

# **By-Laws of the Early Childhood Educators of Reform Judaism)**

## **BY-LAWS HISTORY**

**Adopted at the 5<sup>th</sup> Annual Conference in New York City; January 13-16, 2005**  
**Amended at the 6<sup>th</sup> Annual Conference in San Diego, CA; January 12-15, 2006**  
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### Article I. **NAME**

The name of this organization shall be known as Early Childhood Educators of Reform Judaism (ECE-RJ), a duly constituted affiliate of the Union for Reform Judaism (URJ), or its successor or assign.

### Article II. **MISSION STATEMENT**

The mission of the Early Childhood Educators of Reform Judaism is to:

1. Provide vision, leadership, program support, and resources to Reform Jewish Early Childhood Education Programs, and
2. Establish an effective partnership between the Early Childhood Educators of Reform Judaism, Temple Clergy and Temple Leadership.

To fulfill its mission the Early Childhood Educators of Reform Judaism has the following major goals:

1. Advocate for Jewish Early Childhood Education within the synagogue community.
2. Stimulate communal interest in and responsibility for Jewish Early Childhood Education.
3. Identify families with young children (birth – 6 years) and help transition them into the synagogue community.
4. Build a bridge between the Early Childhood Center and the Religious School (ages 5 – 8 years).
5. Build a bridge between the Early Childhood Center and the Day School.
6. Ensure recognition of the professional status for all Early Childhood Staff.
7. Serve as an informational resource to professional and volunteer leaders in Jewish Early Childhood Education in areas such as:
  1. Educational planning (curriculum, family education, staff training)
  2. Industry trends (contracts, benefits, salaries)
  3. Consultation services (business plans, expansion possibilities, other professional services)
8. Provide a network of communication and exchange among Jewish Early Childhood Educators.
9. Pursue partnerships with synagogue leaders including clergy, educators and lay leadership.

### Article III. **MEMBERSHIP**

#### Section I. *Definition of Membership*

Membership in the ECE-RJ shall be open to persons:

- (1) engaged in the field of Reform Jewish Early Childhood Education, AND
- (2) engaged in institutions fully controlled administratively by a URJ congregation, AND
- (3) who meet the criteria for Classifications of Membership (see Article III, Section III.)

#### Section II. *Members in Good Standing*

Membership privileges are available to those members who are current in their dues (see Article VIII, Section IV) and meet all of the other membership requirements as included in these By-Laws (see Article III, Section I). Members in good standing are entitled to one vote.

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### Section III. *Classifications of Membership*

REGULAR MEMBER: There shall be two sub-categories of regular membership: (A) Director and Assistant or Associate Director; and (B) Consultant, Specialist and Teacher (i.e. any staff person scheduled to work on a regular basis in the school).

ADJUNCT MEMBER: Any person other than a staff person scheduled to work on a regular basis in the school, who is currently involved on a part-time basis in the field of Reform Jewish Early Childhood Education or engaged in related support activities shall be considered an Adjunct Member (Volunteers, Clergy, Program Coordinator/Family Educator, and/or Agency Consultant).

SUSTAINING MEMBER: Any person who has left or retired from the field of Jewish Early Childhood Education but who continues interest in the work of the Early Childhood Educators of Reform Judaism and who wishes to maintain affiliation.

EX-OFFICIO MEMBER: Ex-Officio members shall include the URJ Director of Early Childhood Education, the URJ Director of Lifelong Jewish Learning, the Chairman of the Board of the URJ and the President of the URJ. Ex-Officio members will be invited to attend meetings of the Early Childhood Educators of Reform Judaism and of its Board of Directors.

STUDENT MEMBER: Anyone who is pursuing a degree in Early Childhood Education and is not currently employed as full, part-time, or consultant staff in an Early Childhood setting, shall be considered a student member.

HONORARY MEMBER: An Honorary Member is one who, because of a distinguished contribution to Jewish Life, is elected to such status by the membership at large upon recommendation of the Executive Committee. Honorary members are not required to pay any dues.

LIFE MEMBER: A Life Member is one who has retired from Active Participation in Reform Jewish Early Childhood Education, having been a member in good standing of the ECE-RJ for eighteen (18) years. Life members are not required to pay dues.

### Section IV. *Privileges of Membership*

1. Attend all ECE-RJ sponsored programs including annual conferences, *kallot*, and study opportunities,
2. Gain access to on-line List Serves specific to your position and/or interest.
3. Eligible to enroll in the Reform Pension and Long Term disability (LTD) Plans (currently open to Regular Category "A" Members ONLY),
4. Utilize benefits of the partnership of the Union for Reform Judaism and participate in biennials, symposiums of learning and other significant experiences within the greater Reform Jewish world.
5. Join NATE (National Association of Temple Educators) for only \$36.
6. Access to all educational resources and networking opportunities.
7. Participate in all official ECE-RJ deliberations and vote at the annual plenary meeting, EXCEPTION: A Student Member does not have voting privileges.

## Article IV. **ORGANIZATIONAL HEIRARCHY and JOB RESPONSIBILITY**

### Section I. *Executive Board/Officers of the Early Childhood Educators of Reform Judaism*

#### Section 1.A *Board Structure*

1. The Executive Board shall consist of a President (who must be Jewish), a First Vice-President, and a Vice-President of Communication, Vice-President of Conferences, Vice-President of Finance, Vice-President of Membership, Vice-President of Professional Development, Vice-President of Ritual and Jewish Educational Programming and Vice-President of Social Action.

