

**JEWISH RESIDENTS  
OF  
LEISURE WORLD**

**BYLAWS**

**JANUARY 2025**

# INDEX

Article I -	NAME AND LEGAL ORGANIZATION .....	1
ARTICLE II -	AIMS AND OBJECTIVES .....	1
ARTICLE III -	DISTRIBUTION OF ASSETS .....	1-2
ARTICLE IV -	MEMBERSHIP .....	2
ARTICLE V -	DUES .....	2
ARTICLE VI -	OFFICERS .....	3-6
ARTICLE VII -	TERMS OF OFFICE .....	6
ARTICLE VIII -	BOARD OF DIRECTORS .....	7
ARTICLE IX -	STANDING COMMITTEES .....	7-8
ARTICLE X -	MEETINGS .....	9
ARTICLE XI -	NOMINATIONS AND ELECTIONS.....	10
ARTICLE XII -	AMENDMENTS TO THE BY-LAWS.....	11
ARTICLE XIII -	INTERPRETATION OF THE BY-LAWS.....	11
ARTICLE XIV -	EFFECTIVE DATE .....	11

## **ARTICLE I – NAME AND LEGAL ORGANIZATION**

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

## **ARTICLE II – AIMS AND OBJECTIVES**

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

## **ARTICLE III – DISTRIBUTION OF ASSETS**

- A. No part of the assets of the organization shall benefit or be distributed to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of objectives in Article II above. The organization shall not carry on any activity not permitted to an organization: 1) exempt from Federal Income Tax under Section 501(c)3 of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); 2) under the laws of the State of Maryland; 3) under the regulations of Montgomery County.
- B. If this organization is dissolved, the Board of Directors shall, after paying or making provision for the payment of any liabilities of the organization, dispose of all of the

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

## **ARTICLE IV – MEMBERSHIP**

- A. Eligibility: Any resident, non-resident or former resident of Leisure World is eligible for membership.
- B. Non-resident members of Leisure World are limited to 10% of the total JRLW membership.
- C. Membership in good standing: A member in good standing is a person whose dues have been paid for the current year.
- D. Privileges: All members in good standing shall enjoy the following privileges:
  - 1. Have a voice in any and all open meetings.
  - 2. Hold office in the organization.
    - a. Serve on the Board of Directors.
    - b. Serve on special and standing committees.
    - c. Observe and participate in monthly Board meetings upon recognition by the President.

## **ARTICLE V – DUES**

Dues (\$30 per person and \$50 per couple) are payable at the beginning of each fiscal year on January 1. The fiscal year runs from January 1 through December 31.

## ARTICLE VI – OFFICERS

A. Elected officers of the organization shall make up the Executive Committee and shall consist of the following officers. The Executive Committee shall also include the Immediate Past President, if still a member of the organization.

1. President
2. Administrative Vice President
3. Religious Vice President
4. Recording secretary
5. Corresponding Secretary
6. Treasurer
7. Immediate Past President

B. Duties and Responsibilities of the Officers

### **1. PRESIDENT**

- a. Exercise general supervision and direction over the various committees.
- b. Preside at all Board of Directors, Executive Committee, Annual, and Special meetings.
- c. Appoint all Chairpersons of Committees.
- d. Represent JRLW to the Leisure World community and/or any other group or body to which representation is considered necessary or advisable; or appoint appropriate delegates for that duty.
- e. Make an oral report to the membership at the Annual Meeting summarizing the year's accomplishments.
- f. Serve as an ex-officio member of all committees, except the Nominating Committee. He/she shall be advised of all proceedings of the committee.
- g. Recommend the establishment of any new committee(s)
- h. Together with the Religious Vice President and Treasurer  
Negotiate, approve and prepare contracts for the Clergy hired to officiate at
  - i. High Holy Days
  - ii. Friday Night or Saturday Morning Services
  - iii. Holiday/Yizkor Services
- i. Deliver to his/her successor all records and property of the organization upon leaving the office of the President.

## **2. ADMINISTRATIVE VICE PRESIDENT**

- a. Exercise the powers of the President in the absence or disability of the President.
- b. Perform those duties assigned by the President.
- c. Arrange for all general meetings of the organization
- d. Oversee advertising and fundraising
- e. Ex-officio members of all committees
- f. Act as Community Relations Representative: Liaison between various groups, both in and outside of Leisure World.
- g. Deliver to the newly elected Vice President all records and property of the organization.

