CITY SECTION, Inc. is indemnified by NCJW, Inc. against financial loss due to fraud and dishonesty by employees. The Section shall maintain appropriate insurance coverage.