

## EXEC ROLES

## RASHIM ROLES

### **KNESSET BY-LAWS**

#### **Article 1. Kneset's Purpose.**

1.1. **Mission.** The mission of this body, to be accounted for in all of its actions, is to foster community spirit, unity, and student empowerment; to represent the student body and liaise between students, the administration, the faculty and the Board of Directors; to oversee student clubs, vaads, and assemblies; to aid Student Life in planning and executing events, and to represent JCHS in secular and Jewish communities at large.

#### **Article 2. Code of Conduct.**

2.1. **Values.** As leaders and representatives of the community, Kneset members must maintain a high standard of social behavior and conduct themselves in accordance with the values of respect and compassion.

2.2. **Work Ethic.** Each Kneset member should work diligently to represent their constituency in an appropriate manner and to lend their expertise to the decisions made in Kneset. It is expected that each member take this body seriously and put serious effort into its policies.

2.3 **Disclosure.** In order that Kneset remains consistently transparent in its decisions and processes, all Kneset members may divulge any and all information about Kneset events, policies, and meetings unless expressly stated otherwise by a member of Kneset.

2.3.1 **Kneset Votes.** All votes shall be recorded and made available to the public within the week they are taken, unless in doing so it would jeopardize the mission of what a vote is trying to accomplish.

2.4. **School Spirit.** Kneset members should go above and beyond the commitment of the average student in supporting and attending school events and functions.

2.5. **Punctuality.** It is crucial that all available Kneset members are present and punctual to meetings, so that quorum is reached as quickly as possible.

2.5.1 **Attendance.** All Kneset members must attend as many meetings as possible and, should they be unable to attend a meeting, they must notify the President in advance.

#### **Article 3. Positions and Responsibilities.**

3.1. **President.**

***This role is open to any rising Seniors, or rising Juniors with prior Knesset experience.***

The presiding officer in all Knesset affairs (e.g. meetings). The President's primary purpose is to bring their Knesset to its full potential, to foster positive relations between Knesset members and a spirit of encouragement, inspiration, resourcefulness, and productivity. The President is also Knesset's representative to the administration and to the Board of Directors.

- 3.1.1. **Leadership.** The President is responsible for ensuring that Knesset is working as efficiently and effectively as possible, and must maintain good communication within Knesset.
- 3.1.2. **Facilitating Meetings.** The President facilitates all Knesset meetings and must designate a substitute from among the Executive Board members to take their place when absent.
- 3.1.3. **Meeting Agenda.** The President must set the agenda for each Knesset meeting after collecting its items from Knesset members and post this agenda at least 24 hours before the meeting.
- 3.1.4. **Meeting Minutes.** The President is held accountable for the writing of Knesset meeting minutes and may delegate this task as they see fit.
- 3.1.6. **Guiding Members.** The President is responsible for checking in with the rest of Knesset and ensuring all members both remain on task and have the support they need.
- 3.1.7 **Color Games.** "Color Games" is an event consisting of friendly competition between grades over the possession of a garden gnome. All Color Games affairs are under the jurisdiction of the Community Building Executive including the allocation of points, choosing of judges, etc. Knesset should be provided with adequate information by the Student Life to prepare in advance of Color Wars, including a points rubric.

### **3.2. Communications Executive.**

***This role is only open to rising Seniors or rising Juniors.***

The purpose of the Communications Executive is to ensure that there is proper communication between Knesset and the Student Body. They are responsible for updating the Student Body on Knesset activities, events, and announcements and are encouraged to find creative ways to effectively delegate and execute this task.

- 3.2.1. **Default Emcee.** The Communications Executive is the default Emcee for all student led assemblies and special programs. They can delegate this responsibility for specific occasions and must secure a substitute if unable to perform this

duty on a given day.

