

Beth El Rishon United Synagogue Youth CONSTITUTION

PREAMBLE

We, the United Synagogue Youth of Beth El Synagogue, united through our common devotion to the principles of Conservative Judaism, the historical and cultural heritage of our people, and recognizing that youth must perpetuate Judaism, do hereby establish this constitution for the United Synagogue Youth of Beth El Synagogue.

1. Name
 - a. In recognition of its role as founding chapter, this organization shall be known as Beth El Rishon United Synagogue Youth (BERUSY).
2. Affiliation
 - a. BERUSY is a chapter of EMTZA Region USY, which is a member of the United Synagogue of Conservative Judaism. The chapter is sponsored and guided by Beth El Synagogue's Youth Commission.
3. Membership & Dues
 - a. BERUSY is open to all Beth El Synagogue members who are in ninth through twelfth grade and identify as Jewish. Those who belong to other congregations but wish to join BERUSY shall be allowed at the discretion of the youth director.
 - b. Membership shall remain open throughout the year.
 - c. Those who wish to be active members of BERUSY must pay annual dues.
 - d. Dues shall be computed by the Youth Department staff in concert with the Youth Commission chair so as to include sums needed for International and Regional dues and for the successful operation of the chapter.
 - e. Members in good standing are those who meet qualifications for membership and have paid their dues.
 - f. Some events during the year (YOW, play, etc.) may be restricted to members in good standing.
4. Fiscal Year
 - a. The fiscal year of BERUSY shall match the synagogue year, beginning July 1 and ending June 30.
5. Executive Board
 - a. Offices
 - i. The offices of the Chapter Executive Board shall be as follows (abbreviations in Parenthesis): President, Israel Affairs Representative (IA), Programming Representative, Religion/Education Representative (Rel/Ed), Social Action/Tikkun Olam Representative (SATO), Membership/Kadimah Representative (Mem/Kad), Communications Secretary (Comm), 9th grade Representative(s).
 - ii. Additional Chapter Executive Board positions may be added at the discretion of the Youth Director and acting executive officers.
 - b. Qualifications
 - i. Each officer must be a member in good standing of BERUSY.

- ii. The president must serve on the Executive Board one term prior to his/her election OR have served on the General Board one term prior and have participated in at least one Jewish leadership experience (ex: USY Summer Programs, AMHSI, Jewish Camp Counselor, RGB). Other programs may also be acceptable, pending approval of the Youth Director, clergy, and Youth Commission. Participation in a Jewish leadership experience must be completed before the beginning of the presidential term. If no candidate meets this requirement, candidacy must be approved by the Youth Director, acting executive board, and Youth Commission.
 - iii. Each officer shall have been approved by the Youth Commission prior to beginning their term by passing through the candidacy approval process.
 - iv. All candidates running for President must meet with the Youth Director and current USY President prior to declaring their candidacy.
- c. Terms of Office
 - i. Officers shall serve from their installation until their discharge (Final Banquet to Final Banquet).

6. Councils

- a. The offices of the Chapter Executive Board shall be split up into 2 Councils: Programming and Engagement.
 - i. The Meetings may be coordinated between the councils depending on items related to the full Executive Board (i.e. Amendments, YOW, The Play, Purim Carnival etc.)
- b. The Programming Council will consist of the following officers: President, Programming, Israel Affairs, Religion/Education and Social Action/Tikkun Olam
 - i. The Programming Council will meet once each month or as deemed necessary to go over the following month's scheduled programs
- c. The Engagement Council will consist of the following offices: President, Membership/Kadima, Communications Secretary and Freshman Representative(s)
 - i. The Engagement Council will be responsible for brainstorming new and effective ways to get new members involved as well as keep current members interested and engaged
 - ii. The Engagement Council will meet once a month, determined by the President with assistance from the Youth Director

7. Duties of Executive Officers

- a. Executive Board Responsibilities
 - i. Shall assist the Communications Secretary with the notification of members of all Chapter functions
 - ii. Shall oversee all committees pertaining to their aforementioned areas and as determined by the Youth Director
 - iii. Shall strive to attend all chapter functions

