

2006-2007 Pines Penguins USY Election Handbook & Guidelines

This packet contains all of the rules and guidelines needed for this year's upcoming chapter elections. Elections will be held on Tuesday, April 25th (please note special night). Please pay careful attention to the new standards and rules outlined in this packet. Failure to follow these new guidelines may cause you to become disqualified from running for a board position.

Included in this packet are the following:

1. *Beth Ahm Israel, Pines Penguins USY 2006 Election Procedure:*
Although many of you may be familiar with how elections have been run in the past, this year will be different! Please read over the procedures list even if you do not plan on running for a board position.
2. *Pines Penguins Chapter By-Laws (Chapter Elections Section) & Pines Penguins Board Qualifications and Responsibilities:*
This packet should be used to determine which position a qualified chapter member would like to run for. Those voting in order to know the responsibilities of each board position should also use it. This is only a guideline for what each position entails.
At the end of this section a commitment contract will be found.
ALL WHO ARE RUNNING FOR A POSITION ALONG WITH HIS/HER PARENTS MUST SIGN IT. FAILURE TO SIGN THIS CONTRACT WILL RESULT IN DISQUALIFICATION OF CANDIDATE!

All candidates for chapter office are required to meet with the Chapter Youth Director and Chapter President at 6:30 pm on the day of elections.

If You Have Any Questions Regarding This Material or Regarding Elections, Please Contact the Youth director at (954) 437-5775 or PinesUSY@yahoo.com .

Pines Penguins USY

2006 Election Procedures

Date Of Election: Tuesday, April 25 2006

Board Positions:

Review the *Chapter Board Qualification and Responsibilities* manual for a description of each position. The following positions will be voted on at the general USY meeting:

- President
- Executive Vice President
- Programming Vice President
- Membership/Kadima Vice President
- Social Action/Tikun Olam Vice President
- Religious/Education Vice President
- Communications Vice President
- Israel Affairs Vice President
- Ruach/Outreach Vice President
- Fundraising Vice President

* Chairs are not considered part of the executive board but will work under a vice-president to fulfill their responsibilities. They will attend board meetings every month.

9th Grade representative will be elected at the start of the 2006 – 2007 school year.

Pre-election Procedures:

1. Applications and commitment contract must be completed and returned to Jason Wasser by April 5th, 2006. No applications will be accepted after that!
2. Slate (a list of those qualified to run for the positions he/she has applied for) will be announced and posted by the end of the April 5th USY meeting.
3. After slate has been announced, all candidates may begin campaigning. This may include posters in the multi-purpose room, flyers, sticker, etc. Anyone found campaigning in a negative fashion will be asked to renounce their candidacy.
4. Candidates should begin writing speeches at this time.

Election Procedures:

1. Elections will begin promptly at 7:00 pm on Tuesday, April 25th, 2006.
2. Board members will be elected in the order of the list found above. Anyone who does not win the position he/she has applied for MAY drop to a position, which is voted upon after. *The candidate must be present in order to get elected, no stand-in's allowed.*
3. A candidate who has not won the position he/she has applied for **can drop ONLY ONCE!** The candidate must fill out an additional application, prior to elections, of the alternate office he/she would like to drop to.
4. If there is no one running for a position at the time of elections, nominations from the floor will be accepted. Any one nominated from the floor will have the same opportunity to speak as all other candidates. Before the nominee speaks, however, they must be deemed in good standings with the chapter by the Chapter Youth Director.
5. Once the floor is opened for the position a candidate is running for, he/she will need to be nominated by a USY member. Nomination speeches can be no longer than 30 seconds. All nominations must be seconded in order to qualify the candidate.
6. After all nominations have been made and seconded, the candidate(s) will be asked if he/she accepts the nomination. Once all candidates accept, they will deliver speeches in alphabetical order (by last name). The maximum speech lengths are as follows:
 - President: five (5) minutes
 - All other board positions: three (3) minutes
7. Once all candidates have finished speaking, the general USY membership will vote on the position. **ALL VOTING DELEGATES** must be paid members of PINES USY, and have attended 25% of all chapter meeting this year!
8. Ballots will be collected and tallied by two (2) Beth Ahm Israel Youth Commission members. If all those who are in the running for the current position have stated that he/she does not want to drop, elections will continue. If anyone has chosen to drop, elections will be paused until the results have been announced.
9. If a position is not contested there will be a call for a "Vote of Acclamation" (an oral vote without ballots). One person of the general USY membership must make a motion for a Vote of Acclamation, and then another must second this motion. Chairperson of Election will then ask:

"All in favor of a Vote of Acclamation say, yea...all opposed say nay." If **ANYONE** in the room says: "nay" a written vote must be taken.

