

JEWISH RESIDENTS
of
LEISURE WORLD

BYLAWS

SEPTEMBER 6, 2022

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ARTICLE I – NAME AND LEGAL ORGANIZATION

The formal name of the organization shall be “Jewish Residents of Leisure World, Inc. “It may additionally be known as JRLW, Inc or JRLW. Jewish Residents of Leisure World is a tax-exempt non-stock corporation, incorporated in the State of Maryland on June 8, 2009. It is recognized by the U.S. Internal Revenue Service as a non-profit tax-exempt charitable organization under Section 501(c)3 of the Internal Revenue Code, organized and operated exclusively for religious, charitable and educational purposes. It is also registered with the Charitable Organizations Division of the Office of the Secretary of State of Maryland.

ARTICLE II – AIMS AND OBJECTIVES

- A. To provide such religious services, educational, social and religious activities as may be deemed appropriate and approved by the Board.
- B. To make charitable contributions to organizations whose activities fall within the purview of Section 501(c)3 of the United States Internal Revenue Code or its successors.
- C. To participate in selected Leisure World activities for the betterment of all residents.
- D. To act as a liaison between its members and other organizations in the Washington Metropolitan area and elsewhere.

ARTICLE III – DISTRIBUTION OF ASSETS

- A. No part of the assets of the organization shall benefit or be distributed to its members, directors, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of objectives in Article II, above. The organization shall not carry on any activity not permitted to (a) an organization exempt from Federal Income Tax under Section 501(c)3 of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE III – DISTRIBUTION OF ASSETS (Cont.)

B. If this organization is dissolved, the Board of Directors shall, after paying or making provision for the payment of any liabilities of the organization, dispose of all of the assets of the organization, exclusively to further the objectives of the organization, or to such other organization(s), organized and operated exclusively for Jewish charitable, educational, religious or scientific purposes, as shall at the time qualify as an exempt organization(s) under Section 501(c)3 or 170(c)2 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law), as the Board shall determine. Any such assets not so disposed of, shall be disposed of by the court of general jurisdiction of the county in which the principal office of the Jewish Residents of Leisure World, Inc. is then located, in accordance with the sense of this provision.

ARTICLE IV – MEMBERSHIP

A. Eligibility: Any resident or former resident of Leisure World of Maryland is eligible for membership.

B. Membership in good standing: A member in good standing is a person whose dues have been paid for the current year.

C. Privileges: All members in good standing shall enjoy the following privileges:

Have a voice and vote at all Annual Meetings of the organization.

Have a voice in any and all open meetings.

Hold office in the organization.

Serve on the Board of Directors.

Serve on special and standing committees.

Observe and participate in monthly Board meetings upon recognition by the President.

ARTICLE V – DUES

Dues (\$25 per person & \$45 per couple) are payable at the beginning of each fiscal year, on May 1. (The fiscal year runs from May 1 to April 30.)

ARTICLE VI – MEETINGS

Except for the meetings of the Board and committees, a quorum shall consist of 100 members in good standing or ten percent of the membership, whichever is less, but not fewer than six. Roberts Rules of Order (Revised) shall apply to all meetings.

A. Meetings of the Board:

1. Meetings of the Board shall be held monthly. Such meetings shall cover any and all business that the Board may be empowered to transact.
2. A quorum shall be required to conduct JRLW business. (See Article IX, Sect. A2)
3. Any JRLW member in good standing may attend Board Meetings and may speak at the discretion of the Presiding Officer, but will not have a vote.
4. The President shall call Special Meetings of the Board as deemed necessary or as requested by at least five members of the Board.
5. Executive meetings. The President will conduct an agenda meeting at least one week prior to the Board Meeting.

B. Special Meeting: A special meeting shall be called by the President when deemed necessary, or upon written request of at least 50 members in good standing. Notice of such special meeting shall be given no later than seven days prior to the Meeting and shall set forth the purpose of the meeting. A special meeting shall consider only such business as set forth in the notice.

Voting: Unless otherwise specified, all matters shall be decided by a majority of the votes cast. The vote shall be by show of hands. A majority of those members in good standing may request a secret ballot.

C. There shall be a meeting of the general membership each year in the Spring. Notice of this meeting shall be given at least ten days prior to the meeting. Notice may be posted to the JRLW Newsletter, Leisure World News, E-mail and/or the JRLW web page.

1. Treasurer's financial report shall be given.
2. Each standing committee report shall be given.
3. Recommendations of the Board concerning adoption of the budget and the annual dues shall be acted upon.
4. Election of officers shall be done.

ARTICLE VII – OFFICERS

A. Elected officers of the organization shall consist of the following:

1. President
2. Administrative Vice President
3. Religious Activities Vice President
4. Recording Secretary
5. Corresponding Secretary
6. Treasurer
7. Past President Director
8. In addition there will be four Directors appointed by the President.