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2. The elected officers of the ECE-RJ shall be known as the Executive Board and shall follow the existing ethics policy as established by the Union for Reform Judaism. (See Reference #2, inserted 1/12/07 that appears at the end of this document.)
3. The immediate Past President shall also serve on the Executive Board in an advisory capacity for two years with full voting rights. Past presidents may remain Honorary Members of the Board with no voting rights, for up to eight years.
4. Should the Executive Board determine that the structure of their Board should change (i.e. to accommodate a co-presidency for example), it can be accomplished by a two-thirds vote (2/3) of the General Board.
5. The mission of the Executive Board shall be to (1) oversee the vision of the organization, (2) formulate policy; (3) establish standing committees as well as approve additional committees as deemed appropriate; and (4) maintain a financially sound organization including, but not limited to, budget and investment oversight..
6. The elected members of the Executive Board shall attend regularly scheduled Board meetings (conference calls and at the annual conference) in accordance with the established attendance policy.

### Section I.B. *Eligibility Requirement*

1. Executive Board members shall meet the 'Eligibility Requirements for Elected Leaders' (see Article V, Section III, #1, #3 and #4), have been a member of ECE-RJ for four (04) years and have served on the General Board for at least one (01) term of two (02) years prior to seeking an Executive Board office.
2. All candidates for the Executive Board shall have attended at least two (02) conferences.
3. The Nominating Committee, with the approval of the President and First Vice President, can amend the above requirement if no appropriate candidates are forthcoming.

### Section I.C. *Executive Board Terms of Office*

1. All Officers shall have served on the General Board for at least one (01) term.
2. Officers shall be elected to serve for one (1) two-year (2-year) term. For each office there is a limit of two (02) consecutive terms in the same office, unless at the discretion of the President.
3. Neither the President nor the Executive Vice-President may be re-elected for a second term to the same office.

### Section I.D. *Executive Board Mission*

1. The mission of the Executive Board shall be to:
  - (1) oversee the vision of the organization;
  - (2) formulate policy;
  - (3) establish standing committees as well as approve additional committees as deemed appropriate; and
  - (4) maintain a financially sound organization including, but not limited to, budget and investment oversight.

### Section I.E. *Executive Board Job Responsibilities*

1. The role of the **President** shall be to (1) serve as leader and set the tone for the organization; (2) set the agenda, schedule meetings and preside at all general membership, Executive Board and General Board meetings; (3) assemble the greater organization; (4) inspire each Vice-President making sure that their job descriptions are fulfilled; (5) advise committee chairpersons in the selection of all committee members and assist in motivating them to attain their goals; (6) be an ex-officio member of the Nominating Committee; (7) authorize over-budget expense requisitions and report them to the VP of Finance; (8) have the authority to sign checks; (9) act as liaison to the URJ leadership; (10) represent the organization in public forum; and, (11) if necessary appoint members to complete unexpired terms or

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in extreme circumstances recommend removal of a Board member for non-performance of job responsibility as put forth in Article V, Sections VI & VII. At the end of the President's term, as immediate Past President, shall serve on the Executive Board in an advisory capacity for two years with full voting privileges (Article IV; Section V.1.4.)

2. The **First Vice President** will assist the President in any way deemed necessary. In the absence of the President, the First Vice President will assume all responsibilities of the President. Should the office of the President become vacant for any reason, the First Vice President shall fill that portion of the unexpired term that remains before the next election. In addition the First Vice President will: (1) serve as a member of the Finance Committee, the ECE-RJ Lifelong Jewish Learning Committee and the Fund Raising Committees; (2) chair the Personnel and By-Laws Committees on an "as needed" basis; (3) serve as a member of the Conference Committee; (4) provide oversight of all bank accounts by reviewing duplicate bank statements (sent directly from the bank) for each account held by the organization as well as any other funds held for or used by the Board; (5) supervise the Executive Administrator; and (6) act as a bridge between the ECE-RJ Board and the liaison to PARDeS.
3. The **Vice President of Communication** shall create quarterly forums for sharing by disseminating pertinent organizational information to the membership via the internet, the ECE-RJ web site, publications, the organizational newsletter and other related professional materials in order to inform, promote, and encourage participation. In addition the Vice President of Communication will: (1) work with any committee which publishes a document that represents our organization in order to make sure that all information is relevant; (2) work with the Chair of the Communications Committee to support the committee in its efforts to carry out its mission; (3) make certain that each committee falling under this vice-presidency is responsible for maintaining expenditures within the existing budget of the current year (the President must approve any expenditure exceeding the budget); (4) insure that the policy for "Written Materials" is followed (see Article VI, Section I); (5) supervise the Corresponding Secretary; and (6) act as a bridge between the ECE-RJ Board and our representatives to the URJ affiliate, Women of Reform Judaism (WRJ).
4. The **Vice President of Conference Planning** shall act as a bridge between the ECE-RJ Board and each coordinator in order to make sure that all conferences (either undertaken by the organization or in partnership with the URJ) meet our standards for excellence. This Vice President will (1) interface with and provide guidance to the ECE-RJ Conference Coordinator and support efforts to see that all aspects of each conference planned solely by the ECE-RJ are based on sound early childhood practices; have Jewish content as well as educational value; provide individual and professional growth opportunities; and combine the acquisition of knowledge with community building, and pleasure; (2) interface with the ECE-RJ National Biennial Coordinator making sure that the collaboration effort between the ECE-RJ and other URJ affiliates, as well as between ECE-RJ and the local educators, is working smoothly and that plans are presented to the Board, explained and supported by the organization; (3) make certain that expenditures for all ECE-RJ related conferences are maintained within the existing budgets of the current year (the President must approve any expenditures exceeding the budget); and (4) assure that the Director of Early Childhood Education at the URJ will serve as a consultant to the organization to ensure that ECE-RJ maintains conference fiduciary accountability to the URJ.
5. The **Vice President of Finance** shall oversee all fiscal matters of the ECE-RJ and will (1) prepare, monitor and review all matters related to the financial state of the organization (which includes creation and oversight of the annual organizational budget and the authorization of all budgeted expense requisitions); (2) discuss with the

