

**BY-LAWS  
OF  
KEHILLAH: Jewish Communal Professional Association of Greater Baltimore**

**ARTICLE I - NAME**

This association shall be known as KEHILLAH: Jewish Communal Professional Association of Greater Baltimore. The business of the association shall be conducted in cooperation with the Baltimore Institute for Jewish Communal Service.

**ARTICLE II - PURPOSE**

The purpose of this association is to explore issues that affect Jewish communal professionals in the Greater Baltimore area. Its mission is to provide networking opportunities, enhance the status of the field, promote continuing professional education and interagency collaboration, and enhance the quality of Jewish life by:

- a. serving as a forum in meetings and publications for the discussion of programs of Jewish communal service and of the application of professional knowledge and skills to service in the Jewish community;
- b. promoting good personal and professional standards and practices in Jewish communal service;
- c. furthering education and training in professional practice skills, in knowledge of Jewish life and heritage, and in their integration;
- d. coordinating and strengthening the efforts of the various professions which comprise Jewish communal service towards common purposes and interdisciplinary efforts;
- e. advocating Jewish communal service and promoting its development;
- f. representing Jewish communal service in promoting the welfare of the Jewish community and of the society at large; and
- g. increasing the capacity and commitment of Jewish communal service personnel to the achievement of our purpose through recruitment, retention and advancement of Jewish communal workers.

## ARTICLE III - OFFICERS AND ADMINISTRATION

### Section 1

The association shall have a Steering Committee consisting of the Chairperson(s), Vice Chairpersons, Standing Committee Chairs, and designated ~~members-at-large~~.

### Section 2

The officers and other members of the Steering Committee shall be chosen as prescribed in the By-Laws.

### Section 3

Staff support for the association shall be provided by the Baltimore Institute for Jewish Communal Service.

### Section 4

All organizations or institutions within the Baltimore Jewish community wishing to affiliate with KEHILLA shall have the right to designate a liaison to attend the organization's Steering Committee meetings.

## ARTICLE IV - MEMBERSHIP

### Section 1

- a. Membership is open to men and women who are professionally employed in Jewish communal service organizations and institutions, and whose goals and interests are consistent with the purposes of the association. This shall include, but not be limited to, professional employees of:
  1. THE ASSOCIATED: Jewish Community Federation of Baltimore
  2. Agencies of THE ASSOCIATED: Jewish Community Federation of Baltimore
  3. Jewish educational institutions, synagogue administrators and clergy
  4. Other Jewish communal agencies and organizations whose goals and interests are consistent with the purposes of the association.
- b. Retired employees of the above agencies or institutions.
- c. Students affiliated with the Baltimore Institute for Jewish Communal Service who are preparing for employment in the field of Jewish communal service may become members.

Section 2

A Dues Schedule for members shall be established by the Steering Committee.

Section 3

Members shall be entitled to participate in all activities of the association and to cast one vote at the Annual Meeting or at special meetings for the election of officers.

**ARTICLE V - OFFICERS**

Section 1

- a. Officers shall be the Chairperson(s) and the Vice-Chairs, one or more of whom, at a future date, shall be chosen as Chairperson(s)-Elect.
- b. An officer need not have been a member of the Steering Committee at the time of his or her election to office.
- c. The Term of an elected officer of the association shall be one (1) year. Chairperson(s) shall serve for no more than two (2) consecutive one year terms. Vice-Chairs shall serve for no more than three (3) consecutive one year terms.

Section 2

The duties of the Chairperson shall be:

- a. To set the dates, times and places for meetings of the Steering Committee and act as the chair of the Committee's meetings.
- b. To appoint, in consultation with the members of the Steering Committee, the members and chairperson of all committees unless otherwise specified in the By-Laws.
- c. To serve ex-officio as a member of all committees.
- d. To deal with such matters as may arise between meetings of the Steering Committee, subject to the provisions of the By-Laws and such procedures as may be adopted by the Steering Committee.
- e. To perform such other duties as may be prescribed by the By-Laws.

### Section 3

The duties of Vice-Chairs shall be:

- a. To act in the place of the Chairperson during his or her temporary absence.
- b. In the event the Chairperson cannot complete his or her term of office, the Steering Committee shall elect one of the Vice-Chairs to fill the unexpired term of office.

### Section 4

Officers shall be members in good standing of the association.

## **ARTICLE VI - STEERING COMMITTEE**

### Section 1

The Steering Committee shall consist of:

- a. The officers of the association.
- b. The chairpersons of standing committees or special committees during their tenure.
- c. At-large members designated by their agency or organization, or appointed by the Chairperson.
- d. The Chairperson, with the approval of the Steering Committee, shall have the power to appoint no more than three (3) additional members of the Steering Committee who shall serve for a one (1) year term of office. These members may be reappointed.
- e. Former Chairpersons of the association shall serve as members-at-large so long as they are members in good standing.
- f. The Steering Committee shall be empowered to appoint individuals as honorary life members who have exhibited unusual commitment and participation in, and on behalf of, the Baltimore Jewish community.