- 3.2.2. **Hakhel.** The Communications Executive is responsible for collecting announcements, setting the agenda, and making executive decisions concerning Hakhel.
- 3.2.2.1 **Hakhel Deadlines.** Outside of extenuating circumstances, when Hakhel takes place in the theater, all specialized audio, video, or lighting needs must be communicated to the theater's Technical Director at least two working days before Hakhel (usually by the end of school on Wednesday).
- 3.2.3. **Publicity.** The Communications Executive is responsible for publicizing upcoming Knesset events.
- 3.2.4 **Student Media.** The Communications Executive is responsible for ensuring that all media shown at Hakhel or other community events is appropriate and has been screened through the appropriate faculty member. This includes any social media associated with Knesset.

### 3.3. **Jewish Life Executive.**

***This role is only open to rising Seniors or rising Juniors.***

Responsible for overseeing all Jewish and Israeli-themed student life activities, holidays, and events, the purpose of the Executive for Jewish Life is to foster Jewish values at JCHS and to enrich students' awareness and respect for the diversities of the student body and the world at large.

- 3.3.1. **Upholding Jewish Observance.** The Jewish Life Executive must keep in mind the diverse religious observances of JCHS at all times and must therefore inform Knesset when its decisions affect these observances or when they impinge upon them. This should include both upper and lower classmen.
- 3.3.2 **Field Days.** The Jewish Life Executive will, along with the President, take the lead on planning field days. This will include ensuring that there are Jewish elements present.

### 3.4. **Community Building and Inclusion Executive.**

***This role is only open to rising Seniors or rising Juniors.***

Supports all Knesset programming with a focus on inclusion and belonging.

- 3.4.1. **Special Events.** The Community Building and Inclusion Executive will offer support for all special events run by Knesset. Their focus will be to ensure that all events are inclusive and welcoming to the entire student body. This will include all major Jewish holiday programming, where this exec will work in

tandem with the Jewish Life exec.

- **3.4.2 School Community.** The Community Building and Inclusion Executive should look for opportunities to enhance our school community throughout the year, and look specifically to build community across social groups.
- **3.4.3 Senior Buddies** The Community Building and Inclusion Executive will work with the Student Life Team to plan Senior Buddy programming.
- **3.4.4 Field Day Planning** The Community Building and Inclusion Executive will be in charge of planning for field days, typically in collaboration with the Jewish Life Exec.
- **3.4.5 Coffeehouse** The Community Building and Inclusion Executive will plan Coffeehouse with help from the Senior Rashim as the emcees.

**3.5. Rashim.** Elected in pairs from each class, the Rashim make up the majority of Knesset and advocate for their respective grades before the rest of the body, before Student Life staff, and before the administration. In addition, Rashim act as the voice of Knesset before their own grades and are responsible for keeping their grades informed of all Knesset affairs unless otherwise instructed.

- **3.5.1. Grade Meetings.** Each pair of Rashim must work with their Class Dean to plan and lead Grade Meetings.
- **3.5.2. Grade Budgets.** The Rashim are responsible for allocating their class funds, organizing grade fundraisers, and balancing their grade budgets in communication with the Student Life staff.
- **3.5.3. Grade Journeys.** Rashim must collaborate with the Student Life staff members planning their grade's Journey and contribute their understanding of their classmates to create a successful trip.
- **3.5.4. Grade Events.** Each pair of Rashim should plan at least two grade events during the school year. Even if these events are fundraisers, the main goal of each event should be to build community within their grade.
- **3.5.5 Spirit Weeks.** Rashim will lead their grade to competing in Spirit Week, which includes, creating the skit, decorating the commons, and participation in the Color Wars games.

Additional Responsibilities:

Junior Rashim are responsible for organizing the Winter Ball.

Senior Rashim are responsible for organizing the Student Coffeehouse/Talent Show and Prom.

Also, Knesset members are expected to join committees for holidays and social events.

#### **Article 4. Elections.**

4.1. **General.** Elections for the Executive Board positions will be held at the end of the school year and will be overseen by an Election Committee composed of the current senior members of Knesset. Elections for the Rashim will be held within the first month of the next school year and will be run by the current Executive Board.

