

**Constitution of Genesis AZA #2433**

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## **Preamble**

The Aleph Zadik Aleph of the B'nai B'rith Youth Organization has for its purpose:

- The spiritual, mental, and physical development of Jewish youth;
- The inculcation of a love and understanding of their Jewish cultural heritage;
- The stimulation of responsibility as good citizens in the community in which they live, as well as in the larger Jewish community;
- The encouragement of good will among the youth of all peoples, and interest in humanitarian, philanthropic and educational endeavors.

## **Articles**

### **Article I: Name**

This body shall be known as Genesis AZA, chapter number 2433 of the Ohio Northern Region of the Aleph Zadik Aleph of the B'nai B'rith Youth Organization.

### **Article II: Function**

Genesis AZA shall be the direct coordinating body of all Alephs of said chapter.

### **Article III: Membership**

Any member who attends events and meetings regularly, defined as three of the previous in two months, and has paid all chapter, regional, and international dues shall be considered a member in good standing. The Aleph Godol, upon personal review and consultation with the Advisor(s), can award good standing regardless of event attendance.

Any member who attends events and meetings regularly, defined fulfilling the following:

1. Attending two of the last five events;
2. Attending one of the last three business meetings held;
3. Attending one regional convention in the last six months (unless excused by chapter Godol and advisor); and
4. Has paid all chapter, regional, and international dues,
  - a. shall be considered a member in good standing. The Aleph Godol, upon personal review and consultation with the Advisor(s), can award good standing regardless of event attendance.
  - b. Should any aleph fail to reach good standing status, he will be given a period of one month (unless extended by the chapter Godol in conjunction with the advisor) after good standing status is lost before he becomes a member at large.

### **Article V: Eligibility**

An applicant for membership into Genesis AZA must be in at least eighth (8th) grade. An applicant must meet all local age and grade requirements. Applicants in eighth (8th) grade cannot become members until January one (1st) of their eighth (8th) grade year. An applicant is no longer eligible for

membership as of his graduation from high school, although he may remain a member for the rest of the programming year. The only exception to this will be under the circumstance that an aleph is elected the Grand Aleph Godol.

#### **Article VI: Quorum**

One third (1/3) plus one of all members in good standing of Genesis AZA being represented shall constitute a quorum for all chapter meetings in which business is being conducted.

#### **Article VII: Regional Representation**

Genesis AZA shall be represented by at least one member at all of the following regional events:

1. Fall Kickoff
2. Leadership Training Institute
3. Regional Kallah
4. AIT/MIT
5. Regional Beau/Sweetheart
6. Regional Convention
7. Junior/Senior Weekend

#### **Article VIII: Organization of the Chapter:**

##### *Section I: Officer Titles*

##### A. Elected Officers

1. Aleph Godol
2. Aleph S'gan
3. Aleph Moreh
4. Aleph Shaliach
5. Aleph Mazkir
6. Aleph Gizbor
7. Aleph Sopher
8. Aleph Kohen Godol
9. Aleph Shotare Godol
10. Aleph Shotare Kotone

##### B. Appointed Officers

1. Five Fold and Full Chairmen
2. Aleph Safran (Photographer)
3. Aleph Mach'Shev (Website)
4. Aleph Shotare Godol
5. Aleph Shotare Kotone

##### C. The chapter executive board is the highest governing body of the chapter when the chapter is not meeting.

1. The chapter board meetings are to be held at the discretion of the Aleph Godol in conjunction with the Aleph S'gan
2. Simple Majority (1/2 plus 1) of total chapter board members and officers for quorum

## *Section II: Officers and Their Duties*

### A. Aleph Godol

1. To attend all chapter events and meetings unless excused by an advisor
2. Call meetings to order at the scheduled time
3. Run chapter meetings in an organized fashion
4. Prepare an agenda before each meeting and consult with the advisor(s) on the items included
5. See to it that chapter programs and policies adopted by the chapter are carried out
6. Distribute all releases to the appropriate officers
7. Correspond with regional counterpart
8. Served as an ex-officio member of all committees
9. Communicate regularly with all the chapter advisor(s)
10. Lead chapter by serving as a positive example and motivator
11. To be an automatic delegate to Regional Convention, which they are expected to attend

### B. Aleph S'gan

1. To assume the duties Aleph Godol in his absence
2. To serve as the motivator for Five Fold and Full programming in Genesis AZA
3. To be present at all chapter functions, unless excused by the Chapter Aleph Godol and the Chapter Advisor(s)
4. To attend all chapter meetings
5. To be an automatic delegate to Regional Convention, which they are expected to attend
6. To attend Leadership Training Institute unless excused by the Chapter Advisor(s)
7. To coordinate oversee the coordination of the activities of the chapter's programming
8. To turn in all chapter clearance and evaluation forms to the Aleph Godol and/or to the Regional Director through the BBYO Dashboard

