

**NATIONAL COUNCIL OF JEWISH WOMEN  
NEBRASKA  
POLICIES AND PROCEDURES**

**I. OPERATION**

- A. The National Council of Jewish Women Nebraska, hereinafter referred to as ‘the Section’, as a non-partisan membership organization, utilizes volunteers whose efforts can achieve desired goals.
- B. The Section shall give primary consideration to the NCJW, Inc. mission and priorities in planning its program and projects.
- C. Members of the Section shall not canvas, petition, or solicit its members on behalf of another organization without prior approval from the Section board, hereinafter referred to as ‘the Board’.
- D. The Section shall not endorse commercial products. Acceptance of advertising or commercial contributions by the Section does not imply or constitute an endorsement of the product.
- E. The Section shall comply with all policies mandated by the federal government, as detailed in Section V.
- F. Neither the president nor the president’s designated representative may commit the Section to any financial obligation without prior approval of the Board.
- G. All press releases for the Section shall be approved by the president, State Policy Advocacy Chair or another authorized Section leader.
- H. Observance of Sabbath, Holy Days and Legal Holidays
  - 1. The Section shall conduct only such activities as are consistent with the spirit and tradition of the Sabbath, Jewish and legal holidays.
  - 2. See NCJW, Inc. Policies and Procedures as a guide for Holy Days observed.
  - 3. See NCJW, Inc. Policies and Procedures as a guide for legal holidays observed.

**II. FINANCIAL**

- A. The Board shall set the annual dues, at an amount no less than the minimum set by NCJW, Inc., payable as of July 1.
- B. Any member who fails to pay dues for the immediate past fiscal year within six (6) months after its close shall no longer be a member in good standing.
- C. Section financial contributions to projects and programs in Israel shall be made only to projects and programs of NCJW, Inc., and such contributions shall be made through the treasury of NCJW, Inc.

- D. All gifts of money and other financial contributions to the Section shall be paid to the Section treasury.
- E. Any bequest not specifically designated by the giver shall be put in the general fund.
- F. The Section may establish special funds for specific purposes to which members may contribute. These funds shall be so designated but held in the Section treasury.
- G. If a Section secures an NCJW, Inc. visitor without prior authorization from NCJW, Inc., the Section shall defray the visitor's expenses.
- H. All requests for reimbursement by individuals for authorized Section business must be approved by the appropriate Section official and should be accompanied by receipts.

### **III. OFFICER RESPONSIBILITIES**

- A. President
  - 1. The president may appoint chairs of committees except the nominating committee.
- B. Treasurer
  - 1. It shall be the duty of the treasurer to collect and/or receive all money due to the Section.
  - 2. The treasurer shall disburse funds only upon presentation of duly authorized receipts.
  - 3. The treasurer shall co-sign checks with the president or a designee.
  - 4. The treasurer shall submit a written financial report at all regular meetings of the board of directors and an annual report to the membership.
  - 5. The treasurer shall have the financial records of the Section reviewed annually and shall present this review to the board and make it available to the membership upon request.
  - 6. The treasurer shall be the chair of the Section's finance committee.
- C. Financial Secretary
  - 1. It shall be the duty of the financial secretary to issue dues bills, collect dues, which shall be remitted to the Section treasurer, issue official receipts to members upon request, and maintain a current record of payments and delinquencies.
  - 2. The financial secretary shall report on the status of the Section membership at board meetings.
  - 3. The financial secretary shall send to NCJW, Inc., on a timely basis, such reports on membership as are required in accordance with procedures established by NCJW, Inc.
  - 4. The financial secretary shall serve as a member of the finance committee.

- D. Recording Secretary  
It shall be the duty of the recording secretary to ensure that a record of the proceedings of the meetings of the membership, the board of directors, and the executive committee is maintained.

**IV. POLICIES GOVERNING INDIVIDUALS**

- A. A member of the Section holding a position in any outside organization by virtue of affiliation with the Section shall cease representing the Section upon conclusion of the official position. The organization shall be notified that the person is no longer a representative of the Section.
- B. A Section employee may not serve as a Section officer or as an elected or appointed member of the board of directors, committees or one of the Section adjunct groups. The employee may be invited to attend board meetings with voice but no vote. A Section employee may not represent the Section or any adjunct group as a voting delegate or alternate at any NCJW, Inc. meeting.

**V. FEDERAL COMPLIANCE WITH THE SARBANES-OXLEY ACT**

- A. The Section shall maintain a written Conflict of Interest Policy and all members of the Board shall complete the disclosure form.
- B. The Section shall maintain a Document Retention policy and a Whistleblower policy.