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President any expenditures over the budget; (3) oversee the creation of the annual conference budget; (4) prepare monthly financial statements (including income, expense, budget comparison and bank account reports) that must be presented at least twice yearly to the Board (recommended in March and September); (5) present an end of the year report to the Board after the closing of the year on November 30<sup>th</sup>; (6) maintain the bank accounts of the ECE-RJ making sure they are balanced and current; (7) oversee the Treasurer; (8) act as chair of the Finance Committee (consisting of the VP of Finance, the First Vice President and the Treasurer); (9) present the current year's budget at the Plenary Session of the organization; and (10) schedule periodic audits in accordance with a directive by the Executive Board. The only persons authorized to sign checks drawn on the ECE-RJ bank accounts are the Vice President of Finance and the President. In unusual circumstances, and with the authority of the President, the Vice President of Finance can authorize the Treasurer to sign checks as well. In extraordinary circumstances the Vice President of Finance has the authority to waive dues (see Article VIII, Section V).

6. The **Vice President of Membership** shall: (1) support the Membership Chair in an effort to focus on systematic methods of welcoming, recruitment, integration and retention; (2) work closely with each Vice President to establish and maintain an ongoing and open line of communication with the early childhood education community at large in order to enhance membership opportunities; (3) support the ECE-RJ Mentoring and Outreach Chairs in their efforts to carry out their missions; (4) make certain that each committee falling under this vice-presidency is responsible for maintaining expenditures within the existing budget of the current year (the President must approve any expenditure exceeding the budget); (5) be an ex-officio member of the Nominating Committee; and (6) act as a bridge between the ECE-RJ Board and our representative to the URJ 'Outreach & Membership' Commission.
7. The **Vice President of Professional Development** shall (1) be a member of the ECE-RJ Lifelong Jewish Learning Committee [comprised of the First Vice President, the Vice President of Ritual & Jewish Educational Programming and the Vice President of Professional Development]; (2) will support the liaisons to NATE according to the topics being explored; (3) will find avenues to raise the level of professionalism of the membership of the organization and the programs within; (4) shall support the Advocacy and Pensions/Benefits Chairs in their efforts to carry out their missions; (5) make certain that each committee falling under this vice-presidency maintains expenditures within the existing budget of the current year (the President must approve any expenditure exceeding the budget); and (6) act as a bridge between the ECE-RJ Board and our representative to the Reform Pension Board.
8. The **Vice President of Ritual & Jewish Educational Programming** will (1) be responsible for the integration of Torah into the life of the organization, creating opportunities for study and prayer; (2) making sure there is representation from the Ritual committee on the Conference Committee to coordinate religious experiences; (3) chair the ECE-RJ Lifelong Jewish Learning Committee, helping to develop a long range plan which will foster the development of future Jewish educational programming and provide opportunities for future Jewish lifelong learning; (4) support the Ritual and the Family Education Chairs in their effort to carry out their missions; (5) make certain that each committee falling under this vice-presidency maintains expenditures within the existing budget of the current year (the President must approve any expenditure exceeding the budget); and (6) act as a bridge between the ECE-RJ Board and our representatives to the URJ Commission on Lifelong Jewish Learning (CLJL) and the Lifelong Learning Council (LLC).
9. The **Vice President of Social Action** shall (1) support and identify all social action and outreach programmatic goals undertaken by the ECE-RJ; (2) make sure these goals

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are consistent with the goals and objectives of the Commission on Social Action of the URJ through the EC Delegate to the CSA; (3) coordinate with the Vice President of Communication to bring such programmatic goals to the attention of the Board and membership in a timely and meaningful manner; (4) support the Social Action Chair in her/his efforts to carry out its mission; (5) make certain that each committee falling under this vice-presidency maintains expenditures within the existing budget of the current year (the President must approve any expenditure exceeding the budget); (6) be a member of the ECE-RJ Lifelong Jewish Learning Committee; and (7) act as a bridge between the ECE-RJ Board and our representative to the URJ Commission on Social Action (CSA).

### **Section II. *General Board of Early Childhood Educators of Reform Judaism***

#### **Section II.A. *Board Structure***

1. The General Board shall consist of two (2) members from each of the five (5) geographic regions including Canada. The regions are (a) northeast, (b) southeast, (c) mid-west, (d) southwest and (e) northwest. In addition there will be two (2) at large members. Regions are defined in ADDENDUM #1 which is attached to these By-Laws. If an appropriate candidate cannot be found from a region, then a candidate from a different region may be nominated to fill that position.
2. In order to provide continuity, a staggered term of office shall be established whereby a new first (1<sup>st</sup>) term member from each region will be paired with an existing member who has served for one (1) year or more in that region. The groupings shall be called Panel #1 and Panel #2.
3. Members of the General Board shall be elected to serve for a two (2) year term. No General Board member may serve more than two (02) consecutive terms.
4. General elections shall be held each year at the annual meeting of the ECE-RJ.

#### **Section II.B. *Eligibility Requirement***

1. General Board members shall meet the 'Eligibility Requirements for Elected Leaders' (see Article V, Section II) and be members of the ECE-RJ for at least two (02) years prior to seeking office.
2. The candidate for General Board shall have attended at least one (01) conference.
3. A candidate for General Board membership must be a member in good standing as defined in Article III, Sections I & II.

