

Bylaws: Early Childhood Educators of Reform Judaism

Article I. NAME

The organization's name 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.

We affirm that our framework is based on the core Jewish values as set forth by the Union for Reform Judaism.

Article II. MISSION STATEMENT

Early Childhood Educators of Reform Judaism (ECE-RJ) is committed to building vibrant, contemporary and inclusive Jewish early childhood educational communities. We support and promote the professional growth of our colleagues. As members of ECE-RJ, we work to bring people together within our congregations, between our congregations and in the Jewish community at large.

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

- a. To empower our colleagues to be thought leaders and partners. We are advocates, innovative thinkers, and leaders in the field of early childhood Jewish education and engagement.
- b. To build meaningful connections, both individual and organizational, through supportive, reflective and respectful collaboration. We achieve excellence by maximizing the unique strengths and contributions of our community.
- c. To inspire all by weaving our sacred Jewish values into our shared practice. We lift up the execution of these values at every level.
- d. To use the collective power of our voices to impact the Reform Movement through the strength of our partnership.
- e. To ensure our members, as professionals, receive the highest quality learning opportunities and support.
- f. As the largest professional Jewish early childhood organization, to model leadership in our field, influencing thoughts and trends to drive the conversation forward. We are a collaborative partner, informing the agenda of the Reform Movement and the greater Jewish community. We ensure that early childhood education and engagement are a top priority by bringing together stakeholders, funders and professionals.
- g. To uphold the highest standards of educational excellence. We empower our members to collaborate and share knowledge to inform their practice and the wider field.

Article III. AUTHORITY

Additional provisions for governance, management, and administration of ECE-RJ business shall be set out in a document entitled, "ECE-RJ Operating Manual." The "ECE-RJ Operating Manual" shall be adopted by a majority of the elected officers. In any conflict between this document and the "ECE-RJ Operating Manual", the Bylaws will prevail.

Article IV. MEMBERSHIP

Section I. *Definition of Membership*

Membership in ECE-RJ shall be open to educators, lay leaders, and advocates connected to Jewish early childhood education and family engagement.

Section II. *Members in Good Standing*

Membership privileges are available to those members who are current in their dues (see Article VIII, Section I-1) and meet all of the other membership requirements as included in these Bylaws (see Article IV, Section I). Members in good standing are entitled to one vote.

Bylaws: Early Childhood Educators of Reform Judaism

Section III. *Classifications of Membership*

MEMBER: There shall be three categories of membership: (A) educators currently working in early childhood education; (B) professionals and volunteers supporting early childhood education; and (C) retired early childhood educators and professionals. Membership is open to all regardless of affiliation with a URJ institution.

EX-OFFICIO MEMBER: Non-voting Ex-Officio members may attend meetings of ECE-RJ and of its Board in accordance with Article XV, Section 2 of the Bylaws of the URJ (attached), and at the discretion of the President and First Vice President of the organization.

STUDENT MEMBER: Anyone who is pursuing a college level or higher degree and who is NOT employed as a Director or Assistant Director, can 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 upon recommendation of the Board. Honorary Members are not required to pay dues.

EMERITUS MEMBER: An Emeritus Member is one who has retired from employment in the field of Jewish Early Childhood Education, having been a member in good standing of ECE-RJ. Emeritus members may take advantage of a ONE-TIME rate as outlined in the current dues structure, rather than paying annual dues.

Section IV. *Membership*

1. Privileges of Membership

- A. Attend ECE-RJ sponsored programs
- B. Exclusive access to on-line ListServ
- C. Access to all resources offered.
- D. Vote at the annual plenary session.
- E. Additional member benefits for Directors and Assistant Directors:
 - o Full-paying members of ECE-RJ have the opportunity to participate in the Reform Pension Fund (RPB) and Long Term Disability (LTD) Insurance Plans.
 - o ARJE (Association of Reform Jewish Educators) membership at a discounted rate for those whose primary job responsibility is directing the early childhood center, and who are currently a member in good standing of ECE-RJ.