- iv. Shall be an active participant in the annual BERUSY play, the annual BERUSY Purim Carnival and any other significant fundraising functions
- v. Shall work to promote and publicize all BERUSY events
- vi. Shall attend YOW, EMTZA Region LTI, and at least 1 other regional convention
- vii. Shall strive to attend religious services regularly (ex. Shabbat, Minyanim, Havdalah etc.)
- viii. Shall be engaged in regular Jewish education (TaRBuT, Heschel and Yachad can fulfill this requirement)
- ix. Shall keep the laws of Kashrut at all times when representing USY
- x. Shall not conduct official USY business during Shabbat and Haggim
- xi. Shall strive to refrain from exams on Shabbat (i.e. ACT, SAT, AP, IB, etc.); the Rabbis are happy to provide excuse letters when needed
- xii. Shall be a paid member in good standing of Beth El USY
- xiii. As with all members of the Chapter, shall uphold the 'Code of Conduct' of BERUSY and EMTZA Region USY.

b. President

- i. Shall be responsible for the leadership of the planning of programs and events for BERUSY
- ii. Shall preside over all Chapter functions and meetings
- iii. Shall oversee responsibilities of, and lead all other officers of the Chapter Executive Board
- iv. Shall be vested with youth executive powers of the Chapter
- v. Shall have power to delegate authority as s/he shall see fit, with 2/3 vote of the entire Executive Board
- vi. Shall call meetings of the Chapter Executive Board
- vii. Shall be accredited representation of the Chapter
- viii. Shall serve as overseeing officer of all Beth El USY sponsored MUSY (Minnesota USY) and regional events
- ix. Shall establish, and participate in Ex Officio capacity within, temporary committees
- x. Shall serve as presiding Executive Board officer of elections, if not presenting candidacy for office in contest
- xi. Shall, in case of vacancy of office (other than President), appoint with the consent of the Chapter Executive Board, a member of the board to fill the vacancy until an election is held or the term expires
- xii. Shall work with Youth Director(s) to organize and host Executive Board programming (i.e. Executive Board retreat, final banquet, etc.)
- xiii. Shall work in conjunction with Regional Executive Board counterpart to improve the state of the Chapter, with specific regard to this office's responsibilities
- xiv. Shall serve on the Youth Commission as representative of Chapter membership

- xv. Shall attend all chapter events and the requisite number of regional events unless otherwise approved by the Youth Director(s)
- c. Israel Affairs Representative
 - i. Shall organize and oversee execution of at least one event per month that increase awareness, understanding, and education about the state of Israel
 - ii. Shall work to encourage participation in International USY Israel Programs: Nativ, Israel Pilgrimage, etc.
 - iii. Shall work to promote and encourage participation in pro-Israel clubs supported by International USY: HeChalutzim
 - iv. Shall ensure that chapter programming includes information about the culture and history of Israel
 - v. Shall work in conjunction with Regional Executive Board counterpart to improve the state of the Chapter, with specific regard to this office's responsibilities
- d. Programming Representative
 - i. Shall oversee and update records of chapter programs
 - ii. Shall oversee all ongoing activities in conjunction with constituent groups
 - iii. Shall organize and oversee execution of at least one social event per month
 - iv. Shall serve as official USY liaison for the annual Chapter theatrical production; specifically, will encourage and recruit members for participation, contribute to positive morale, oversee "Secret Pal" program
 - v. Shall be responsible for ensuring that BERUSY maintains a continuously high level of programming that meets the needs and desires of its constituents
 - vi. Shall work with the Youth Director(s), President and chairpersons to plan, organize and execute Youth Outreach Weekend (used to be under Membership and Freshman Representative)
- e. Religion/Education Representative
 - i. Shall aide in the organization and execution of all religious and educational programming at chapter functions
 - ii. Shall organize and oversee execution of at least one Jewish Educational event per month (i.e. Weekly Parashah Discussion, Jewish Identity Night)
 - iii. Shall be responsible for planning of services at all chapter functions (i.e. Youth Outreach Weekend, Friday Night Lights etc.)
 - iv. Shall work to promote and encourage participation in International USY Judaic clubs: Abraham Joshua Heschel Society
 - v. Shall work to create new and innovative religious and educational programming for Chapter
 - vi. Shall plan, oversee and execute all religious activities of Beth El USY (i.e. High Holiday programming for youth, etc.)

