

# By-Laws of the Kol Haneshamah Temple Youth Group

## **Section 1 – Name and Affiliation**

The group shall be known as Kol HaNeshamah Temple Youth, and abbreviated as KHTY (pronounced 'kidē). KHTY is a part of Kol HaNeshamah - West Seattle's Progressive Synagogue Community, and is affiliated with the North American Federation of Temple Youth (NFTY).

## **Section 2 – Purpose and Values**

In order to form a more perfect youth group, KHTY will create a community in which our Jewish youth have the space and structure to connect and grow. The following core values are essential to accomplishing this goal:

- Development of Jewish life & study
- Develop a connection of worldwide social issues to Judaism
- Fostering the discussion and discovery of Jewish identities
- Uniting the KHN youth
- Inclusivity of all
- The acceptance and respect of all standpoints and discussions on Israel, and its role in our Jewish identity
- Fun and Ruach!
- Responsibility as a quality in our leadership
- Self-determination with an appreciation for adult input

## **Section 3- Membership & Code of Conduct**

### **Membership**

To ensure fairness, inclusivity, and to create a more mature group dynamic, the following requirements for membership in KHTY have been set forth:

- The person is in 8<sup>th</sup> – 12<sup>th</sup> Grade, as according to Kol Haneshamah student classes
- The person identifies as Jewish
- The person is involved in the Kol HaNeshamah community

Membership in KHTY is activated at the person's 1<sup>st</sup> attendance at a KHTY meeting or event. For the purposes of Sections 6 and 7 below, the "general membership" shall be defined as those KHTY members who attend at least one meeting or event prior to the election meeting.

### **Benefits of Membership**

- Privilege of attending all events and meetings
- Providing input on programs & activities
- Participating in board elections

- Running for board

### **Responsibilities of Membership**

- Providing food for the full KHTY group at no less than 1 general meeting, if possible
- Adhering to the code of conduct

### **Member Code of Conduct**

- I will not do anything to greatly raise my, or anyone else's chance of harm.
- I will promote the creation of a religious youth community based on mutual respect and a sense of personal well-being. I will treat others with *kavod* (honor and respect) because we are created *b'tzelem Elohim* (in the image of God).
- PREPARING FOR, GOING TO, AT, OR GOING HOME FROM KHTY MEETINGS AND/OR EVENTS:
- I will not possess, consume, or distribute alcoholic beverages, other than that served by adult leadership for Jewish sacramental purposes while attending KHTY events or meetings.
- I will not possess, use, or distribute any illegal drug or drug paraphernalia at KHTY events or meetings.
- I will not smoke or consume or distribute tobacco products at any time during KHTY meetings or events.
- I will participate fully in KHTY events I attend, unless I have a conflict discussed previously with a member of the KHTY board and the advisor. I will stay on the premises of the event, unless a personal scheduling conflict occurs, in which case I will arrange early dismissal from the event with the advisor.
- I will not bring or use any weapons or firearms at events.
- I will not commit any illegal act. I understand that vandalism, disturbing the peace, or other inappropriate behavior as determined by the adult leadership in accordance with the youth leadership will not be tolerated. I understand that I will have to pay for any damage that I cause. I understand that no gambling is allowed, except for fundraisers approved in advance by the adult leadership.
- I will abide by the event curfew(s) announced by the leadership.
- I will not participate in any activities that could be deemed as hazing, sexually harassing, demeaning, or hurtful.
- I agree to refrain from inappropriate behavior, sexual or otherwise.
- I agree to abide by any additional rules, pertinent to a specific event, which may be announced, and to accept the consequences of their violation.

### **KHTY Health and Safety Adherence**

KHTY will adhere to guidelines set by the CDC, government agencies, and Temple Kol Haneshamah for in-person meeting parameters.

## **Section 4 – Meetings**

Meetings shall be held at least twice per month, and ideally every other week, for the duration of the school year (September-June), with the exception of holidays and school break weeks.

The days of the month and duration (for example every other Tuesday at 6:00 PM - 7:15 PM) of the meetings for the next year shall be decided by the board before September and will be clearly laid out for the youth group as a whole at the first announced general meeting of each school year.

Each meeting will include a reading of the ground rules and a written agenda including an advisor's moment, mixer, and announcements from any board members that have them, and discussion on specific agenda items.

## **Section 5 – The KHTY Board**

### **KHTY Advisor**

The KHTY board will be overseen by the KHTY Advisor, a KHN-supported position. The advisor will be determined by the Rabbi and Executive Director prior to the beginning of the KHTY year, **with significant input from the KHTY membership**. The advisor serves as the adult representative of the group, and will prioritize the education, growth, and leadership development of members while ensuring all activities are safe, legal, and age-appropriate. In order for an event to be covered by KHN insurance and liability coverage, the KHTY advisor or adult designee must be involved in planning and be in attendance. The advisor will serve as the first point of contact for parent/guardian questions and concerns.

The KHTY Board shall consist of the following positions, in drop down order:

1. President
2. Programming Vice President
3. Social Action Vice President
4. Religious and Cultural Vice President
5. Membership Vice President
6. Communications Vice President
7. Finance Vice President
8. 8<sup>th</sup>/9<sup>th</sup> Grade Representative

### **Joey's Rule:**

A KHTY member who is elected to the NFTY-NW Regional Board may attend any KHTY board meeting, but not vote in board decisions.