## **3. RELIGIOUS VICE PRESIDENT**

- a. Exercise the powers of the President in the absence or disability of either the President and/or the Administrative Vice President.
- b. Oversee Religious Services Committee's activities:
  - i. Plan, schedule and set up for the monthly Friday night and Saturday morning Services
  - ii. Plan, schedule and arrange for the High Holy Days and Yizkor Services
  - iii. Oversee other Religious Services and commemorations such as: Sukkot, Hanukkah, and Purim.
  - iv. Manage volunteers for Oneg Shabbat and Kiddush set up and clean up. Oneg Shabbat and Kiddush volunteers will purchase necessary items.
  - v. Coordinate with other Leisure World Jewish organizations in planning and conducting Friday Night Services under their sponsorship.
  - vi. Oversee donations for: Prayer Books; Torah Fund; Oneg Shabbat; Kiddush; and Tzedakah. Committee members will send out thank you cards to donors and provide information to JRLW Megillah.
  - vii. The religious VP shall recommend the amounts to be distributed.
- c. Together with the President and Treasurer:
  - Negotiate, approve and prepare contracts for the Clergy hired to officiate at
    - i. High Holy Days
    - ii. Friday Night or Saturday Morning Services
    - iii. Holiday/Yizkor Services

- d. Deliver to the newly elected Religious Vice President all records and property of the organization.

#### **4. RECORDING SECRETARY**

- a. Record proceedings of all meetings and distribute them to members of the Board.
- b. Send out meeting reminders.
- c. Maintain a record of all policy decisions and motions.
- d. Carefully record election results in the Board Minutes.
- e. Deliver to the newly elected Recording Secretary all records and property of the organization.

#### **5. CORRESPONDING SECRETARY**

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

#### **6. TREASURER**

- a. Collect all monies due to the organization.
- b. Present a financial report of the organization to the Executive Committee annually.
- c. Maintain all funds of the organization in one or more financial institutions approved by the Board.
- d. Deposit funds of the organization in any Federally insured financial institution.
- e. Sign all checks and other instruments for expenditures. The Treasurer's signature alone may be used for up to a \$3,000. Expenditures above \$3,000 require the signature of a second designated elected officer.
- f. Work with a CPA to prepare taxes as needed.
- g. In the absence or disability of the Treasurer, the President or Assistant Treasurer (see below) shall sign such checks and instruments.
- h. Report to the Board the amount donated for charitable distributions.

- i. Together with the President and Religious Vice President:  
Negotiate, approve and prepare contracts for the Clergy hired to officiate at
  - i. High Holy Days
  - ii. Friday Night or Saturday Morning Services
  - iii. Holiday/Yizkor Services
- j. Keep a current list of all members' names, addresses, telephone numbers and email addresses.
- k. Send a monthly list of members' names and addresses to the printer for the Newsletter.
- l. Send dues and membership renewal notices prior to the beginning of the fiscal year (See Article V). Contact unpaid members after the beginning of the fiscal year to encourage them to renew their membership.
- m. Deliver to the newly elected Treasurer all records and property of the organization.

#### **ASSISTANT TREASURER**

An Assistant Treasurer will be appointed by the President. This is a non-voting appointment to the Board, except in the case of b. below.

- a. Assist the Treasurer in all financial matters of the organization as assigned by The Treasurer.
- b. The Assistant Treasurer will exercise the powers of the Treasurer in the absence or disability of the Treasurer, including voting on Board matters.

### **ARTICLE VII – TERMS OF OFFICE**

- A. Officers shall be elected for a term of one (1) year.
- B. The President shall select Chairpersons of Standing Committees of a term of (1) year.



## ARTICLE VIII – BOARD OF DIRECTORS

### A. Composition of the Board of Directors

1. The Board of Directors shall consist of the six (6) elected officers; the immediate past-President, if still a member of the organization and the Chairpersons of each of the Standing Committees as listed in Article IX.
2. The quorum of the Board meeting shall be 8.
3. Unauthorized absence of (3) consecutive meetings will constitute removal from the Board of Directors by vote of the Executive Committee.
4. The President may appoint an individual to fill a vacancy with the approval of the Executive Committee.

### B. Rights, Duties and Powers

1. Determine the amount of annual dues.,
2. Authorize the expenditure of money not provided by the budget.

### C. Committees

1. All committees act in an advisory capacity and at the discretion of the President and Board.
2. All members in good standing may attend a committee meeting. Guests may speak if permitted by the chairperson but have no vote.

## ARTICLE IX – STANDING COMMITTEES

The following constitute the 5 Standing Committees of JRLW, Inc. and their functions:

### A. Communications Committee

1. Committee members shall review all published materials for content, layout, and other timely matters that will help to improve the appearance and effectiveness of all published materials. NOTE: An outside member of this committee should proof everything that is posted publicly (Flyers, Megillah and LW News).
2. There are 5 subcommittees of the Communications Committee:
  - a. **The Megillah**  
Responsible for preparing articles and information which is submitted to the printer and distributed by hard copy or email.
  - b. **iContact** - Email notification  
Responsible for notifying members on a regular basis to inform them of upcoming events.