- vii. Shall work in conjunction with Regional Executive Board counterpart to improve the state of the Chapter, with specific regard to this office's responsibilities
- f. Social Action/Tikkun Olam Representative
 - i. Shall organize and oversee execution of at least one Social Action or Tikkun Olam based event per month
 - ii. Shall work to create and implement new and innovative Social Action/Tikkun Olam programming for Chapter
 - iii. Shall maintain a high standard of community service programming
 - iv. Shall be responsible for ensuring the collection and submission of Tikkun Olam monies from the Chapter
 - v. Shall work to promote and encourage participation in International USY Social Action/Tikkun Olam clubs: 613 Mitzvah Corps
 - vi. Shall work in conjunction with Regional Executive Board counterpart to improve the state of the Chapter, with specific regard to this office's responsibilities
 - vii. Shall identify social action opportunities to incorporate into USY programs
- g. Membership/Kadima Representative
 - i. Shall work with the President and Youth Director(s) to increase active membership
 - ii. Shall work with the Youth Director(s) to keep accurate records member of Chapter membership
 - 1. Shall record attendance at the programs and events of Beth El USY
 - iii. Shall be responsible for maintaining active membership representative of all grades
 - iv. Shall serve as official liaison to Chapter Kadimah and B'resheet programs, attending programs specifically planned for these groups (Previously Kadima)
 - 1. Shall recommend USYers to the Youth Director to help staff and facilitate Kadimah and B'resheet programs
 - v. Shall collect official recommendations for Kadimah Council members in concert with the rest of the executive board
 - vi. Shall help to oversee and provide leadership for Kadimah Council
 - vii. Shall work with Youth Director to develop creative and appealing programming for the Kadimah and B'resheet age group
 - viii. Shall work in conjunction with Regional Executive Board counterpart to improve the state of the Chapter, with specific regard to this office's responsibilities
- h. Communications Secretary
 - i. Shall be responsible for overseeing and contributing to all BERUSY correspondence

- ii. Shall take minutes and distribute copies of minutes to board members within 24 hours of the meeting when appropriate
- iii. Shall issue correspondence as requested by the Youth Director(s), President or Chapter Board
- iv. Shall be responsible for the taking of pictures and videos at all chapter events (excluding those on Shabbat)
- v. Shall retain copies of all BERUSY correspondence
- vi. Shall oversee Beth El Rishon USY's and Beth El Rishon Kadimah's Facebook pages, website, text messaging system, instagram, snapchat and all other online resources in concert with the rest of the board
- vii. Shall, when applicable, take chief responsibility for submitting records of programs to the Region
- viii. Shall be responsible for the notification of the members for all meetings and programs of BERUSY
- ix. Shall serve as liaison to 'Communication and Outreach' committee and others at the discretion of the Youth Director(s)
- x. Shall work in conjunction with Regional Executive Board counterpart to improve the state of the Chapter, with specific regard to this office's responsibilities

i. Ninth Grade Representatives

- i. Shall be the top two candidates elected (if there are two or more candidates)
- ii. Shall work to accurately represent the incoming 9th grade class of USYers
- iii. Shall be responsible for keeping all 9th graders up-to-date on USY happenings and encouraging involvement

8. Enforcement

- a. These standards shall be enforced by the Youth Commission and Youth Director as they see fit.

9. Vacancies of Office

- a. Should there be a vacancy in the Presidency, the Youth Director and acting executive board shall recommend to the Youth Commission a different executive board member to serve as acting President until such time as a new President is elected.
- b. Should there be a vacancy in an office other than the President, the President shall appoint with the consent of the Chapter Executive Board, a member of the board to fill the vacancy until an election is held or the term expires

10. Chapter General Board

a. Structure

- i. The Chapter General Board (CGB) shall consist of:
 - 1. Chapter Executive Board Officers,
 - 2. Permanent Committee Positions,
 - 3. Temporary Committee Chairpeople.