2. Termination of Membership shall be the authority of THE BOARD

- A. Breach of the Ethical Guidelines
- B. Non-compliance with ECE-RJ policy and/or procedure

Article V. **BOARD STRUCTURE**

A. **Eligibility Requirements for Elected Leaders**

1. The candidate must be a member in good standing (see Article VIII, Section I-1); must have been a member of ECE-RJ for at least two years prior to seeking office and must have attended at least one ECE-RJ Conference or Kallah.
2. Since the President of ECE-RJ is a member of the North American Board of the URJ, and in order to be in compliance with the Bylaws of the URJ, the candidate seeking the offices of both President and First Vice President must be a Jewish member of a constituent congregation of the URJ (See "ECE-RJ Operating Manual").
3. If no appropriate candidates are forthcoming for a specific position on THE BOARD, the Nominating Committee, with the approval of the President and the First Vice President, can request that requirements set forth in this document are superseded.

Bylaws: Early Childhood Educators of Reform Judaism

B. Leadership

1. The elected officers of ECE-RJ shall be known as “The Board of Directors” hereafter referred to as THE BOARD. THE BOARD shall:
 - a) Follow the ethics policies of the Union of Reform Judaism as well as the Ethical Statement (Article XII herein) and Ethical Guidelines of ECE-RJ.
 - b) Oversee the vision of the organization by fully supporting and implementing the mission and policies of the organization
 - c) Establish organizational goals
 - d) Maintain a financially sound organization including, but not limited to, budget and investment oversight

C. Officers

1. The voting officers of THE BOARD shall be a President, a First Vice-President, a Vice-President for Finance, the Immediate Past President and no fewer than 7 nor more than 12 additional Vice-Presidents, all of whom shall be members in good standing of ECE-RJ.
2. The non-voting members of THE BOARD shall be the Executive Director of ECE-RJ, the Union for Reform Judaism Liaison to ECE-RJ and any other appointed Ex-Officio Members.
3. The elected members of THE BOARD shall attend regularly scheduled meetings (conference calls and in person meetings) in accordance with an established attendance policy.

D. Duties

1. The responsibilities of the THE BOARD are detailed in the “ECE-RJ Operating Manual” as described in Article III, AUTHORITY, above.
2. The President shall preside over all meetings of THE BOARD and General Membership meetings, and make or approve all Committee and Task Force Chair positions.
3. The First Vice President shall perform the duties of the President, when the President is unable to do so, and must be prepared to accept the role of President at the end of the current President’s term.
4. The Vice President of Finance shall oversee the financial affairs of ECE-RJ.
5. Each additional Vice-President shall perform the duties assigned to him/her.

E. Terms of Office

1. All officers shall be elected to serve for two terms.
2. An officer who was appointed to that position by the President to complete an un-expired term of office, shall be eligible to be elected to serve for two (02) terms in their own right, if elected.
3. Neither the President nor the First Vice President may be re-elected for a second term to the same office.
4. The additional Vice-Presidents may be re-elected for one additional, consecutive term, except at the discretion of the President.
5. In order to maintain continuity, these terms will overlap with half of THE BOARD having terms that expire in odd years while the other half expire in even years.

F. Advisory Board

1. With the exception of the **Immediate Past President**, all Past Presidents will form an ADVISORY BOARD.
2. The President may upon occasion nominate someone who has made outstanding contributions to the organization to be a member of THE ADVISORY BOARD. In such cases this nomination must garner the full support of THE BOARD. Said person will assume the same responsibilities as Past Presidents.
3. The ADVISORY BOARD can be convened at the discretion of the President, or the First Vice-President for additional advice or assistance.

Bylaws: Early Childhood Educators of Reform Judaism

4. A member of THE ADVISORY BOARD may serve as Chairperson of the Nominating Committee should the Immediate Past President be unable to fulfill this obligation as set forth in Article VI. Elections: The Nominating Committee.
5. The ADVISORY BOARD shall work in consultation with the President or First Vice-President and the Executive Director should it be necessary to initiate a removal from office procedure as set forth in Article VI. ELECTIONS: Removal From Office

Article VI. ELECTIONS

The Nominating Committee

1. The Immediate Past President shall serve as Chairperson of the Nominating Committee. If this is not possible, the President shall appoint a member of ADVISORY BOARD.
2. A Nominating Committee shall be convened annually on **November 1st** to prepare a slate of officers per the standards set forth in Article V, Section II.
3. Other members of the Nominating Committee shall include:
 - a) Two members of THE BOARD not eligible for re-election, and
 - b) Two members from the membership-at-large.
 - c) The President and the Executive Director shall serve as ex-officio members.
4. A member of the Nominating Committee is not eligible for nomination and election.
5. Role of the committee includes creating applications; communicating with membership about open positions, interviewing candidates.
6. If no appropriate candidates are forthcoming for a specific position on THE BOARD, the Nominating Committee, with the approval of the President and the First Vice President, can request that a current BOARD member shall remain in their position for not more than one year or until an appropriate, qualified candidate can be found.