B. Duties and Responsibilities of the Officers:

1. President

- a. Exercise general supervision and direction over the various committees.
- b. Preside at an executive meeting prior to the monthly Board meeting.
- c. Preside at all Board, Annual and Special meetings.
- d. Appoint all Chairpersons of Committees.
- e. Represent JRLW to the Leisure World community and/or any other group or body to which representation is considered necessary or advisable; or appoint appropriate delegates for that duty.
- f. Make an oral report to the membership at the Annual Meeting summarizing the year's accomplishments.
- g. Deliver to his/her successor all records and property of the organization upon leaving the office of the President.
- h. Serve as an ex-officio member of all committees, except the Nominating Committee. He/she shall be advised of all proceedings of the committees.
- I. Recommend the establishment of any new committee(s)

2. Administrative Vice President

- a. Exercise the powers of the President in the absence or disability of the President.
- b. Perform those duties assigned by the President.

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ARTICLE VII – OFFICERS (Cont.)

c. Forward Committee Chairs' reports to the Administrative

Vice President.

- d. Administer educational activities.
- e. Administer events.
- f. Oversee programs.
- g. Approve and oversee travel.
- h. Act as Community Relations Representative: liaison between various groups, both in and outside of Leisure World.
- I. Deliver to the newly elected Vice President all records and property of the organization.

3. Religious Ritual Activities Vice President

- a. Exercise the powers of the President in the absence or disability of the President and/or the Administrative Vice President.
- b. Appoint committee chairpersons.
- c. Oversee the RELIGIOUS SERVICES Committee's activities:
 - I. Planning, scheduling and setting up for the monthly Friday night and Saturday morning services.
 - ii. Planning, scheduling and arranging for the High Holy Days and Yizkor services.
 - iii. Managing volunteers for Oneg Shabbat and Kiddush set up and clean up. Oneg Shabbat and Kiddush members will purchase necessary items.
 - iv. Coordinating with other Leisure World Jewish organizations in planning and conducting Friday night services under their sponsorship.
 - 1. High Holy Days
 - 2. Friday night Services
 - 3. Saturday morning Services
 - 4. Holiday/Yizkor Services
 - 5. Minyanim
 - 6. Sukkoth
 - 7. Holocaust Remembrance Day
 - 8. Kristallnacht Remembrance Day

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ARTICLE VII – OFFICERS (Cont.)

- d. Oversee religious collections for: Prayer Books; Torah Fund; Oneg Shabbat; Kiddush and Tzedakah. Participating individuals send out thank you cards and provide information to the JRLW Newsletter, and prepare and install

bookplates. The Religious Ritual Activities Vice President shall recommend the amounts to be distributed to each of the approved charities within the proposed budget.

4. Recording Secretary

- a. Record proceedings of all meetings.
- b. Maintain a record of all policy decisions and motions.
- c. Prepare articles on proceedings for the JRLW Newsletter.
- d. Deliver to the newly elected Recording Secretary all records and property of the organization.

5. Corresponding Secretary

- a. Prepare and maintain the official correspondence of the organization.
- b. Maintain the files of the organization including announcements and records of important events.
- c. Deliver to the newly elected Corresponding Secretary all records and property of the organization.
- d. Serve on the communications committee and prepare JRLW news articles for the LW News.

6. Treasurer

- a. Collect all monies due the organization.
- b. Present a financial report of the organization at both the Annual and Board of Directors meetings.
- c. Maintain all funds of the organization in one or more financial institutions approved by the Board.
- d. Sign all checks and other instruments for expenditures. Treasurer's signature alone may be used for up to \$1,000. Expenditures above \$1,000 require the signature of a second designated elected officer.

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ARTICLE VII – OFFICERS (Cont.)

- e. In the absence or disability of the Treasurer, the President and/or Administrative Vice President shall sign such checks and instruments.
- f. Prepare and present a Budget to the Board for approval no later than one month prior to the Annual Meeting.
- g. Reports to the Board the amount donated for charitable distributions.

- h. Deliver to the newly elected Treasurer all records and property of the organization.

ARTICLE VIII – TERMS OF OFFICE

- A. Officers shall be elected for a term of one year.
- B. The President shall select chairpersons of Standing Committees for a term of one year.

ARTICLE IX – BOARD OF DIRECTORS

A. Composition of the Board of Directors

1. The Board shall consist of the six elected officers; four appointed Directors; a past President, if still a member of the organization and the Chairpersons of each of the Standing Committees, as listed in Article X.

2. A quorum of the Board meeting shall be six Directors.

3. Unauthorized absence from three consecutive meetings may result in removal from the Board.

B. Rights, duties and powers

1. Determine the amount of annual dues.

2. Fix and determine by majority vote of the Board, any fees or charges for activities.

3. Approve an annual budget.

4. Authorize the expenditure of money not provided by the budget.

5. Deposit funds of the organization to any federally insured financial institution.

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ARTICLE IX – BOARD OF DIRECTORS (Cont.)

6. Provide for an annual review or audit of the financial records and procedures of the organization.

C. Committees

1. All committees act in an advisory capacity and at the discretion of the President and Board.

2. All members in good standing may attend a committee

meeting. Guests may speak if permitted by the chairperson, but have no vote.