### C. Aleph Moreh

1. To serve as the membership officer for recruitment and retention for Genesis AZA
  - a. Retention is defined by the encouragement to become active, extended to an aleph who has lost good standing status, or whose membership has lapsed.
2. To serve as the education officer for Genesis AZA
3. To aid chapter members in their membership drive
4. To coordinate the AIT Training
5. To be present at all chapter functions, unless excused by the Aleph Godol and the Chapter Advisor(s)
6. To attend all chapter meetings
7. To organize and implement the chapter membership drive
8. To plan on attending Regional Convention if a position is available
9. To be an automatic delegate to Regional Convention, which they are expected to attend
10. To attend Leadership Training Institute unless excused by the Chapter Advisor(s)
11. To be in charge of promoting CLTC and ILTC
12. To be in charge of promoting all conventions in the Ohio Northern Region
13. To promote fraternity throughout AZA and Genesis AZA
14. To be present at all chapter functions unless excused by the Chapter Aleph Godol and the Chapter Advisor(s)

#### D. Aleph Shaliach

1. To promote programming and awareness regarding Jewry
2. To promote the ACT network in ONRAZA
3. To be in charge of promoting Kallah, ILSI, IC, and March of the Living
4. To attend all meetings
5. To call all meetings to order by the blowing of the Shofar
6. To attend all chapter events if possible
7. To promote Teens Actively Serving Communities (TASC)
8. To attend Leadership Training Institute unless excused by the Chapter Advisor(s)
9. To promote and apply for the Mitzvah Club and the ongoing service act
10. To promote and execute Stand Up! community service events within the chapter
11. To be present at all chapter functions, unless excused by the Chapter Aleph Godol and the Chapter Advisors
12. To hold the cookies when necessary

#### E. Aleph Mazkir

1. To call all members of the chapter on a regular basis and call them regarding all meetings and events
2. To call the Chapter Advisor(s) to inform him of all meetings
3. To attend all chapter meetings and events, if possible
4. To take minutes at all meetings (chapter and board), and send them to the Regional Aleph Godol, the Regional Aleph Mazkir, the Regional Director, the Chapter Advisor(s), and the Chapter Godol within fourteen (14) days of the meeting
5. To correspond with regional counterparts regularly
6. To answer all correspondences and write all thank you notes
7. To ensure that a weekly chapter email is sent by Wednesday night, informing the chapter of the weekly messages
8. To send all necessary updates to the Chapter Mach'shev for the BBYO website as an additional duty
9. To advocate for the chapter's Stand Up! campaign
10. To keep a list of members who are in good standing

*It is common practice to elect two Alephs to serve as co-Mazkir. When the chapter elects a co-Mazkir ticket, the following additional requirements will be included:*

1. Prior to board meetings, prepare a written page describing the work that each Mazkir will do
2. Meet weekly with the other Mazkir and evaluate the previous week

#### F. Aleph Gizbor

1. To promote the International Service Fund Redefined for Globalization (ISF Redefined for Globalization)
2. To keep a record of ISF Redefined for Globalization contributions
3. To serve as the educator for the chapter about ISF Redefined for Globalization
4. To promote and execute philanthropic events for the chapter Stand Up! campaign
5. To attend all chapter meetings and events if possible
6. To keep all of the chapter's fiscal records
7. To balance the chapter's checkbook, in consultation with Chapter Advisor(s) and Chapter Godol

8. To correspond with regional counterparts
- G. Aleph Sopher
1. To publish a minimum of two (2) Genesis newspapers per term
  2. To attend all Chapter meetings and events if possible
  3. To send all newspapers to the BBYO office and to regional counterparts
- H. Aleph Kohen Godol
1. May only have a vote while still a dues-paying member of AZA
  2. To act as a parliamentarian to Godol
  3. To act as a positive example and motivator
- I. Aleph Shotare Godol
1. To attend all chapter meetings
  2. To attend as many chapter functions as possible
  3. Ensure the chapter is safe from intrusion
  4. To give an officer report only at the end of the term
  5. To attend LTI (Leadership Training Institute) only if a position is available, in consultation with the Regional BBYO Office
- J. Aleph Shotare Kotone
1. To attend all chapter meetings
  2. To attend as many chapter functions as possible
  3. To provide and present the colors of the country at all meetings
  4. To give an officer report only at the end of the term
  5. To attend LTI (Leadership Training Institute) only if a position is available, in consultation with the Regional BBYO Office

## **Article IX: Nominations and Elections**

### *Section I: Election Procedures*

- A. The officers of Genesis AZA #2433 shall be elected bi-annually to serve during the Summer/Fall term, occurring June 1st through December 31st, or the Winter/Spring term, occurring January 1st through May 31st
- B. The only people eligible to vote are Alephs in good standing
- C. Each officer shall be elected for a period of six months or until his successor is duly elected and installed
- D. The election procedure at the chapter meeting shall be as follows:
  1. Handing Out of Platforms
  2. Caucusing
  3. Nominations
  4. Candidate Question and Answer
  5. Nominees Qualifications
  6. Speeches
  7. Reading of all Candidate Names
  8. Voting
  9. Announcing new Chapter Officers