**VI. COMMITTEES**

The committees of the Section may include, but not be limited to, the following:

- A. Committees:
  - 1. **Nominating:** Whenever possible and advisable, consideration should be given to electing the immediate Past President as the next Nominating Committee Chair. The sitting President may not serve on the Nominating Committee, but may act as a resource to the Chair. If a member of the Nominating Committee becomes a candidate for office, the individual must be excused from the deliberations concerning the position for which the individual is being considered. Two or more members of the Nominating Committee shall be elected by the Board, from its membership.
  - 2. **Finance:** The Finance Committee shall prepare the annual budget, with input from the President, Executive Vice-President (when there is one), Vice-Presidents and Treasurer, for approval by the Board.

3. **State Public Affairs:** In the years when a SPA Chair is appointed, the individual shall chair the SPA Committee. The SPA Committee is the only official statewide public policy body of NCJW, Inc. and may affiliate or cooperate with any constituent group of a national organization with which NCJW, Inc. is affiliated. The committee shall have authority to endorse legislation of a state nature that is consistent with the NCJW, Inc. National Resolutions and Priorities. The SPA Committee Chair shall be appointed by the President of NCJW, Inc. in consultation with the NCJW leadership in Nebraska.
  4. **Awards:** Nominees for annual awards shall be proposed to the Board by the Awards Committee. The Board then votes on the award recipients. Awards may include: The “NCJW Award for Emerging Section Leaders,” “Nebraska Distinguished Service Award,” “The NCJW Hannah G. Solomon Award” and nominations for The Jewish Federation of Omaha Awards for Young Leadership and Humanitarian of the Year. NCJW and Section awards shall be presented at the Section’s Annual Meeting.
- B. Special committees:
1. **Bylaws:** The Bylaws Committee or appropriate board members shall be convened every three years to review Section Bylaws and Policies & Procedures and National Bylaws and Policies and Procedures or as necessary. The Committee may also be convened to review National Bylaws and National Policies & Procedures.
  2. The President or appropriate Vice-President may appoint Special Committee Chairs when necessary.
- C. If a chair or vice chair is remiss in carrying out assigned duties, the president may, with board approval, request resignation before the expiration of term.

## VII. NOMINATIONS AND ELECTIONS

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

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

- A. Affiliations and cooperation with other organizations and/or coalitions must have prior approval by the Board.
- B. When the Section affiliates with a local, state, or national organization and/or coalition, it shall do so in a manner consistent with NCJW, Inc. Policies and Procedures.
- C. The Section may cooperate on individual projects of other national organizations and/or coalitions provided such projects have the endorsement of NCJW, Inc.

- D. The Section may cooperate with local projects or movements or affiliate with other organizations and/or coalitions with which NCJW, Inc. is affiliated. In other instances the Section must obtain the approval of NCJW, Inc.
- E. The Section shall not form functioning committees of other existing local, National, or international organizations without the approval of NCJW, Inc. The NCJW, Inc. Policies and Procedures concerning the spending of Section funds for such organizations shall be observed.
- F. When the Section is affiliated with a coalition that takes a stand against a position or policy of the NCJW, Inc., the Section should register its opposition and ask that this opposition be noted in public statements or representations.
- G. When the Section is affiliated with an organization and/or coalition that consistently takes action contrary to the resolutions, programs or policies of NCJW, Inc., the Section must disaffiliate itself from that organization or coalition.
- H. The Section may not release its official membership list to any other organization, coalition, or business.

#### **IX. LEGISLATIVE ISSUES**

- A. General
  - 1. The Section shall not endorse any political party or any candidate for election to public office on a national, state or local level. Information about candidates and partisan issues must always be presented in a bi-partisan manner.
  - 2. Sections seeking to endorse or oppose appointment of individuals whose responsibilities may impact issues of concern to NCJW should confer with NCJW, Inc. prior to proceeding.
- B. State Legislation

The Committee on State Policy and Advocacy has been given autonomy to endorse legislation of a purely state nature, which is consistent with the NCJW, Inc. Resolutions. The Section shall participate in state legislation under the aegis of the State Policy and Advocacy Chair. If there is no SPA Chair, the Section shall participate in state legislation under the guidance of the NCJW, Inc. Washington Office.
- C. Local Legislation

The Section may endorse or oppose local legislation and issues only after careful study and consultation with the NCJW, Inc. Washington Office.

#### **X. NATIONAL MEETINGS**

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

**XI. AMENDMENTS AND REVISIONS**

- A. The Policies of the Section are formulated and subject to revision by the Board. The Section shall review its policies at least every three (3) years.
- B. Existing policies may be amended or rescinded and new policies may be adopted at any board meeting by a majority vote, provided prior notice is given.