ARTICLE X – STANDING COMMITTEES

The following constitute the Standing Committees of JRLW, Inc. and their functions:

1. Communications
2. Education
3. Membership
4. Programs & Events
5. Travel

All committee Chairpersons shall maintain records of their activities that are to be submitted annually to the President at a date to be determined by the Board. Submit Committee budgets for the following year to the Treasurer two months prior to the Annual Meeting.

1. COMMUNICATIONS COMMITTEE

- a. collection of information, articles and information for the preparation of the JRLW monthly newsletter. The Newsletter will be distributed either by email or hard copy.
- b. Preparation of the JRLW column in the Leisure World News.
- c. Responsible for flyers, posters, notices, etc. to publicize thje organization's events.

ARTICLE X – STANDING COMMITTEES (Cont.)

- d. The Committee, through the Webmaster: maintain a Website that presents JRLW and its activities in the best possible way to its members and others; maintain email groups for JRLW members and the JRLW Board of Directors.
- e. Post pertinent information and documents on a regular basis to the JRLW website so that residents and other interested parties can access it on their computers.
- f. Committee shall review all published materials for content, layout, and other

timely matters that will help to improve the appearance and effectiveness of all published materials.

2. EDUCATION COMMITTEE

- a. Provide courses with a Jewish focus.

3. MEMBERSHIP COMMITTEE

- a. Keep a current list of all members' names, addresses, telephone numbers and email addresses.
- b. Coordinate the mailing of membership bills each fiscal year.
- c. Send a monthly list of members' names and addresses to the printer of the Newsletter.
- d. Send dues and membership renewal notices twelve weeks, eight weeks and five weeks prior to the beginning of the fiscal year (see ARTICLE V). Call unpaid members after the beginning of the fiscal year to encourage them to renew their membership.
- e. Provide a membership list to Board members, at the discretion of the Board.
- f. The chairperson will have a current membership roster available at the Annual Meeting.

4. PROGRAMS & EVENTS COMMITTEE

- a. Arrange for speakers or entertainment for the organization within budget guidelines.
- b. Select and supervise persons responsible for running special organization events, such as: Malava Malka, Second Seder, Sunday morning breakfast, Break-the-Fast, etc.

ARTICLE X – STANDING COMMITTEES (Cont.)

5. TRAVEL COMMITTEE

- a. Arrange for a variety of trips.
- b. Recommend ticket prices to the Board of Directors.
- c. Checks for trips are to be made out to JRLW, Inc.
- d. Members have priority over non-members.
- e. Promote trips through announcements and fliers.
- f. Maintain records, as to success, of a trip for future reference.

g. A report shall be prepared for each trip, as to the number of participants, gross income, expenses, and net income.

ARTICLE XI – NOMINATIONS AND ELECTIONS

A. Nominating Committee

1. The President shall appoint a Chairperson of the Nominating Committee at least four months prior to the Annual Meeting. This committee shall consist of five members of the organization, two of whom shall be from the general membership and three of whom shall be members of the Board. The Chairperson shall cause to be inserted in the newsletter the names of the Nominating Committee. The Committee shall meet as may be required and submit its written report signed by at least three members of the Committee. The report will contain the nomination of at least one person for each full term on the Board. Each nominee must be a member in good standing. The report of the nominating committee shall be submitted to the Board and membership at least one month before the Annual Meeting by publication in the JRLW Newsletter and the JRLW web page.

2. Report of the Nominating Committee shall be entered in the minutes of the Annual Meeting. The Annual Meeting shall be open for additional nominations for each office position on the Board. An individual in good standing shall be deemed nominated orally

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ARTICLE XI – NOMINATIONS AND ELECTIONS (Cont.)

if he or she is present and has agreed to accept if elected, if his or her name has been placed in nomination by a member and seconded by a member, both of whom are in good standing.

B. Voting

When there is more than one nominee for a particular office, voting shall be by written ballot. Ballots will be distributed and counted by members of the Nominating Committee. Election to any office will be by majority vote of those present and voting. Only members in good standing may vote.

C. Filling of Vacancies

In the event any member of the Board is unable to complete the duties and responsibilities of the position for the remaining unexpired term, the Board shall,

by a majority vote of those present at a meeting of the Board, elect a replacement. In the case of the President, the Administrative Vice President will automatically move into the President's chair.

ARTICLE XII – AMENDMENTS TO THE BY-LAWS

The by-laws may be amended in the following manner:

1. A proposal to amend these by-laws shall be submitted in writing to the Board by any member of the Board or by any five members in good standing.
2. The Board shall vote on such changes at its monthly meeting or at a special meeting of the Board. A majority of the members present and voting shall be required for adoption.

ARTICLE XIII – INTERPRETATION OF THE BY-LAWS

Any question of interpretation must be referred to the Board of Directors, whose decision shall be final and binding on all parties.

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ARTICLE XIV – EFFECTIVE DATE

These By-Laws shall be in full force and effect only after they have been approved. This instrument shall supercede any previous Constitutions and By-Laws, including any amendments.