Creation of the Slate of Nominees

1. On or Before **November 1st**
 - a) Notifications of open and available BOARD positions will be sent to the membership
2. By **November 15th**
 - a) Members will be asked to submit nominations based on eligibility requirements
3. Between **November 15th** and **December 15th**
 - a) The Chairperson of the Nominating Committee, after meeting or consulting with the Committee, shall:
 - Determine whether those persons who are suggested or who are recommended meet the criteria set forth in Article V-A
 - Determine whether the candidate accepts the nomination and will serve if elected
 - Submit to the President (by **December 15th**) the names of the persons the Nominating Committee recommends for the incoming BOARD.
 - b) THE BOARD will vote on the slate, which has been presented.
4. By **The Last Business Day in January**
 - a) The slate of nominees shall be distributed to the entire membership and the election process for members will take place.
 - b) Upon completion of the vote, the Chairperson of the Nominating Committee will cast one vote for the entire membership to signify the acceptance of the proposed slate.
 - c) Results of the election shall be announced to the membership-at-large via email.

Board Training & Installation

1. Newly elected members of THE BOARD will work directly with current board members between February and June to learn their role and responsibilities.
2. Newly elected members of THE BOARD will assume their duties on July 1st.
3. Installation will take place during the summer meeting of THE BOARD.

Vacancies

1. In the event a vacancy occurs in any elected Board position, and it becomes necessary to fill said vacancy, the President shall put forth an appropriate nomination as set forth in Article

Bylaws: Early Childhood Educators of Reform Judaism

V: Board Structure/Eligibility Requirement for Elected Leaders). THE BOARD shall, by a 2/3 vote of those present and voting, elect such person or persons to complete the un-expired term.

2. If the office of the President becomes vacant, the First Vice-President shall become President.
3. If the office of the Immediate Past President becomes vacant, then the most recent former President, qualified and willing to serve, shall serve as Immediate Past President.
4. Completing an un-expired Vice-Presidents term shall not affect a members' eligibility for election to THE BOARD, and said member may be elected as a member of THE BOARD in their own right if they are nominated for that opening according to the terms set forth in Article V: Board Structure/E-2.

Removal From Office

1. A Board member may be removed from office for alleged non-performance of "Job Responsibilities" as defined in "ECE-RJ Operating Manual" (as defined in Article III: Authority).
2. This process will be initiated at the discretion of the President or the First Vice President **in consultation** with the ADVISORY BOARD and the Executive Director.
3. At the conclusion of this discussion, the President or the First Vice-President will notify the specified member of THE BOARD that their alleged non-performance of duty is or was not in compliance with the duties as described in these Bylaws.
4. Having been duly notified and informed of the particulars, the member of the Board in question, shall be granted an appropriate opportunity to respond to any and all allegations of non-performance of duties or to resign from office.
5. A report of the results of that conversation shall be made to THE BOARD.

Article VII. FISCAL GUIDELINES

Section I. Fiscal Year

1. The Fiscal Year shall begin on the first day of **July** of each year and end on the last day of **June** on the following year.

Section 2. Fiduciary Accountability

1. ECE-RJ is an affiliate of the URJ using the URJ Tax ID.
2. ECE-RJ is ultimately responsible for accurate financial reporting to the URJ; ECE-RJ is included in the annual audit of the URJ.
3. ECE-RJ acts as an independent entity with the ability to create and monitor its own detailed, balanced and comprehensive organizational budget for each fiscal year.
4. All other financial management policies can be found in the "ECE-RJ Operating Manual."

Article VIII. DUES

Section I. Member in Good Standing

1. A member in good standing is a person who is current in his or her dues.
2. The membership year runs from July 1st through June 30th.

Section II. Establishing Dues

1. The Vice President of Finance, after consultation with the Vice President of Administration and the Vice President of Membership, will present the proposed changes to the current dues structure to THE BOARD by the first meeting in **February**.
2. All changes must be agreed upon by a unanimous vote.