## Section 2

The Steering Committee shall:

- a. Carry on all business of the association in accordance with the powers and responsibilities vested in it by the By-Laws.
- b. Establish ad-hoc committees which may be required to deal with special issues.
- c. Establish procedures for the more effective functioning of the association supplementary to, but not in conflict with, the By-Laws.

## Section 3

- a. The Steering Committee shall endeavor to meet five (5) times a year, at the call of the Chairperson. The final meeting of the year may, at the discretion of the officers, be designated as the Annual Meeting for the election of officers, and other necessary and proper matters pursuant to Article VII of these By-Laws. When convened as the Annual Meeting, the Steering Committee meeting shall be open to all members of the association.
- b. The Chairperson shall call a meeting of the Steering Committee at the request of a majority of its members.

## Section 4

Between meetings, members of the Steering Committee may act by mail or telephone upon any matter within its purview, whether initiated by the Chairperson or upon request of a majority of its members.

## Section 5

A quorum for meetings of the Steering Committee shall consist of one-third of its total membership.

# **ARTICLE VII - ANNUAL MEETING**

## Section 1

The regular annual meeting of the association shall be held during the month of May, or as soon thereafter as practicable, and at such time and place as may be determined by the Steering Committee.

## Section 2

Notice of the Annual Meeting shall be given to members in good standing at least thirty (30) days prior to the date set for the meeting. The notice shall state the date and place of the meeting, and the business to be conducted, including the slate of officers and Steering Committee members, as provided in Article VIII of the By-laws..

## Section 3

The business portion of the Annual Meeting shall consist of the election of officers and members of the Steering Committee. The meeting may also include:

- a. recognition of the services of outgoing officers and Steering Committee members
- b. an end of year report by the Chairperson
- c. the announcement of appointment of committee chairpersons for the new year
- d. such other matters as may be necessary and appropriate.

The final order of business shall be the announcement and installation of incoming Steering Committee members and association officers.

## **ARTICLE VIII - ELECTION OF OFFICERS**

### Section 1

Ninety (90) days prior to the date of the Annual Meeting, or immediately following the last program event of the year, whichever comes first, the immediate past Chairperson of the association shall serve as the Nominating Committee Chairperson for the forthcoming election. He or she shall appoint a Nominating Committee consisting of a minimum of five (5) additional Steering Committee members and two (2) members-at-large. In the event the immediate past Chairperson is unable to serve, the Chairperson shall appoint a Nominating Committee Chairperson.

### Section 2

The Nominating Committee shall immediately solicit suggestions for names of members to be elected as officers and/or members of the Steering Committee through the Association Newsletter or through a special notice mailed to each member.

### Section 3

- a. Taking into consideration the names suggested by association members, but not necessarily confining their consideration to these names, the Nomination Committee shall draw up a list of members as candidates for election as officers and members of the Steering Committee in accordance with the provision of the By-Laws.
- b. The Nominating Committee shall nominate one (1) member for election to any office.

### Section 4

The Nominating Committee shall obtain the consent of all members nominated for office.

### Section 5

The Chairperson shall notify all members of the association of the date of the Annual Meeting as provided in ARTICLE VII. of the By-Laws. This notification shall be made at least thirty (30) days prior to the date set for the Annual Meeting, and shall include the slate of officers recommended by the Nominating Committee.

### Section 6

The election of officers of the association shall take place at the Annual Meeting.

### Section 7

- a. The Steering Committee shall have the authority to establish procedures concerning the nomination and election of officers in the interest of the more effective functioning of the Association, provided that such procedures do not conflict with the By-Laws.
- b. In the event of a vacancy on the Steering Committee or an officer, the Chairperson, with the consent of the Steering Committee, shall have the power to appoint a replacement until the next election.

## **ARTICLE IX - COMMITTEES**

### **Section 1**

There shall be the following committees:

- a. Nominating Committee - The Nominating Committee shall function as defined in Article VIII sections 1 through 4.
- b. Program Committee - The Program Committee shall function through a sub-committee structure and shall be responsible for planning and implementing all Association programs.
- c. Membership Committee - The Membership Committee shall be responsible for recruitment, record keeping and all other matters as they pertain to membership in the Association.
- d. and other committees as established by the Chairperson and/or the Steering Committee.

### **Section 2**

- a. The Chairperson, in consultation with the Steering Committee, shall appoint the chairpersons of all committees.
- b. The Chairperson, in consultation with the committee chairs, shall appoint the members of all committees.

### **Section 3**

All committees shall be responsible to the Steering Committee. Decisions which encumber association funds or pertain to matters of major importance affecting all members of the community, shall be subject to the review and prior approval of the Steering Committee.

## **ARTICLE X - AMENDMENTS**

### **Section 1**

Amendments to the By-Lays may be proposed:

- a. by the Steering Committee, or
- b. by petition of not less than one-third (1/3) of the members of the Association in good standing.



- c. All proposed amendments shall be submitted to the membership, at a special meeting devoted to such purpose and shall require a majority vote of those voting for approval. Thirty (30) days notice of such meeting is required.

G:\WP51\WPDOCS\K-BYLAWS.WPD