- ii. Each committee shall be overseen by a Chapter Executive Board officer.
- b. Committees
 - i. All committees shall be approved by the Chapter Executive Board.
 - ii. The Board may establish temporary committees as deemed necessary.
 - iii. The Chapter General Board (CGB) committees and responsibilities will be:
 - 1. Youth Outreach Weekend (YOW) Chairs
 - a. Plan and lead programming during the weekend convention.
 - b. Lead outreach and communication to get current and new members signed up.
 - c. Help choose the theme and how it will apply to programming and the schedule of the weekend.
 - d. Represent the wants and needs of the chapter and act as a liaison between chapter members and the Youth Director.
 - 2. Dinner Theater Chairs
 - a. Help make decisions about decorations and other performance details as asked by the Youth Director and Play Director
 - b. Serve as Play Adbook Liaison: aid in the gathering of support from local businesses and community members through the sales of advertisements to be showcased in the Adbook and help with the design and assembly of the book
 - c. Promote auditions, rehearsals, and performances with applicable forms of communication including text, phone calls, Facebook posts, emails, etc.
 - d. MC play performances.
 - 3. Purim Carnival Chairs
 - a. Help choose games to use and brainstorm new games to create or use for the carnival as desired or needed
 - b. Help secure booth sponsor and silent auction/raffle donations from businesses and community members
 - c. Promote and Schedule USY and Kadima volunteers for set-up, the carnival, and tear-down
 - 4. Each committee should consist of at least 2-3 members. The number of committee members will be chosen at the discretion of the Youth Director and the approval of the Executive Board.
 - 5. Applications for these committees will be due at the time of Chapter Executive Board Elections.
 - iv. Applications for permanent committee positions shall be due at the time of Chapter Executive Board Elections.

- v. Applications shall be turned into the Youth Director or other administrator of elections.
- c. Duties of the CGB
 - i. The CGB shall provide input and ideas about chapter activities.
 - ii. The CGB shall enact decisions of the Chapter Executive Board.
 - iii. The CGB shall transact chapter business as determined by the Chapter Executive Board and Youth Director.
 - iv. The CGB shall promote and encourage participation in BERUSY events.
 - v. As with all members of the Chapter, shall uphold the 'Code of Conduct' of BERUSY and EMTZA Region USY.
- d. Board Meetings
 - i. The CGB shall meet throughout the year scheduled by the Chapter Executive Board, Youth Director, and Youth Commission as they see fit.
 - ii. Additional meetings shall be called by individual committees as deemed necessary.
 - iii. CGB members may be asked to devote additional time outside of meetings to do outreach and promotion at the discretion of the Chapter Executive Board and Youth Director.

11. Kadimah Council

- a. Structure
 - i. The Kadimah Council shall be comprised of 7th and 8th graders who are members in good standing of the Beth El Youth Department.
 - ii. Kadimah Council members will be chosen based on recommendations from the Chapter Executive Board and Youth Commission.
 - iii. If an individual who meets the qualifications for appointment has not been nominated, they should express interest to the Youth Director and they may join the Council at the discretion of the Youth Commission.
- b. Duties of the Council
 - i. Kadimah Council members shall be responsible for helping to brainstorm and develop exciting and appealing programs for the Kadimah and B'resheet age range.
 - ii. Council members shall be responsible for attending all Kadimah programs.
 - iii. Council members shall promote and publicize Kadimah and B'resheet events.
 - iv. As with all members of the Chapter, shall uphold the 'Code of Conduct' of BERUSY and EMTZA Region USY.
- c. Council Meetings
 - i. The Council shall meet regularly throughout the year at the discretion of the President, Mem/Kad, Youth Director and the Youth Commission.
 - ii. All Council members are expected to attend meetings.