4.2. **Qualifications.** All candidates must attend a briefing led by the senior and executive members of Knesset along with the Knesset mentor outlining the procedures and qualifications for election. All candidates must agree to the rules of campaigning and qualification.

- 4.2.1. **President.** In order to qualify for President, a candidate must be a senior during their term or be a junior with previous Knesset experience. If no such person is willing to run for the position, then all members of the incoming junior class are eligible.
- 4.2.2. **Executive Board.** In order to qualify for any of the other Executive Board positions, including Communications Executive, Jewish Life Executive, or Community Building Executive, a candidate must be in either their senior or junior year during their term.
- 4.2.3. **Rashim.** Any student may run for Rosh of their grade.

4.3. **Election Briefing and Campaigning Regulations.** Upon the announcement of an upcoming election, a mandatory meeting will be called for all prospective candidates. There, current office holders will answer questions about their respective positions and the Election Committee will outline further details about the campaigning process. Students who would like to run for a position but cannot attend the meeting must explain their condition to the Knesset Faculty Advisor.

- 4.3.1. **Declaration of Candidacy.** Candidates must submit a declaration of candidacy by the specified date or risk disqualification. Accommodations may be arranged through communication with the Faculty Advisor.
- 4.3.2. **Campaign Schedule.** Formal campaigning within the school including posters, personal statements, and announcements, is allowed only during the campaigning period

prior to elections.

- **4.3.3. Campaign Regulations.**

- Campaign posters must be displayed in designated areas and cannot contain negative messages about other individuals. Candidates should consult with the Election Committee if they are unsure of their campaign's legality. Candidates are not allowed to run on a ticket or campaign in coordination with any other candidates.
- All campaign materials, including speeches, should use only school appropriate language
- All campaign materials, including speeches, should focus on the positive of the candidates instead of attacking members of the JCHS community
- Any campaigning on social media is subject to these guidelines. Students' posts on social media, or any materials shared via text or other messaging, may not directly reference other students and should be focused on the positives of the candidate.
- Students who break any campaign regulations may be subject to disqualification.

- **4.3.4. Clean Up.** All candidates are held responsible for the clean-up of their campaign materials in a timely manner to be defined by the election committee and announced prior to the election.

- **4.3.5. Campaign Disqualification.** Not complying with campaign rules can result in disqualification. Disqualified candidates may be barred from running in future elections, or may need to follow specific guidelines in order to run.

**4.4. Election Assembly.** Before the election, an election assembly must be held for the voting body.

- **4.4.1. Speeches.** Candidates for each position must present a timed statement detailing their motivation for running and their qualifications for the role. Candidates' speeches should be focused on the candidate. Speeches may not mention other JCHS students, especially in a negative light, and should not speak negatively about past Knesset events/activities/etc.

Candidates who do not follow these rules may be disqualified.

**4.5. Ranked Voting.** Voting shall be performed using the ranked-choice system. Voters must indicate their first, second, and third choices for candidates on their ballot unless otherwise indicated.

**4.5.1. Tie-break.** In the case of a tie in first-choice votes, the candidate with the most second-choice votes will win the election. In the case of a

tie in second-choice votes, the candidate with the most third-choice votes will win the election.

4.6. **Counting the Ballots.** The Knesset Faculty Advisor must tally the votes for each election under the supervision of a faculty witness.

- 4.6.1. **Viewing Rights.** No students are allowed to count the votes or see the results.
- 4.6.2. **Unopposed Ballot.** Candidates running unopposed must receive at least half-plus-one of the vote.
- 4.6.3. **Vacancy.** In the event that no candidate is elected for a particular position, another election must be scheduled and the votes recast.
- 4.6.4 **Vacation of Position.** If a position on Knesset becomes vacated, the President and the counterpart(s) to the vacated position will choose a suitable replacement in consultation with the Knesset Faculty Advisor.

4.7. **Result Announcements.** The Faculty Advisor must announce the results at a meeting held at the end of school on the day of the election.

- 4.6.1. **Absence.** If a candidate is unable to attend the meeting, the Faculty Advisor must call them later that night.
- 4.6.2. **School Announcement.** The school must be notified of the election result by the next day.