#### **Section II.C. *General Board Term of Office***

1. Candidate may be elected to serve for one (01) term of two (2) years.
2. Each General Board member may serve for a limit of two (02) consecutive terms.
3. After serving for two consecutive terms, General Board members are not eligible for re-nomination to the General Board for at least one (01) year.
4. One half (1/2) of the General Board shall be elected each year.

#### **Section II.D. *General Board Job Responsibilities***

1. Elected members of the General Board shall support the organization by setting a professional and dedicated tone.
2. The elected members of the General Board shall follow the existing ethics policy as established by the Union for Reform Judaism. (See Reference #2, inserted 1/12/07 that appears at the end of this document.)
3. The elected members of the General Board shall serve as chair of a committee or coordinator of a conference.
4. The elected members of the General Board shall attend regularly scheduled General Board meetings (conference calls and at the annual conference) in accordance with the established attendance policy.

#### **Section II.E. *General Board Mission***

1. The elected members of the General Board shall be responsible for:

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- (1) implementing the vision of the organization;
- (2) assuring that each committee under their leadership carries out its mission;
- (3) giving guidance to the Vice President of Finance and the Finance Committee, assuring that the overall fiscal operations of the organization are maintained; and
- (4) making referrals and recommendations to the various committees as necessary to uphold the goals of the organization.

### Section III. *Job Responsibilities of Committee Chairs and Coordinators*

1. Only members of the General Board of the ECE-RJ are eligible to be Committee Chairpersons or Coordinators. In the case of co-chairs, only one chair must be a member of the General Board.
2. Committee Chairpersons and/or Coordinators shall appoint members of their respective committees in consultation with the President.
3. Chairpersons and/or Coordinators of all committees shall render annual reports in writing; such reports shall become part of the recorded minutes of the Annual Plenary session.
4. Each Committee Chair and/or Coordinator is overseen by and reports to one of the Vice Presidents as indicated in Article IV, Section I.D.

### Section IV. *Standing Committees of the ECE-RJ (The duties of the following committees, listed in alphabetical order, include, but are not limited to the mission as stated herein.)*

1. THE ADVOCACY COMMITTEE will be supported by the Vice President of Professional Development and will consist of a Committee Chair (a member of the General Board) and its members. The committee's mission will be to: (1) educate congregational decision makers about the value of Jewish Early Childhood Education as a profession and the integral role it should hold among the senior staff; (2) promote ways to build, maintain and encourage the self-respect and professional growth among individual members of the Jewish early childhood community; and (3) distribute current educational and professional information and resources.
2. THE BY-LAWS COMMITTEE will be formed and chaired by the First Vice President on an "as needed" basis in consultation with the President and the Executive Administrator. This committee shall study the governing document of the ECE-RJ and will strengthen and improve it as needed. Changes to the By-Laws must be in keeping with Article IX, Section I and Section II.
3. THE COMMUNICATION COMMITTEE will be supported by the Vice President of Communication and will consist of a Committee Chair (a member of the General Board) and its members. The committee's mission will be the guiding force for keeping members informed and connected with each other and the many processes of the committees of the organization by: (1) submitting articles for *Ganeinu*; (2) creating web postings; (3) providing e-mail bulletins; and (4) sending birthday and other appropriate greetings in conjunction with the Corresponding Secretary.
4. THE CONFERENCE COMMITTEE will be chaired by the ECE-RJ Conference Coordinator (a member of the General Board) and will be supported by the Vice President of Conference Planning. The Conference Coordinator will work directly with the current Local Conference Chair (from the host community) supporting his/her efforts to: (1) investigate and negotiate all venue contracts for housing and meals to ensure that they meet URJ criteria; and (2) make sure that all administrative and programming responsibilities have been implemented and completed in a manner which is in keeping with the standards of the ECE-RJ. Because planning for the future is key, it may be necessary for the Conference Coordinator to be working with several Local Conference Chairs at once.

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5. THE FAMILY EDUCATION COMMITTEE will be supported by the Vice President of Ritual & Jewish Educational Programming and will consist of a Committee Chair (a member of the General Board) and its members. The committee's mission will be to: (1) create and maintain a data base of outstanding Jewish Family Education programs geared to Early Childhood; (2) encourage the integration of Jewish education between the synagogue and the home using the Early Childhood Center as the vehicle; and (3) keep the membership informed about ongoing trends in Jewish Family Education throughout the world.
6. THE FINANCE COMMITTEE will be chaired by the Vice President of Finance and will consist of the First Vice President, the Treasurer and a volunteer member of the organization. This committee will: (1) formulate the annual budget and present it to the Executive Board for a first reading at the October meeting and for approval by the General Board at its November meeting; and (2) review the monthly income/expense reports made by the Vice President of Finance to ensure the fiscal stability of the organization.
7. THE FUNDRAISING COMMITTEE will be formed and chaired by the Treasurer on an "as needed" basis. The First Vice-President, The Vice President of Finance and one other person to be chosen from the general membership at large, shall sit of the Fundraising Committee. This committee shall be responsible for working with (1) the Conference Committee to plan ways to help meet its fundraising responsibility to the conference budget; (2) work closely with the Lifelong Jewish Learning Committee as they seek to obtain outside funding for new initiatives; and (3) meet for any other fundraising purpose which arises and is approved by the Executive Board.
8. THE LIFELONG JEWISH LEARNING COMMITTEE OF THE ECE-RJ will be chaired by the Vice President of Ritual & Jewish Educational Programming and consist of the Vice President of Professional Development, the First Vice President, the Vice President of Social Action and its members. The committee's mission will be to: (1) initiate ongoing exploration of Jewish curricula for all generations who interface in the lives of the children in our care including teacher, parent, grandparent, siblings and the extended family; (2) seek outside funding for new initiatives in Lifelong Jewish Learning in consultation with the Fundraising and Finance Committees; and (3) provide early childhood education representation and interface with the URJ Lifelong Learning Council (LLC) and the URJ Commission on Lifelong Jewish Learning (CLJL).
9. THE MEMBERSHIP COMMITTEE will be supported by the Vice President of Membership and will consist of a Committee Chair (a member of the General Board) and its members. The committee's mission will be to focus on systematic methods of recruiting, welcoming, integrating, and retaining members in addition to working with the various committees in the creation of marketing vehicles.
10. THE MENTORING COMMITTEE will be supported by the Vice President of Membership and will consist of a Committee Chair (a member of the General Board) and its members. The committee's mission will be to: (1) develop a permanent and ongoing mentoring program for the purposes of supporting new programs and new and less experienced directors. This may be accomplished by pairing experienced directors with less experienced directors of similar demographics. It may also be accomplished by providing resources on specific topics (ie. accreditation); and (2) oversee the organization of Conference Buddies (i.e. the pairing of a first time conference attendee with a volunteer who has attended other conferences in order to ease the new attendee into the workings of a conference).