**c. Leisure World News**

Responsible for the bi-monthly JRLW column in the Leisure World News.

**d. Facebook administration**

Responsible for keeping an accurate email member list and for posting information of upcoming events and reporting on past events.

**e. Website maintenance**

Responsible for maintaining a website that presents JRLW and its activities in the best possible way to its members and others.

Responsible for posting pertinent information and documents on a regular basis to the JRLW Website so that residents and other interested parties can access it on their computers. This includes posting the Megillah each month to the Website.

**B. Membership Committee**

1. Promote activities that will encourage and retain membership.
2. Organize a yearly membership event.
3. Contact and welcome new members.

**C. Programs and Education Committee**

1. Arrange for speakers or entertainment for the organization within budget guidelines.
2. Provide programs (courses, movies, speakers) with a Jewish focus.
3. Select and supervise people responsible for running special organization events.
4. Responsible for flyers, posters, notices, etc. to publicize the organization's events.
5. Liaison with Lifestyle and JCC
6. Book Club
7. Holocaust Remembrance
8. Oversee activities calendar for JRLW

**D. Social Activities Committee**

1. In cooperation with other standing committee chairs, plan, coordinate and conduct social activities for the benefit of the members such as:
  - a. Brunch
    - i. Work with the Lifestyle Office to reserve rooms for each brunch.
    - ii. Work with the Lifestyle office to have tickets printed.
    - iii. Meet with Perrie Catering to develop the menu.
    - iv. Arrange for a speaker or entertainment for each brunch.
    - v. Organize volunteers to check in guests and run the 50/50 raffle.
    - vi. Keep a report for each brunch as to income received and expenses.
  - b. Travel
  - c. Golf Outing

## **E. Security Committee**

1. Arrange for security for Religious Services and other events as needed.
2. Re-apply for the yearly Non-Profit Security Grant.
3. Maintain the accounting of money spent to be sent to the Grant giver.

## **ARTICLE X – MEETINGS**

*Roberts Rules of Order* (Revised) shall apply to all meetings.

### **A. Meetings of the Board of Directors:**

1. Meetings of the Board of Directors shall be held monthly. Such meetings shall cover any and all business that the Board may be empowered to transact.
2. A quorum shall be required to conduct JRLW business. (See Article VIII, Sec. A2)
3. Any JRLW member in good standing may attend Board Meetings and may speak at the discretion of the Presiding Officer but will not have a vote.
4. The President shall call Special Meetings of the Board of Directors as deemed necessary or as requested by at least five members of the Board of Directors.
5. Executive Committee Meetings can be called upon at the request of the President or Executive Committee Member.
6. Voting: Unless otherwise specified, all matters shall be decided by a majority of the votes cast by the Board of Directors. The vote shall be by show of hands or by roll call. A majority of those members in good standing may request a secret ballot.

### **B. Special Meeting:**

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

### **C. There shall be a meeting of the general membership each year.**

1. Notice of this meeting shall be given at least ten days prior to the meeting.
2. Notice may be posted to the JRLW Newsletter, Leisure World News, e-mail and/or the JRLW web page.

## **ARTICLE XI – NOMINATIONS AND ELECTIONS**

### **A. Nominating Committee**

1. The President shall appoint a Chairperson of the Nominating Committee at least four months prior to the Annual Meeting. This committee shall consist of five members of the organization, two of whom shall be from the general membership and three of whom shall be members of the Board. The Chairperson shall insert in the Megillah the names of the Nominating Committee. The Committee shall meet as may be required and submit its written report signed by at least three members of the Committee. The report will contain the nomination of at least one person for each full term on the Board. Each nominee must be a member in good standing. The report of the nominating committee shall be submitted to the Board and membership at least one month before the Annual Meeting by publication in the JRLW Megillah and the JRLW web page.
2. Report of the Nominating Committee shall be entered in the minutes of the Annual Meeting. The Annual Meeting shall be open for additional nominations for each office position on the Board. An individual in good standing shall be deemed nominated orally if he or she is present and has agreed to accept if elected, if his or her name has been placed in nomination by a member and seconded by a member, both of whom are in good standing.

### **B. Voting**

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

### **C. Filling of Vacancies**

In the event any member of the Board is unable to complete the duties and responsibilities of the position for the remaining unexpired term, the Board shall, by a majority vote of those present at a meeting of the Board, elect a replacement. In the case of the President, the Administrative Vice President will automatically move into the President's chair.

## **ARTICLE XII – AMENDMENTS TO THE BY-LAWS**

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

## **ARTICLE XIII – INTERPRETATION OF THE BY-LAWS**

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

## **ARTICLE XIV – EFFECTIVE DATE**

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