#### **Article 5. Meeting Procedures.**

5.1. **Quorum.** Knesset's quorum is nine; nine voting members must be present and participate in every vote. However, in the absence of quorum, items may still be discussed during a meeting.

5.2. **Agenda.** It is the President's responsibility to post the agenda of each Executive and Full Knesset Meeting no later than one day in advance of the meeting.

- 5.2.1. **Additions.** Knesset members should consult the President if they would like to add an item before this time. Items not on the agenda may be discussed, if time permits, at the discretion of the President.

5.3. **Voting.** Unless otherwise specified in these By-Laws, a motion must be passed by a majority of the voting body, to be counted by the President.

- 5.3.1. **Proposals.** Any student may submit a written proposal to Knesset and may present it before the body in person. When possible, the vote for a proposal should take place at the same meeting as the proposal is presented. In cases where more discussion is needed, the proposal should be voted on at the next possible meeting.
- 5.3.2. **Voting Options.** Knesset members may vote in favor, against, or present for proposal votes. Members may abstain

from voting at the discretion of the President. If excused, the Knesset member is no longer counted for the purposes of quorum. Members may not vote present or abstain on Bylaw votes. A proposal may be passed by a collective majority vote of the Executives and Rashim, while By-Law votes must be passed by the criteria outlined in 1.2.

- 5.3.2.1. **Vote Counting.** Motions may be voted on by a raising of hands and recorded only by numbers for, against, present, or abstaining.
- 5.3.2.2. **Roll Call.** If any member requests a roll call vote, the Faculty Advisor must verbally poll each member of the voting body and the specific votes must be recorded individually.
- 5.3.2.3. **Proxy Voting.** If a Knesset member is excused from a meeting and they have significant prior knowledge of the matter to be voted on, at the discretion of the Faculty Advisor they may designate another member of Knesset to convey their vote and it shall be counted as if they were in attendance.
- 5.3.3. **Supermajority Voting.** In cases deemed by the president to be of great importance to the unity of Knesset or the student body, supermajority voting can be requested in which a yay vote by two-thirds of the voting body is necessary to pass a proposal.
- 5.3.4. **Voting Body.** The voting body is defined as all members of Knesset who are either present or casting a proxy vote.

5.4. **Meeting Minutes.** Minutes must be recorded at every Knesset meeting and made available to all Knesset members at the end of the meeting for review.

- 5.4.1. **Minutes Revisions.** Any Knesset member may submit revisions to the meeting minute record, but must do so within forty-eight hours of its posting.

5.5 **Meeting Times.** The full Knesset meets once a week. The Executive Board in addition meets separately once a week. The Rashim and President meet as a whole a minimum twice a month. Meeting times can be changed by consensus of the parties involved.

## **Article 6. Disciplinary Procedures.**

6.1. **Disciplinary Procedures.** The President may impose disciplinary action according to guidelines previously approved by Knesset on any Knesset member who breaks the code of conduct, is not fulfilling their job description, or is not following Knesset directions.

- 6.1.1. **Judiciary Committee.** Disciplinary action must be made with the awareness of and in communication with the Faculty Advisor and the Executive Board. Only a vote of 4/5 by the Executive Board or a vote of 7/8 by the Rashim, may institute or overrule any disciplinary action.



- 6.1.2. **Process for Disciplinary Action.** It is suggested that disciplinary action will be taken in the following stages, however in special circumstances may be administered without accordance to these stages.
- 6.1.2.1. **Dialogue.** Before further disciplinary action is administered, the President, Faculty Adviser and/or the member of Knesset's adviser or dean will talk with the member of Knesset expressing their concerns. The member of Knesset will be asked to describe how they will improve.
- 6.1.2.2. **Suspension.** If it is still felt that following this talk the member of Knesset is not performing their job properly, a suspension from Knesset meetings will be administered.
- 6.1.2.3. **Vacation of position.** The member of Knesset will be asked to vacate their position if following all aforementioned stages they are still not performing their job properly.