10. The following is the procedure in deciding the winner of each race:
 - A majority vote is necessary to win a position (50% + 1)
 - If after the first vote there is no person with a majority vote, there will be a run-off between those candidates receiving the majority of the votes.
 - In the event of a tie (50% to 50%) the chapter president will have make the deciding vote.
 - Once any one candidate receives a majority of the votes he/she will be declared the winner.

11. If a candidate who has not won the position he/she has run for, he /she may drop to a pre-applied for position. An additional speech is not required, however, he/she will be allowed two (2) minutes to speak if he/she feels it is necessary.

Pines Penguins USY

Chapter Board Qualifications and Responsibilities

President

Qualifications:

- Paid-up chapter member of Beth Ahm Israel, Pines USY
- One Year of executive board experience
- Active participant in chapter, sub-regional, and regional events during previous year
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in 50% of chapter, sub-regional, and regional events including, but not limited to: conventions, President's Weekend, and dances on time and in their entirety. If conflicts occur, the president is responsible for being sure the program is executed in the proper fashion.
- Attend Shabbat Morning Services, whenever there is a B'nai Mitzvah taking place in order to make presentations, and Holiday Services. Attend at least Friday night service (preferably Family Shabbat) and at least one Sat. service of your choice per month.
- Take an active interest in all synagogue activities and programs when appropriate.
- Conduct and plan board meetings: call meeting to order at designated time, create and distribute agenda, and announce business in the proper.
- With aid of all the other officers, should preserve order and control debate, announce all messages to the chapter, and name members to committees.
- Act as an ex-officio member to all committees in the chapter and should check to see that all programs and policies are carried out; should also work with all committees in a n administrative capacity.
- Must cooperate with other USY representatives, serve as an accredited representative of the chapter, and **AT ALL TIMES** serve as a proper example (dugma).
- Along with the board, create a tentative calendar of dates from the first meeting to the last. Programs must be planned in advance and all details must be checked thoroughly. All dates must be cleared with the youth director.

Executive Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines USY
- Active participant in chapter during previous USY year.
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in 50% of chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend at least one Friday night service (preferable Family Shabbat) as well as one Saturday service of your choice per month.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Plan and execute Chapter Retreat, with all programs, ideas, menus, and other pertinent information for retreat shown to Youth Director and approved prior to implementation.
- Make presentations to B'nai Mitzvahs in the absence of the Chapter President.
- Be an active participant in all chapter activities
- Be a member of at least 4 committees throughout the year
- Assist any other board member in activities and program when possible
- Plan chapter programs, with programming vice president
- Fill out a program planning sheet for each program planned and turn into Programming Vice President, at least one week prior to program
- Make all members eager to participate by displaying a positive attitude at all times
- **AT ALL TIMES**, serves as a proper example (dugma)

Programming Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines USY
- Active participant in chapter during previous USY year.
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in 50% of chapter meetings. Make an effort to attend all sub-regional and regional events.
- Create and assign committees to plan specific programs.
- Actively oversee the smooth running of each committee.
- Fill out a program planning sheet for all programs planned.
- If another board member is running a program, make sure a program planning sheet is filled out and submitted one (1) week prior to event.
- Make sure Youth Director has all program planning sheets in order to obtain any supplies, staff, etc. needed for program.
- Submit programming information to Youth Director to be included in the Beth Ahm Israel monthly bulletin.

Membership/Kadima Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines USY
- Active participant in chapter during previous USY year.
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in 50% of chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Shabbat and Holiday Service Attend at least Friday night service (preferably Family Shabbat) and at least one Sat. service of your choice per month.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Come up with new and exciting ways to get and retain new members.
- Contact chapter members who have not attended USY programs in over a month.
- Act as a liaison to Pines Kadima; heighten Kadima members' awareness of USY.
- Create and assign membership committees, such as: Card Committee (birthday, we miss you), Kadima committee (involving 8th graders in some programs throughout the year), Hospitality committee, etc.
- Actively oversee the smooth running of all committees.
- Attend Kadima meetings throughout the year.
- Oversees Ruach/Outreach chair

Social Action/Tikun Olam Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines USY
- Active participant in chapter during previous USY year.
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in 50%chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Holiday Services and at least one Friday night service (preferably Family Shabbat) and at least one Sat. service of your choice per month.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Create and assign committees, such as: Social Action programming committee, T.O. committee, etc.
- Actively oversee the smooth running of each committee.
- Plan, along with Programming Vice President and committees, chapter social action projects.
- Publicize chapter, sub-regional, and regional Social Action/Tikun Olam initiatives.
- Oversees Fundraising Chair

Religious/Education Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines USY
- Active participant in chapter during previous USY year.
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in 50% of chapter meetings. Make an effort to attend all sub-regional and regional events.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Encourage all chapter members to attend Shabbat and Holiday Services.
- Create and assign all religious/education committees, such as: Ruach committee, Services committee, etc. Actively oversee the smooth running of all committees.
- Secure volunteers for all youth services.
- Assign parts well in advance of youth services.