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11. THE OUTREACH COMMITTEE will be supported by the Vice President of Membership and will consist of a Committee Chair (a member of the General Board) and its members. The committee's responsibility will be to: (1) develop communication systems for sharing resources for interfaith families throughout our URJ Early Childhood Schools; (2) interface with non-Jewish directors and teachers within our organization; (3) develop ways for families to feel comfortable within our early childhood settings; and (4) help new schools become started within our movement.
12. THE PENSIONS AND BENEFITS COMMITTEE will be supported by the Vice President of Professional Development and will consist of a Committee Chair (a member of the General Board) and its members, if needed. The committee's mission will be to: (1) work in partnership with the Reform Pension Board to educate eligible members about the benefits of participation; (2) work to educate institutions about the value of providing benefits for their early childhood professionals; and (3) work with the Advocacy Committee in publicizing the importance of raising the standards in our profession.
13. THE PERSONNEL COMMITTEE will be formed and chaired by the First Vice President on an "as needed" basis. This committee shall be responsible for the supervision, evaluation, and salary negotiation of ECE-RJ personnel as needed.
14. THE RITUAL COMMITTEE will be supported by the Vice President of Ritual & Jewish Educational Programming and will consist of a committee chair (a member of the General Board) and its members. The committee's mission will be to: (1) assure that Reform Jewish ritual practice is incorporated in the culture of the organization's activities; (2) make recommendations for the adoption of rituals affecting the board and the organization in general; and (3) be a part of the conference committee in order to make sure these rituals are effectively incorporated into each ECE-RJ conference.
15. THE SOCIAL ACTION COMMITTEE will be supported by the Vice President of Social Action and will consist of a Committee Chair (a member of the General Board) and its members. The committee's mission will be to: (1) implement the programmatic goals identified by the Vice-President; (2) distribute the programs in meaningful ways to the membership; (3) develop, maintain and update a social action resource file appropriate to Early Childhood; and (4) work closely with the delegates to the URJ Commission on Social Action (CSA) to assure that programmatic initiatives are shared.

### Section V. *Other Positions of the ECE-RJ*

#### Section V.A *Voting Members of the General Board*

1. THE TREASURER, a member of the General Board, shall (1) assist the Vice President of Finance as needed; (2) sign checks (in extraordinary circumstances) if delegated by the Vice President of Finance; (3) serve as a member of the Finance Committee; (4) serve as chair of the Fund Raising sub-committee; (5) with the input of the Finance Committee, review and establish dues (Section VII.III); (6) present the recommended dues structure for the upcoming year to the Executive Board at its June meeting; (7) assist the Conference Coordinator in the formation of the conference budget; and (8) monitor 'Conference America' Schedule for conference calls.
2. THE ECE-RJ CONFERENCE COORDINATOR, a member of the General Board, will ensure that the planning for the annual ECE-RJ conference, whether a full or an intensive conference, follows a timely schedule. The ECE-RJ Conference Coordinator will oversee each Local Conference Chair to support them in their efforts to carry out their mission. Because the specific responsibilities are fluid, and because the needs of

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each community are different, a more detailed description of both the ECE-RJ Conference Coordinator and Local Conference Chair's responsibilities can be found under organizational policies.

3. **THE ECE-RJ BIENNIAL COORDINATOR**, a member of the General Board, will oversee the Local Biennial Chair and the ECE-RJ Symposium Liaison to support them in their efforts to carry out their mission. Because the specific responsibilities are fluid, and because the needs of each community are different, a more detailed description of both the ECE-RJ Biennial Coordinator and the ECE-RJ Symposium Liaison's responsibilities can be found under organization policies.
4. **THE IMMEDIATE PAST PRESIDENT** shall sit on both the Executive and General Boards for a period of two (02) years with full voting rights. During this time, the Immediate Past President shall serve as Chair of the Nominating Committee. All past presidents may remain honorary members of the Board with no voting rights for up to eight (08) years.

