

BY-LAWS OF THE B'NAI B'RITH JUSTICE UNIT  
# 5207 - DISTRICT FIVE  
FORT LAUDERDALE, FLORIDA

PREAMBLE

As B'nai B'rith has taken upon itself the mission of uniting persons of Jewish faith in the work of promoting their highest interest and those of humanity, so Justice Unit has been formed to assist in philanthropic, humanitarian, educational and patriotic endeavors.

ARTICLE I -- NAME

The name of this organization shall be: B'nai B'rith Justice Unit #5207 ("Justice Unit")

ARTICLE II -- PURPOSE

The purpose of the unit shall be to promote the objectives of B'nai B'rith as stated in the above Preamble and to carry out the program of B'nai B'rith International.

ARTICLE III -- POLICY

The unit shall be governed by, and not be in conflict with, the Constitution and policies of B'nai B'rith International.

ARTICLE IV -- MEMBERSHIP

All membership within Justice Unit is to be governed by the policies of B'nai B'rith International and, further, is to be limited to those admitted to the practice of law and those studying for their admission in an American Bar Association accredited law program.

ARTICLE V - FISCAL AND MEMBERSHIP YEAR

The fiscal and membership calendar year shall be from January 1st through December 31st.

ARTICLE VI -- DUES

Annual dues shall be as prescribed by the structure of B'nai B'rith.

ARTICLE VII - - ALLOCATIONS

The unit shall have as a primary annual financial responsibility the payment of allocations as assigned by B'nai B'rith.

a. Be responsible for the administration of the business of the unit.

1. The presidents shall:

ARTICLE X -- DUTIES OF OFFICERS

Vacancies which occur in the interim between elections shall be filled for the unexpired term by the unit Board.

Officers shall assume their duties upon their installation which shall take place no later than the first Sunday in February, and they shall serve until the installation in the following calendar year.

- President
- President-Elect
- Vice-President -- Fund Raising
- Vice-President -- Membership Retention
- Vice-President -- Membership Acquisition
- Vice-President -- Communications
- Vice-President -- Programming
- Vice-President -- Publications
- Financial Secretary
- Corresponding Secretary
- Recording Secretary
- Chaplain
- Treasurer

The elected officers of the unit shall be:

ARTICLE IX -- OFFICERS

If an important issue is pending, and is required to be voted upon by the membership, the general membership shall be notified in writing at least ten days prior to said meeting.

A quorum for regular and special unit meetings shall be 26 members.

Special meetings may be called by the President. Special meetings may also be called at the written request of two-thirds of the Board and/or by petition of 26 of the unit members. The membership must be notified at least 48 hours prior to the meeting.

Regular unit meetings shall be held on the third Thursday of each month. The dates and frequency of regular meetings may be changed by consent of the majority of the unit Board. Members shall be notified ten days before the regular meeting time.

ARTICLE VIII -- MEETINGS AND QUORUMS

a. Appoint a committee to plan programs for the entire twelve months which will include general meetings as well as social events.

4. The Program Vice-President shall:

- a. Coordinate and advise committees within this area.
- b. Be responsible for recruiting new members and retaining current members.
- c. Take roll at each Board meeting and regular membership meeting.

3. The Membership Vice-President shall:

- a. Form a committee, as well as coordinate with other committees, for the purpose of raising necessary funds to carry out the budget of the organization.
- b. Serve in the capacity of President in his/her absence.
- c. Assist the President and perform other duties that may be assigned by him/her.

2. The Fundraising Vice-President shall:

- a. Prepare and submit an annual report to the unit.
- b. Serve on the Board as immediate past president.
- c. Authorized expenditures and contractual commitments not in excess of one hundred (\$100) dollars.
- d. Represent the unit at all District/State/Council functions. If unable to attend, he/she will assign and instruct others as is necessary.
- e. Serve as delegate to the Biennial Convention by virtue of his/her position.
- f. Prepare and submit an annual report to the unit.
- g. Serve on the Board as immediate past president.
- h. Authorized expenditures and contractual commitments not in excess of one hundred (\$100) dollars.
- i. Appoint, with the consent of the Board, the chairmen of all standing and ad hoc committees.
- j. Co-sign checks.
- k. Serve as an ex-officio member of all committees, with the exception of the nominating committee.
- l. Represent the unit at all District/State/Council functions. If unable to attend, he/she will assign and instruct others as is necessary.
- m. Serve as delegate to the Biennial Convention by virtue of his/her position.
- n. Prepare and submit an annual report to the unit.
- o. Serve on the Board as immediate past president.
- p. Authorized expenditures and contractual commitments not in excess of one hundred (\$100) dollars.

b. Preside at all Board meetings and at all regular and special Membership meetings.