## E. Speeches

1. Candidates for offices will have the following amount of time to say whatever they wish:
  - a. Godol- five (5) minutes
  - b. S'gan- four (4) minutes
  - c. Moreh- four (4) minutes
  - d. Shaliach- four (4) minutes
  - e. Mazkir- three (3) minutes
  - f. Gizbor- three (3) minutes
  - g. Sopher-three (3) minutes
  - h. Shotare Godol- one point five (1.5) minutes
  - i. Shotare Kotone- one point five (1.5) minutes
2. Candidates nominated for an office will have one (1) minute to state only their qualifications
3. Candidates dropping down from a previous position will have one (1) minute to say whatever they wish

## *Section II: Qualifications*

### A. Godol

1. Must be an Aleph in good standing
2. Must be an Aleph for at least one and a half (1.5) years
3. Must have held at least two (2) elected positions on a chapter executive board, one of which must have been Godol, S'gan, Moreh, or Shaliach

### B. S'gan

1. Must be an Aleph in good standing
2. Must have held at least one (1) board position
3. Must have planned at least one (1) event from each fold

### C. Moreh

1. Must be in Aleph in good standing
2. Must have held at least one (1) board position.

### D. Shaliach

1. Must be an Aleph in good standing

### E. Mazkir

1. Must be an Aleph in good standing

### F. Gizbor

1. Must be an Aleph in good standing

### G. Sopher

1. Must be an Aleph in good standing

### H. Shotare Godol

1. Must be an Aleph in good standing

- I. Shotare Kotone
  1. Must be an Aleph in good standing

### *Section III: Voting*

- A. Voting shall be conducted by a closed ballot vote of all Alephs present throughout the entire election process of the office in question
- B. An Aleph is considered elected to an office if he obtains the majority of all votes
- C. If no Aleph obtains a majority:
  1. If there is a two-way tie with only two (2) candidates remaining, there is reballoting until the tie is broken
  2. If there are more than two candidates remaining, and no one has a majority the following procedure is used:
    - a. The person with the least number of votes is dropped from further balloting
    - b. If there are more than two (2) candidates remaining, additional individuals may be dropped if their number of votes, when added to the votes of the person(s) below him, does not equal a majority.

### *Section III: Filling a Vacated Office*

In the event that a position on the chapter board has become vacant, the chapter shall elect a new officer, following standard election procedures

## **Article X: Amendments and Additions**

### *Section I: Amendments*

The constitution and by-laws may be amended at any chapter business session by a 2/3 vote of all delegates

### *Section II: Additions*

The Genesis Chapter of the Aleph Zadik Aleph may make additions to the uniform constitution and by-laws by a 2/3 vote of the delegates at a chapter business meeting. Such additions shall become effective immediately upon approval. No additions shall in any way conflict with any provisions of the uniform constitution and by-laws

## **Article XI: Ratification**

This constitution and by-laws shall be first approved by the members of the Chapter Executive Board and then shall be forwarded to the members of Genesis AZA and then shall require ratification by a 2/3 vote of the celebrators at the next chapter or board meeting

## **Article XII: Miscellaneous**

- A. Unless superseded by any provisions of this constitution and by-laws, Robert's Rules of Order, revised to date, shall precise the parliamentary procedure and the conduct of any meeting of this board, committee, or portions thereof.



- B. The Chapter Advisor(s) and or his/her appointed person(s) must be present at all chapter meetings for them to be deemed valid meetings
- C. All chapter meetings shall be called to order with the blowing of the Shofar
- D. A Good and welfare shall be given at the end of each chapter meeting and sleepover programs, time permitting. The Godol, in consultation with the Alephs present will make this decision
- E. Life membership is granted to all members who are seniors and members in good standing of the chapter
- F. The Chapter Advisor must send a copy of this constitution to every newly elected full chapter board member at the start of his term
- G. An office should automatically be declared vacant if the incumbent fails to register as a member of AZA in good standing for the following year, by October 1, the month following the election in which he was elected
- H. Chapter elections in the Ohio Northern Region are to be held during the month of April, but no later than April 27<sup>th</sup>, and in the month of October, but no later than October 27<sup>th</sup>
- I. The official colors of Genesis AZA #2433 are Blue, Black, and Yellow. The pattern being Army Camouflage
- J. The official mascot of Genesis AZA #2433 is the Phoenix
- K. The official restaurant of Genesis AZA #2433 is Five Guys Burgers and Fries
- L. Havdalah must be performed at all applicable Genesis AZA #2433 programs
- M. The Mitzvah Club is defined as an honor awarded to an aleph who has completed at least twenty-five hours of community service while a member of the chapter. An aleph who has received this honor can be described as 'In' the Mitzvah Club.
- N. In meetings, a call shall be referred to as a 'Gahl.'
- O. A Chapter Scholarship fund shall be established to all "Worthy" Alephs in order to allow more Alephs to attend regional conventions.
  - 1. An Aleph shall be deemed worthy through a submission of written/typed application of why they should attend the event.
  - 2. The application shall be sent to Executive Board and the Chapter Advisor(s), and they shall decide.
  - 3. A scholarship shall not exceed \$50 USD
  - 4. This can only be awarded to one Aleph per regional event
  - 5. If the chapter bank account drops below \$200 (USD) the scholarship fund will cease until the bank account stables at a minimum of \$400.

## **Amendments**