Communications Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines USY
- Active participant in chapter during previous USY year.
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in 50% of chapter meetings. Make an effort to attend all sub-regional and regional events.
- Publicize all chapter fundraising activities throughout the chapter, synagogue, and community.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make all members eager to participate by displaying a positive attitude at all times.

Responsibilities (continued)

- **AT ALL TIMES**, serves as a proper example (dugma).
- Take minutes, type minutes at all board meetings. Distribute minutes to all board members within one (1) week of a board meeting.
- Send out thank you letters and all other chapter correspondence, with the help of the Youth Director.
- Make an email list with all chapter members on it.
- Update email list as needed.
- Send out emails as needed to the chapter.
- Publicize all events throughout the synagogue, i.e. maintain poster in main building lobby, keep material updated on all youth bulletin boards.
- Take pictures at all USY events (chapter, sub-regional, regional)
- Create an end of the year slide show.
- Send pictures into sub-region and region for end of year publications.

Israeli Affairs Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines USY
- Active participant in chapter during previous USY year.
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in 50% of chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Shabbat and Holiday Services.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make readily available any information regarding Israel, to all chapter members. (information must be shown to Youth Director prior to presentation)
- Assist any other board member in activities and program when possible.
- Plan chapter programs, with programming vice president, with an Israeli theme.
- Fill out a program planning sheet for each program planned and turn into Programming Vice President.
- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).

Ruach/Outreach Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines USY
- Active participant in chapter during previous USY year.

Responsibilities:

- Attend and participate in 50% of chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Holiday Services and at least one Friday night service (preferably Family Shabbat) and at least one Sat. service of your choice per month.
- Plan programs in which new Ruach songs, i.e. Shabbat Z'mirot, Israeli Songs, are taught
- Create new chapter songs and cheers throughout the year and teach them to the entire chapter
- Help create chapter regalia, i.e. shirts, pants, visors
- Works with Membership/Kadima VP to increase the number of active participants in USY

Fundraising Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines USY
- Active participant in chapter during previous USY year.
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in 50% of chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Holiday Services and at least one Friday night service (preferably Family Shabbat) and at least one Sat. service of your choice per month.
- Take an active interest in all synagogue activities and programs when appropriate.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Create and assign all Fundraising committees. Actively oversee the smooth running of all committees.
- Publicize all chapter fundraising activities throughout the year including Car Washes, etc.

Pines Penguins USY Board Commitment Contract

Name: _____

Position Desired: _____

Initial all of the below commitments. Make sure that both you and your parent(s) sign. Failure to do so will result in a disqualification of your applications.

All below commitments are required to be followed by all board members.

_____ I am an active member, in good standing, with Pines USY.

_____ I understand that I am committing to a year long position.

_____ I have read the Elections packet and understand the qualifications and responsibilities of the office I am running for.

_____ I understand that if elected to the board of Pines USY I will be required to attend **50 %** or more of all chapter meetings, at least one Friday night service (preferably Family Shabbat) and at least one Sat. service of your choice per month.

_____ I understand that if elected to board, and by some chance am in violation of any rule set forth by either Pines USY and/or by International USY including the kosher policy, drug policy, etc., I am subject to losing my board position immediately.

_____ I understand that if elected to board I am expected to be a role model for the rest of my chapter.

_____ I understand that if elected and fail to meet the duties set forth by Pines USY the youth director and/or the USY board can impeach me. Impeachment is defined as an accusation. This could lead to my excusal from the board. Grounds for impeachment are as follows:

1. Getting expelled from a chapter, sub-regional, regional, or international event.
2. Not attending **50%** of chapter meetings and **75%** of board meetings, unless board member has obligations that are pre-approved by Youth Director.

Candidate's Signature

Parent's Signature

Pines Penguins USY
Application For Chapter Office

In completing this form, you are not only listing your personal qualifications, but you are also agreeing to devote a minimum of one (1) year of ACTIVE service to our chapter.

The due date for all applications is April 5th ,2006 No APPLICATIONS WILL BE ACCEPTED AFTER THAT DATE!

Name: _____ Phone: _____

Grade as of September 2005: _____ Position Desired: _____

Previous chapter duties (include chapter offices):

Chapter activities you were involved in planning this past year:

Sub-regional, Regional, and International Events you have attended this past year (other than dances):

Sub-regional, Regional, International USY positions you have held this past year:

Attach a short essay to you application explaining how you can best serve Pines USY from within the office you are applying for. Be sure to include any ideas you may have that will help the chapter as a whole.

Signature of Applicant

Date