All board members shall meet the following responsibilities:

- To assist the KHTY board with the planning and running of events, programs, and projects.
- To attend KHTY board meetings in person, on the phone or online.
- To attend, if possible, KHTY's board retreat
- To attend, if possible, NFTY events and participate in NFTY-NW Cabinet and Group Leading positions

Individually, their responsibilities shall be:

### **President**

- Oversees KHTY board
- Ensures that all practices of KHTY adhere to accepted by-laws
- Facilitates at least annual review of by-laws
- Ensures that annual goals are set at the beginning of the year, reviewed and edited if needed during the year, and met by the end of the year whenever possible
- Sets meeting schedule for board and general meetings with the consensus of KHTY board
- Regular communication with KHTY advisor
- Organizes and runs board and general meetings
- Writes all agendas with support and advice of advisor
- Assists VPs as needed
- Runs elections, when they occur, with assistance from advisor
- Represents KHTY to NFTY and other youth organizations
- Represents KHTY to general KHN membership when needed
- Serves on the Shammes Committee

### **Programming Vice-President (PVP)**

- Creates or assigns members to be in charge of programs for all events
- Fills in for president in absence
- Assists in the planning of events

### **Social Action Vice-President (SAVP)**

- Plans at least 1 event related to social action
- Updates members on community service opportunities
- Communicates with Tikkun Olam committee to incorporate youth in KHN social action
- Has the ability to lead whole temple discussion/presentation after community service events explaining/discussing what the youth group did

### **Religious and Cultural Vice-President (RCVP)**

- Plans, and contributes a Jewish aspect to events
- Leads services for youth group events
- Organizes the youth group in leading all temple services at least once during year

### **Membership Vice-President (MVP)**

- Actively works to grow KHTY membership
- Plans mixers for events, if needed
- Maintains contact with new and returning members
- Reaches out to members who haven't been at meetings or events for a period of time (to be determined by MVP with president)
- Fosters new connections in the group
- Ensures that KHTY board understands what members are looking for in their experience

### **Communication Vice-President (CVP)**

- Handles KHTY email account ([kolhaneshamatyg@gmail.com](mailto:kolhaneshamatyg@gmail.com))
- Handles KHTY instagram account (@khtyseattle)
- Communicates with all members and parents welcoming them into KHTY
- Sends out meeting reminders, event announcement and reminders
- Compiles and maintain KHTY email/membership list
- Communicates with parents & temple newsletter writers
- Takes notes at all meetings or assigns a note-taker if they are unable to attend
- Maintains a central online account for KHTY documents that all board members can access (Google Docs, Dropbox, etc.)
- Distributes notes to KHTY board members within 48 hours

### **Finance Vice-President**

- Fundraises for KHTY and for scholarships
- Plans and executes at least 1 fundraiser
- Creates and sells KHTY merchandise
- Helps other KHTY members plan and execute fundraising activities
- Maintains KHTY budget with advisor, and Executive Director of KHN

### **8<sup>th</sup>/9<sup>th</sup> Grade Representative (8th/9th Rep.)**

- Acts as a liaison between the KHTY board and KHTY's 8th/9th grade membership.
- Works with the KHTY MVP to help maximize active 8th/9th grade membership of KHTY.
- Designs and implements (with board support) at least one 8th/9th grade-designed/inspired event during the year.

## **Section 6 – Elections, Vacancies & Removals**

### **Election Eligibility**

- To vote or run you must be a KHTY member and not affiliated with another TYG
- Candidates must receive guardian consent to run
- Candidates need not be present in order to run
- Member must be present either in person or by video chat in order to vote, unless by special permission of the KHTY advisor

### **Election Procedure**

- Board members shall be elected by a vote of the KHTY general membership.
- Terms of office, with the exception of the 8th/9<sup>th</sup> grade representative, begin on July 1<sup>st</sup> following the election and last for exactly 1 year
- Elections shall be conducted by the current president, with the assistance of the advisor
- Elections shall be conducted in drop-down order, as enumerated in Section 5
- Speeches may last up to 3 minutes for presidential elections, and up to 2 minutes for all other elections.
- An additional 5 minutes will be allotted at the end of a candidate's speech for questions
- Voting will be conducted by secret ballot

- In the event of a tie, the President's vote shall act as the tiebreaker
- In the event of a tie for President when the current President is running for re-election, the votes of the KHTY board (minus the candidates running for President) shall act as the tiebreaker. In the event the board vote is tied, the vote of the highest-ranking non-familial board member as defined in Section 5 shall act as the tiebreaker.

### **Office Vacancies**

- Special elections may be conducted at general meetings to fill any office vacancies, following the same procedure outlined above.

### **Removing an Officer or Member**

- A direct breach of KHTY code of conduct must be filed with the advisor
- The advisor compiles a report on the situation, and reports to KHTY board
- Board may choose to impeach; ¾ vote of the board required to impeach
- If impeached, report goes to general membership, and ¾ vote of the general membership present is required to remove the person from office
- 2 weeks notice must be provided to the membership that a removal vote will be held
- For serious breaches of the code of conduct, as defined in Section 6a, the Advisor is empowered to remove any officer or member on their own authority.

### **Section 6a—Serious Breaches of the Code of Conduct**

Serious breaches of the code of conduct are defined as the following:

- Sexual Misconduct
- Reckless Endangerment
- Illegal Activities at any KHTY event or meeting

## **Section 7 – Amendment Procedure**

Amendments to these by-laws must pass with a 75% majority of the KHTY membership in attendance at a meeting. Amendment votes will be organized and conducted by the KHTY president, with direction from the general membership.

In order to hold an amendment vote, two weeks notice of the vote must be provided and a quorum of at least two-thirds of the KHTY general membership must be present. This ensures that at least one-half of the general membership supports all amendments.

## **Section 8 – Enabling Clause**

In the case of a conflict, this document supersedes all previous resolutions formed by the KHTY board, or general membership.

Ratified January 27, 2015  
Amended November 8, 2020