

# SOUTHERN DISTRICT BUDDHIST WOMEN'S ASSOCIATION BYLAWS

## ARTICLE I – NAME

The name of this organization shall be the SOUTHERN DISTRICT BUDDHIST WOMEN'S ASSOCIATION (SDBWA).

## ARTICLE II – PURPOSE

The purpose of the Association shall be:

1. To listen to and study Shinran's Jodo Shinshu teachings.
2. To promote dissemination of the Buddha Dharma and Jodo Shinshu teachings.
3. To promote harmony, provide Temple support, and community service, as Jodo Shinshu Buddhist women in Southern District.

## ARTICLE III – ORGANIZATION

1. The Association shall be affiliated with Buddhist Churches of America Federation of Buddhist Women's Associations.
2. The Association shall be composed of Buddhist Women's Association (BWA) Chapters in Southern District. Each chapter shall designate two (2) representatives. Designated representatives shall be members in good standing of specified BWA Chapters.
3. The assignment of the Lead Chapter shall be on a rotation basis. The term of the Lead Chapter shall be one (1) year. The rotation of the assignment of the Lead Chapter is outlined in Attachment A. The term of the Lead Chapter shall be approximately January 1 through approximately December 31.

## ARTICLE IV – OFFICERS

The officers of the SDBWA shall be appointed from among the members of the Lead Chapter or may be a member-at large from another chapter. The exception is for the position of the Lead Treasurer, who shall be elected biennially (every two years), at the General Meeting. A slate of candidate(s) for the Lead Treasurer position may be presented, in addition to nominations from the floor. The Lead Treasurer need not be from the current Lead Chapter. The Lead Treasurer shall provide continuity as it has been difficult for financial institutions to timely update signatories, mailing addresses, email and phone numbers, resulting in reports and correspondence being sent to prior Lead Chapter.

The officers shall be composed of:

1. President(s)
2. Vice-President(s)
3. Recording Secretary(s)

4. Corresponding Secretary(s)
5. Lead Treasurer
6. Assistant Treasurer
7. Auditor(s)

#### ARTICLE V – ADVISORS

The Advisors of the Association shall be selected by the Southern District Ministers' Association.

#### ARTICLE VI – DUTIES OF THE OFFICERS

1. The President shall represent the Association and preside at all meetings of the Association.
2. The Vice-President shall assist the President and assume the duties of the President in her absence.
3. The Recording Secretary shall keep minutes of all meetings and records of all activities of the Association.
4. The Corresponding Secretary shall be responsible for all correspondence.
5. The Lead Treasurer shall provide periodic financial reports and historical reports when requested by the President.
6. The Assistant Treasurer shall keep account of all financial transactions.
7. The aforementioned division of duties between the Lead Treasurer and Assistant Treasurer may be adjusted as deemed necessary.
8. The Auditor shall audit the Lead Treasurer's and Assistant Treasurer's financial records and submit a report for approval prior to the transfer of records to the next Host Chapter.

#### ARTICLE VII – TERMS OF OFFICE

The terms of office shall be one year, with the exception of Lead Treasurer whose term shall be two years and may serve multiple terms, if elected.

#### ARTICLE VIII – FINANCES

The Association shall be financed by annual Chapter dues. Assessment of Chapter dues shall be based on the total number of Chapter members in the previous year.

#### ARTICLE IX – MEETINGS

##### Section 1. Representatives Meeting

1. The Representatives' Meeting shall be composed of the SDBWA Officers and Advisor(s), and two (2) representatives and the advisor(s) from each Chapter. Additional Chapter members are welcome to attend.

2. A Representatives' Meeting shall be held three (3) times a year, and as deemed necessary by the President.
3. A majority (more than half) of Chapters present shall constitute a quorum.
4. In an urgent situation, when time is of the essence, the President may call for a vote by email or video conference. A majority of the chapters must respond to the email vote and a quorum is required for a video conference.
5. Each Chapter shall have a maximum of two (2) votes by representatives.
6. Majority vote (more than half) of the representatives present shall be binding.
7. SDBWA officers and Advisors shall not have a vote, except in the case of a tie, in which event the SDBWA President shall vote to break a tie.

## Section 2. General Meeting

1. The General Meeting shall be held annually; and may be held during the Southern District Conference. The General Meeting shall be composed of BWA members in good standing from Southern District BWA Chapters.
2. A majority of Chapters present (more than half) shall constitute a quorum.
3. The Lead Chapter for the following year shall be confirmed at the General Meeting.
- 4.

## ARTICLE X – AMENDMENTS

The Bylaws may be amended by a two-thirds (2/3) vote at the general meeting.

## ARTICLE XI – OTHER

Robert's Rules of Order, Newly Revised, shall govern on all points not covered by these Bylaws.

## ARTICLE XII - POLICIES AND STANDARD OPERATING PROCEDURES

Section 1. Policies and standard operating procedures may be approved by majority vote at representative's meetings.

Section 2. Policies and standard operating procedures include, but are not limited to: Chapter dues amount; Ore; Omimai; Okoden; Oiwai; Retirement; and reimbursement for SDBWA President's FBWA Conference and meeting expenses, including registration, lodging, travel, food and incidental expenses.

Attachment A

Southern District Conference Rotation as Determined by the Southern District Ministers' Association (SDMA) – June 2022

	<b>SOUTHERN DISTRICT BWA LEAD CHAPTER</b>	
2022	Orange County Buddhist Church (OCBC)	
2023	Oxnard/Pasadena	FBWA Representatives ' Meeting hosted by Coast District
2024	San Diego	FBWA Conference hosted by Coast District
2025	San Fernando	SDBWA responsible for FBWA Cabinet and Representatives ' Meeting
2026	Senshin	SDBWA responsible for FBWA Cabinet and FBWA Conference
2027	Venice	
2028	Vista	
2029	West Los Angeles	
2030	Gardena	
2031	Los Angeles Hompa Hongwanji	
2032	OCBC	
2033	Oxnard	
2034	Pasadena	

\*Not included in SDMA rotation are Arizona, Santa Barbara, and Las Vegas

## Attachment B POLICIES AND STANDARD OPERATING PROCEDURES

Section 1. Annual Chapter dues shall be \$2.00 per member.

Section 2. The following expenditures shall not require approval of member Chapters. The President shall be authorized to instruct the Treasurer to issue payments from SDBWA funds for the following:

	12/17/04	5/1/10	9/28/19
Speaker Orei (Honorarium)			
Guest Speakers left up to the discretion of hosting chapter			
Omimai (Monetary offering or visitation for illness or injury)			
Minister or Spouse*	\$100		
Visitation will be determined by the responsible minister/cabinet members			
Bishop or Spouse*	\$100		
Minister or Spouse* retired in Southern District	\$75	\$100	
Okoden (Monetary offering as a gesture of condolence to the family of the deceased)			
Minister or Spouse*	\$100		\$200
Active or Retired Minister's children	\$50	\$100	
Retired Southern District-serving Minister or Spouse*	\$75	\$100	\$200
Retired BCA Minister living in Southern District	\$75	\$100	\$200
BCA Bishop or Spouse*	\$100		\$200
Oiwai (Monetary offering of congratulations)			
Active Southern District Minister for wedding or birth or adoption of child	\$100		\$200
Southern District BWA or Southern District Temple Anniversary	\$100		\$200

Retirement			
	Minister- \$100 plus \$25 per year of Southern District service		

**\*The term "Spouse" is defined to include a domestic partner without bias to gender**

FBWA Meeting & Conference			
	Reimburse President for registration fee, hotel & travel expense, upon presentation of substantiating receipts.		