### *Section V.B Non-Voting Members of the General Board*

1. The duties of the **EXECUTIVE ADMINISTRATOR** include, but are not limited to: (1) coordinating and managing the membership and conference databases; (2) compiling statistics on membership; (3) editing all printed materials; (4) assuring that the minutes have been duly recorded, distributed, and properly filed; (5) making sure that the notice of all regular and/or special meetings has taken place in an orderly fashion; (6) properly maintaining all organizational policies; (7) maintaining and updating the on-line listserv through *Shamash*; (8) be an ex-officio member of the Nominating Committee; and (9) following all other aspects of the job description for this position. The First Vice President supervises the Executive Administrator.
2. **DIRECTOR OF EARLY CHILDHOOD EDUCATION, UNION FOR REFORM JUDAISM** is an ex-officio position of the organization and the editor of *Ganeinu*. This is an advisory position to the ECE-RJ and the organization's personal connection to the Union for Reform Judaism. This partnership assures our organization's high standards, mission and policy by association. This is a non-voting member of both the Executive and General Boards of ECE-RJ.

### *Section V.C Non-Board Positions connected to the General Board*

1. **CORRESPONDING SECRETARY/SUNSHINE FUND ADMINISTRATOR** is supported by the Vice President of Communication and will be responsible for: (1) administering all Life Cycle acknowledgements; (2) administering the Sunshine Fund in accordance with its approved guidelines; (3) sending birthday greetings and all other appropriate greetings in conjunction with the Chair of Communications; and (4) being responsible for other communication as needed.
2. **THE LOCAL CONFERENCE CHAIR** is the person at the local level who is in charge of the over-all planning of a conference. Under the guidance of the ECE-RJ Conference Coordinator, the Local Chair will be responsible for making sure that the planning for the conference follows a timely schedule, is well planned and is executed according to the standards of excellence expected by ECE-RJ leadership. Because the specific responsibilities are fluid, and because the needs of each community are different, a more detailed description of the Local Conference Chair's responsibilities can be found under organizational policies.
3. **THE LOCAL BIENNIAL CHAIR** is the person at the local level who is in charge of planning, executing and manning the ECE-RJ Booth at each Biennial of the URJ. Under the guidance of the ECE-RJ Biennial Coordinator, the Local Chair will be responsible for making sure that the planning for the booth follows a timely schedule,

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is well planned and is executed according to the standards of excellence expected by ECE-RJ leadership. Because the specific responsibilities are fluid, and because the needs of each biennial are different, a more detailed description of the Local Biennial Chair's responsibilities can be found under organizational policies.

4. **THE ECE-RJ SYMPOSIUM LIAISON** will be a member of the Executive Steering Committee of the Symposium working with the URJ Director of Early Childhood Education and all other URJ affiliates who serve as co-sponsors of the URJ Biennial Symposium and who are directly involved in the planning and execution of the Symposium. This person will report directly to the ECE-RJ Biennial Coordinator.

### Article V. **ELECTIONS**

#### Section I. *The Nominating Committee*

1. A Nominating Committee shall be convened annually in April to prepare a slate of officers and/or board members per standards set forth in Article V, Section III, which will be presented to the membership at the next annual Plenary Meeting.
2. The Immediate Past President shall serve as Chairperson of the Nominating Committee. If this is not possible, the President shall appoint a member of the Board not eligible for re-election.
3. Other members of the Nominating Committee shall include:
  - (a) two (02) members of the Board not eligible for re-election, elected by majority vote of the Board, and
  - (b) four (04) members in the category of REGULAR, ADJUNCT or SUSTAINING from the membership-at-large, elected by majority vote of the Board.
  - (c) The President, Executive Administrator and Vice-President of Membership shall serve as ex-officio members.
4. A member of the Nominating Committee is not eligible for nomination and election as Officer or Member of the Board.

#### Section II. *Eligibility Requirements for Elected Leaders*

*The following may be nominated or appointed to positions of Officers or Members of the Board:*

1. The candidate must be a member in good standing (see Article III, Sections I, II)
2. The candidate for the General Board must have been a member of the ECE-RJ for at least two (02) years prior to seeking office (see Article IV, Section I.B and Section I.C)), and must have attended at least one (01) national conference.
3. The candidate for the Executive Board must have been a member of the ECE-RJ for at least four (04) years prior to seeking office (see Article IV, Section II.B and Section II.C), must have been a member of the General Board for at least one (01) year, and must have attended at least two (02) national conferences.
4. The candidate must be in one of the following classifications of membership: (1) Regular, (2) Adjunct, or (3) Sustaining (see Article III, Section III). The Nominating Committee, with the approval of the President and the First Vice President can amend the eligibility requirement if no appropriate candidates are forthcoming.

#### Section III. *Terms of Office*

1. Executive Board (see Article IV, Section 1.C)
2. General Board (see Article IV, Section II.C)

#### Section IV. *Creation of the Slate of Nominees*

1. The Chairperson of the Nominating Committee, after meeting or consulting with the Committee, shall:
  - (a) determine whether those persons who are suggested or who are recommended meet the criteria set forth in Article V, Section III and will accept the nomination, and will serve if elected; and
  - (b) submit (in July) to the President the names of the persons the Nominating Committee recommends for Officers and Members of the Board.

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### Section V. *Presentation of the Slate of Nominees*

1. The names of the recommended candidates for Officers and Board, in alphabetical order, shall be distributed to the entire membership by August 15 of the year prior to the term of office.
2. As a part of this distribution, the membership will be notified that additional names may be submitted by petition. Such petitions must be signed by at least ten (10) members in good standing (Article III, Section II) and shall be sent to the Chairperson of the Nominating Committee and must be postmarked by September 15<sup>th</sup>

### Section VI. *Election of Slate of Nominees*

#### 1.A. Acceptance of Slate as Presented

1. If by September 15<sup>th</sup> no additional nominations have been received for any Officer or position on the Board, the Chairperson of the Nominating Committee will cast one (01) vote for the entire membership on September 16<sup>th</sup> to signify the acceptance of the proposed slate.