- a. Keep a record of the attendance and take official minutes of the proceedings of all
8. The Recording Secretary shall:
  - b. Send out notices of all Board meetings and of all regular and special membership meetings.
  - a. Conduct the correspondence of the unit as necessary.
7. The Corresponding Secretary shall:
  - e. Report and submit a monthly financial statement (not necessarily written) at each Board meeting, and submit a written annual report at the conclusion of each quarter and of the fiscal year.
  - d. Co-sign checks, which shall be countersigned by either the President or President-Elect.
  - c. Disburse such other funds as approved by the unit Board.
  - b. Keep an itemized account of all receipts and disbursements, keeping the unit books in accordance with the fiscal year.
  - a. Receive all monies for the unit and deposit such funds into the unit's bank account.
6. The Treasurer shall:
  - e. Have the unit books audited by the budget committee before turning them over to their successors.
  - d. Serve as member of the budget committee.
  - c. Maintain an accurate membership file and record of dues payments.
  - b. Submit all membership forms with dues checks to the B'nai B'rith District (#5) Office as required.
  - a. Receive all membership applications and dues.
5. The Financial Secretary shall:
  - b. Assist the President and perform other duties that may be assigned by him/her.

1. Composition

ARTICLE XIII -- NOMINATING COMMITTEE

The quorum for a meeting of the Board of Directors shall be ten (10) members.

4. Quorum

The Board shall meet monthly at an appointed time and place.

3. Meetings

- f. Serve until their successors are elected or appointed.
- e. Approve all expenditures and contractual obligations in excess of one hundred (\$100) dollars.
- d. Approve an annual budget.
- c. Interpret and carry forward the policies of the unit.
- b. Manage the general affairs, property and administrative operations of the unit.
- a. Transact necessary business between regular membership meetings.

2. Duties

The Board of Directors shall be composed of the unit officers, active past presidents, and such other additional duly nominated and elected members.

1. Composition

ARTICLE XII -- THE BOARD OF DIRECTORS

The President and Board shall from time to time have authority to create committees to implement the policies and objectives of the organization.

ARTICLE XI -- STANDING COMMITTEES

All officers shall deliver to their successors all records and materials pertaining to their office within two (2) weeks following the date of the election meeting.

- b. Prepare recorded minutes.
- regular and Board meetings.

The Nominating Committee shall consist of seven members who shall be designated by the unit President, and of which number at least two shall be past presidents.

2. Eligibility

The Nominating Committee shall meet and present the proposed slate at the regular unit meeting that immediately precedes the election. The slate shall include all unit officers and Board members. Additionally, nominations may be made from the floor at that meeting. The consent of all nominees must have been secured before their names are presented by the Nominating Committee or placed in nomination from the floor.

ARTICLE XIV -- ELECTIONS

1. Elections held shall be held no later than the last regular membership meeting of the calendar year.
2. The complete list of all nominees, together with the announcement of the coming elections, shall be published in the meeting notice immediately preceding the election.

3. Where there is more than one candidate for an office, voting shall be secret by ballot.

4. In the event of a contested election, the presiding officers shall appoint three (3) tellers whose duty shall be to distribute, collect, and count the ballots. A teller must be a member in good standing who has not been nominated for office.

ARTICLE XV -- AMENDMENTS AND AUTHORITY

1. Amendments

- a. Proposals for amendments to these By-Laws may be initiated by any of the following:

(1) the unit Board;

- 2. All fund raising activities will be covered by the SUGARMAN RESOLUTION
- 1. Voting Rights: Each individual shall have one (1) vote. Members of the unit shall be represented at the conventions of B'nai B'rith as applicable.

ARTICLE XVI -- GENERAL

- 2. Authority
  - d. One copy of the amended By-Laws shall be sent to the District (#5) B'nai B'rith Office.
  - c. These By-Laws may be amended by a two-thirds (2/3's) vote of the unit members present at the regular meeting.
  - b. All proposals for amendments shall be submitted to the unit Board for its consideration and recommendation to the unit membership. The written notice of the proposed amendment shall be sent to the unit membership at least ten (10) days prior to the meeting at which said amendment is to be considered.
- Where no provision is made in these By-Laws and/or the Constitution and policies of B'nai B'rith, the latest published and released edition of Robert's Rules of Order shall prevail.