12. Elections of Officers

- a. Time of Elections

- i. Officers shall be elected annually during the month of May or at a different time specified by the Youth Commission.
- b. Candidate Information/Running
 - i. At a time predetermined by the Youth Director before elections, there shall be a meeting of all candidates for Chapter Executive Board and the current Executive Board. Those who are interested in Chapter General Board positions are also encouraged to attend this meeting. The purpose of this meeting shall be for the candidates to obtain information pertaining to the offices they desire.
 - ii. All candidates shall file a Candidate Information Sheet (CIS) with the chapter office, or they shall not be eligible to run.
 - iii. CIS forms shall be distributed by the Youth Department at an appropriate time prior to elections determined by the Youth Commission.
 - iv. All those interested in running must adhere to the 'Code of Conduct' and be a member in good standing.
- c. Candidate Approval
 - i. At a given time before elections, all candidates for Chapter Executive Board must be presented to the Youth Commission.
 - ii. The Youth Commission will then vet the candidate list as a group of USYers committed to upholding this constitution.
 - iii. The Youth Commission will have 7 days to raise any concerns about candidates based on questions as to their ability to uphold this constitution.
 - iv. Should the Youth Commission have any concerns about a candidate, the person in question will have the opportunity to mollify the objections before the whole Youth Commission.
 - v. The Youth Commission will still have the prerogative to either accept or decline candidacy at this time.
 - vi. Any parents of candidates serving on the Youth Commission must recuse themselves from their role as Youth Commission officer during this process.
- d. Nominations
 - i. There shall be no public nomination process.
- e. Speeches
 - i. Each candidate for the Presidency shall have a maximum of five minutes in which he/she may speak for their candidacy.
 - ii. Each candidate for each other office shall have a maximum of three minutes in which he/she may speak for their candidacy.
- f. Voting
 - i. Elections shall proceed according to the following format:
 - 1. Announcement of candidates
 - 2. Speeches
 - 3. Voting

4. Counting Ballots

5. Announcement of Results i

- ii. Voting shall be by secret ballot after all the speeches have been made.
- iii. A blank ballot or an abstention does not count as a 'vote cast.'
- iv. A majority (at least 50% plus 1 vote) of ballots cast for a specific office shall constitute a victory.
- v. If no candidate receives a majority, the candidates with the two highest vote totals shall partake in a runoff election.
- vi. If after two consecutive run-off elections, two candidates are tied, the current President shall cast the deciding vote.
 - 1. If the President is a candidate in the election, the decision will be deferred to the Youth Commission, and they will make a decision with a Majority vote within 7 days of the election
- vii. Ballots shall be counted by the Youth Director, the President (if he/she is not running for an office) and the Youth Commission Chair.
- viii. Only the name of the winning candidate shall be announced.
- g. Dropping Down
 - i. All candidates shall be allowed to drop down to Chapter General Board positions and – if applicable – vacant Executive Board positions.
 - ii. Prior to elections, candidates running for the office of President are allowed to select one Chapter Executive Board position which they would like to drop down to in the event of a loss.

13. Removal from Office

- a. In the event that any officer shall conduct him or herself in a manner detrimental to the best interests of the organization, impeachment proceedings may be initiated.
- b. The matter shall then be placed upon the agenda of a Youth Commission meeting.
- c. Before impeachment proceedings are instituted, consultation with said officer, his/her parent/guardian, the youth director, and a Rabbi of Beth El Synagogue shall take place.
- d. The accused member has the right to speak before the Youth Commission.
- e. A $\frac{3}{4}$ majority vote of the Youth Commission shall be necessary for the removal of the member from office.

14. Constitution and Parliamentary Authority

- a. No resolution, by-laws, or decisions of the Chapter Executive Board shall be valid if in conflict with this constitution or chapter policy.
- b. The Chapter Executive Board and the Youth Commission in joint consideration shall interpret this constitution and all by-laws and resolutions of Beth El USY.
- c. Parliamentary Authority of this chapter shall be vested in the President, having the powers to call "Presidential Prerogative."

15. Amendment Procedure

- a. An amendment to the constitution may be made at any time with approval of the Youth Director and the President. It must follow the following procedure in order to pass
 - i. Reviewed by USY Executive Board and pass with a 2/3 majority at the next meeting
 - ii. Reviewed by Youth Commission with a 2/3 majority vote after the amendment passes throughout the USY Executive Board
 - 1. The Youth Commission may act without consent of the USY Executive Board as they deem necessary
- b. Proposed amendments must be circulated among the USY Executive board and the Youth Commission at least 2 weeks in advance of an Executive Board meeting as well as a Youth Commission Meeting specially called for this purpose.
- c. Proposed amendments may be revised at the aforesaid meetings before taking a final vote.
- d. Following the ratification of an amendment, the Communications Secretary shall edit the Constitution accordingly. The amendment shall take effect upon the close of the meeting in which it was passed.