#### 1.B. Acceptance of Slate With Petition

1. If petitions are received, the Chairperson will formulate a slate including the additional names received by petition listed in alphabetical order. This ballot will be distributed for a vote to the membership by October 15<sup>th</sup>.
2. In this circumstance, the membership may vote for as many names as there are vacancies via an electronic ballot that shall be completed and returned to the chairperson of the Nominating Committee by November 15<sup>th</sup> of the election year.
3. Where there are two (02) or more candidates for any office, a majority vote shall be necessary to elect a candidate.

### Section VII. *Announcement & Installation of Officers and Board*

1. Newly elected officers and members of the Board will assume their duties on January 1<sup>st</sup> of the year following the election.
2. The results of the election shall be announced by email and at the business meeting immediately following the election.
3. Formal installation of these newly elected members shall take place at the annual conference following the election process.

### Section VIII. *Vacancies*

1. In the event a vacancy occurs in any elected Executive Board or General Board position, and it becomes necessary to fill said vacancy, the President shall put forth an appropriate nomination (see Article V, Section III).
2. The Board shall, by a two-thirds (2/3) vote of those present and voting, elect such person or persons to complete the un-expired term.
3. Completing an un-expired term shall not affect a members' eligibility for election to the Board, and said member may be elected as a member of the Board as outlined in Article V, Section III.

### Section IX. *Removal From Office*

1. An officer or member of the General Board may be removed from office for non-performance of 'Job Responsibilities' as defined in Article IV, Section I.B.1-7 of these By-Laws.
2. This process will be initiated at the discretion of the President and in consultation with two (02) members of the Executive Board.
3. A special meeting of the Executive Board will be convened in which the officers shall discuss the alleged non-performance of duties with the Board member who may be subject to removal, to notify such member that their performance is not in compliance with the duties as described in the By-Laws.

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4. Having been duly notified and informed of the particulars, such Board member in question shall be granted appropriate opportunity to resign from office or to respond to any and all allegations of non-performance.
5. Members of the Executive Board, not fewer than five (05) affirmative votes, may recommend the removal of the Board member whose non-performance of duty has been established to the General Board.
6. The General Board, having received at least thirty (30) days notice of such recommendation, may remove such member by a two-thirds (2/3) affirmative vote of the members present and voting.
7. The President will notify the officer being removed from office for non-performance.

### Article VI. **WRITTEN MATERIALS**

#### Section I. *Published Materials*

1. All printed materials including but not limited to brochures, fliers, letters, cards, programs, and other public relations pieces must be vetted in the following manner: (1) the supervising Vice President will do the first edit; (2) the Executive Administrator will do the final edit; and (3) the document will be returned to the supervising Vice President for proofing.

#### Section II. *Conference Contracts*

1. The Director of Early Childhood Education at the Union for Reform Judaism in consultation with the URJ Conference Department must review the main conference contract with the hotel (which includes food and accommodations) to ensure that the wording of the contract is sufficient to protect both the URJ and the ECE-RJ. Since this process can take as long as two months, this contract should be submitted AT LEAST one year in advance of the date of the conference.

### Article VII. **MEETINGS AND QUORUM**

#### Section I. *Annual Conference Plenary Meetings*

1. Plenary meetings of the ECE-RJ will be held at least annually to receive reports of Board Members and of committees and to conduct such business as shall properly come before it. For each meeting, a quorum shall be those members present after due notice of such a meeting has been given to the full membership.
2. If a vote of the membership is required between annual meetings for the business of the organization, it can be taken by mail and/or by email.

#### Section II. *Executive Board Meetings*

The Executive Board shall meet at least quarterly by pre-arranged conference call. A quorum shall consist of a simple majority of the voting members of the Executive Board (a simple majority is anything greater than half). If a quorum is not reached, the meeting in question will be rescheduled as soon as possible. There shall be at least one IN PERSON meeting held yearly at the annual conference.

#### Section III. *Board Meetings*

The General Board shall confer monthly by pre-arranged conference call. A quorum shall consist of a simple majority of the voting members of the General Board (a simple majority is anything greater than half). If a quorum is not reached, the meeting in question will be rescheduled as soon as possible. There shall be at least one IN PERSON meeting held yearly at the annual conference.

#### Section IV. *Special Meetings*

The President may convene special Board Meetings with the approval of the Executive Board.

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### Section V. *Parliamentary Procedure*

The conduct of meetings and the affairs of ECE-RJ shall be in accordance with parliamentary procedure. Where no specific designation is made herein for procedure and practice, it shall be in accordance with the latest revised Robert's Rules of Order.

## **Article VIII. DUES**

### Section I. *Fiscal Year*

The Fiscal Year shall begin on the first day of December of each year and end on the 30<sup>th</sup> day of November on the following year. This will coordinate with the annual conference, which will generally be held in January.

### Section II. *Categories of Dues*

All HONORARY AND LIFE MEMBERS shall be exempt from any payment of dues.

### Section III. *Establishing Dues*

Changes in the current dues structure will be presented to the Executive Board by the Treasurer and will be subject to a full and open discussion and must be agreed upon by a unanimous vote. Proposed changes in the dues structure will be presented to General Board for discussion and unanimous approval at their June meeting.

### Section IV. *Member in Good Standing*

In order to be eligible to be nominated for/or elected to serve as an Executive Committee Member and/or a Regional Representative and/or a Nominating Committee Member, said person shall be current in his or her dues.

### Section V. *Arrearages*

Members whose dues are one (1) or more years in arrears shall be considered to have terminated their membership. The Vice President of Finance after consultation with the President has the authority to waive dues, in extraordinary circumstances.