Section III. Arrearages

1. Members whose dues are not paid by July 15th shall be considered to have terminated their membership.
2. In extraordinary circumstances, The Vice President of Administration, in consultation with the Executive Director and Vice President of Membership will consult with the President to waive dues.

Bylaws: Early Childhood Educators of Reform Judaism

Section IV. *Dues Exemption*

1. All HONORARY MEMBERS shall be exempt from any payment of dues.
2. All EMERITUS MEMBERS, after the specified one time payment, shall be exempt from any further payment of dues.

Article IX. WRITTEN MATERIALS: HARD COPY OR ELECTRONIC

Section I. *Published Materials*

1. All written materials, hard copy or electronic, including but not limited to brochures, fliers, letters, cards, programs, and other public relations pieces must be vetted by the Vice President of Communications, the Vice President of Marketing, and the Executive Director.

Section II. *Conference Contracts*

1. The Liaison to the Union for Reform Judaism to ECE-RJ, 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 ECE-RJ.
2. Contracts must be submitted AT LEAST one year in advance of the date of the ECE-RJ Conference or Kallah.

Article X. MEETINGS AND QUORUM

Section I. *Annual Plenary Meeting*

1. The Plenary meeting will be held annually to conduct business and to receive reports from THE BOARD.
2. For each meeting, a quorum shall be those members present.
3. If a vote of the membership is required between annual meetings for the business of the organization, it can be taken by survey, email, or any viable social media solution that ensures accuracy.

Section II. *Board Meetings*

1. THE BOARD shall meet monthly, with pre-arranged dates/times.
2. A quorum shall consist of a simple majority of the voting members in order to vote on any issue.
3. If a quorum is not reached, the meeting in question will be rescheduled as soon as possible.
4. There shall be two IN PERSON meetings held yearly.
5. The President may convene special meetings of THE BOARD as required.

Section III. *Parliamentary Procedure*

1. The conduct of meetings and the affairs of ECE-RJ shall be specified in the "ECE-RJ Operating Manual."

Article XI. AMENDMENTS

Section I. *Proposal*

1. Amendments to these Bylaws may be proposed by THE BOARD or by a petition signed by 20% of the member body of ECE-RJ.

Section II. *Approval*

1. Amendments must be approved by:
 - a) a 2/3 vote of the members present and voting at the annual plenary session, or
 - b) a 2/3 vote of those members responding to a mail, email, or any social media solution that ensures accuracy of the vote.

Bylaws: Early Childhood Educators of Reform Judaism

Article XII ETHICAL STATEMENT

Section I. *Statement*

1. ECE-RJ recognizes that our members are bound by ethical guidelines. Every day we make decisions that have moral and ethical implications. As it is written in Zohar 11 47 A
“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”

Section II. *Fundamentals*

1. ECE-RJ are committed to the following core values:
 - a) Recognize childhood as a unique and valuable stage of development.
 - b) Support the bond between the child and family.
 - c) Respect diversity in children, families, and colleagues.
 - d) Recognize that children and adults achieve their full potential in context of relationships that are based on truth and respect.

Article XIII. INCORPORATION BY REFERENCE OF ARTICLE XV BY- LAWS OF THE URJ

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

BYLAWS HISTORY

Adopted January 13-16, 2005 (5th Annual Conference in New York City)

Amended January 12-15, 2006 (6th Annual Conference in San Diego, CA)

Amended January 11-14, 2007 (7th Annual Conference in Philadelphia, PA)

Amended January 15–17, 2009 (9th Annual Conference in Cleveland, OH)

Organizational/structural changes November 2009 (at the URJ, 2 email votes)

Revisions December 2009 (growth of ECE-RJ, 2 email votes (VP Finance/Treasurer)

Revisions January 2010 (Pre-Symposium and Biennial Involvement)

Revisions September 2010 (URJ organizational and ECE-RJ philosophical changes)

Modernization/Restructure 2013; approved by Board January 2014;

Approved by Membership March 2014

Total Bylaws Revision 2018 (adopted at Virtual Plenary Session April 25, 2018)

Bylaws: Early Childhood Educators of Reform Judaism

REFERENCE #1, INSERTED JANUARY 2007 AND CURRENT AS OF JANURAY 2018

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 chair 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 chair 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 chair 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 chair 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.