## **Article IX. AMENDMENTS**

### Section I. *Proposal*

Amendments to these By-Laws may be proposed by the Executive Committee or by a petition signed by 20% of the member body of ECE-RJ.

### Section II. *Approval*

Amendments must be approved by (1) a Two-Thirds (2/3) vote of the members present and voting at the annual plenary session, or (2) a Two-Thirds (2/3) vote of those members responding to a mail or email ballot.

## **Article X.**

### **INCORPORATION BY REFERENCE OF ARTICLE XV BY- LAWS OF THE URJ**

Article XV of the By-Laws of the URJ, the text of which is appended as an exhibit hereto, is incorporated herein by this reference. If there is any conflict between that Article and any provision of these By-Laws, the provisions of that Article shall control.

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**REFERENCE #1, INSERTED 1/12/07**

BY LAWS OF THE UNION FOR REFORM JUDAISM

ARTICLE XV.

NATIONAL AFFILIATES

SECTION 1. The Union shall continue to have the power to create and sponsor national affiliates whose primary purpose shall be to strengthen the Union and to serve the cause of Judaism. Each national affiliate may enact, for the administration of its affairs, rules and regulations not inconsistent with the constitution and bylaws of the Union or with any decision of the General Assembly or the Board of Trustees of the Union. No affiliate shall be permitted to adopt a name or to change its name without the prior approval of the Board of Trustees.

SECTION 2. The chairman of the Board of Trustees and the president of the Union shall be ex-officio members of the Executive Board of each national affiliate.

SECTION 3. All members of the staff of each national affiliate shall be members of the staff of the Union. No person shall be elected to the office of executive secretary or its equivalent of a national affiliate except after consultation with the chairman of the Board of Trustees and the president of the Union.

SECTION 4. Each national affiliate shall submit its budget to the Budget Committee of the Union for the approval of those amounts to be appropriated by the Union for that affiliate.

SECTION 5. No national affiliate shall adopt any resolution on a matter of general public interest, or institute any new policy, or initiate any project without consultation with the chairman of the Board of Trustees, or the president of the Union, or their designated representatives.

SECTION 6. In the event that a mutually satisfactory conclusion cannot be reached as a result of the above consultation, such matter shall be referred for decision to a committee of five, two of whom shall be appointed by the chairman of the Board of Trustees of the Union and two by the president of the respective affiliate, and the four so appointed shall select the fifth member from the Board of Trustees of the Union, who shall act as an impartial arbitrator.

SECTION 7. The foregoing principles, appropriately paraphrased, shall be incorporated into the constitution of each national affiliate that is created.

SECTION 8. Each of the national affiliates sponsored by the Union shall make a written report of its activities to the Board of Trustees of the Union each year.

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**Reference #2, inserted 1/12/07**

WHO MAY ABIDE IN YOUR HOUSE?  
Jewish Ethics and Decision Making  
Copyright by the UAHC, 2000; reprinted 2001, 2003  
Reprinted 2004 and 2006 by the URJ

**THE ACTS OF THE LEADER ARE THE ACTS OF THE NATION.**  
**IF THE LEADER IS JUST, THE NATION IS JUST; IF THE LEADER IS UNJUST, SO IS THE NATION.**  
*ZOHAR 11 47A*

“The quality of (an organization’s) leadership reflects the community’s values. How the leaders are selected, why they have been chosen, and the extent to which they practice Jewish values make a statement about what is important (to the organization). In turn, the leaders should be morally responsive to the membership.”

For greater understanding of the ethical guidelines by which the Union, it’s member’s and its affiliates are bound, please reference the following webpage.

[http://urj.org/kd/items/actions.cfm?action=Show&item\\_id=9215&destination=ShowItem](http://urj.org/kd/items/actions.cfm?action=Show&item_id=9215&destination=ShowItem)

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### **ADDENDUM #1 TO ECE-RJ BY-LAWS, APPROVED 1/16/05**

#### **Definition of Regions:**

**ECE-RJ HAS FIVE (5) REGIONS. Each ECE-RJ region contains several URJ regions. Each region has states, or parts of states, assigned to it**

**EAST** (Greater NY Central Region, New Jersey West Hudson Valley, North East Council and Pennsylvania and the following nine states: Connecticut (CT), Maine (ME), Massachusetts (MA), New Hampshire (NH), New Jersey (NJ), Eastern New York (NY), Pennsylvania (PA), Rhode Island (RI) and Vermont (VT)

**MIDWEST** (Great Lakes Council, MidWest Council, North East Lake Council and the following seventeen states: Colorado (CO), Illinois (IL), Indiana (IN), Iowa (IA), Kansas (KA), Kentucky (KY), Michigan (MI), Minnesota (MN), Missouri (MO), Western New York State (NY), Nebraska (NE), North Dakota (ND), Ohio (OH) South Dakota (SD), Tennessee (TN), Wisconsin (WI) and Wyoming (WY)

**SOUTH** (Mid-Atlantic Council, South East Council and the following ten states: Alabama (AL), Delaware (DE), District of Columbia (DC), Florida (FL), Georgia (GA), Maryland (MD), North Carolina (NC), South Carolina (SC), Virginia (VA) and West Virginia (WV)

**SOUTHWEST** (South West Council, Pacific South West Council and the following eight states: Arizona (AZ), Arkansas (AR), Southern California (CA), Louisiana (LA), Mississippi (MS), New Mexico (NM), Oklahoma (OK) and Texas (TX)

**NORTHWEST** (Pacific Central West, Pacific North West, NCC and the following nine states: Alaska (AK), Northern California (CA), Canada (CN), Hawaii (HI), Idaho (ID), Montana (MT), Nevada (NV), Oregon (OR), Utah (UT) and Washington (WA)