



## **BJ Teens - Executive Board Bylaws**

**Initially created by the BJ Teen Executive Board 2019-2020**

**Updated by BJ Teen Executive Board 2022-2023**

Part 1: BJ Teens Principles - Values of Inspiration

Part 2: Purpose, Relationship to B'nai Jeshurun and staff and Membership

Part 3: Teen Executive Board Breakdown

Part 4: Structure of Board Meetings and Committees

Part 5: Elections, Appointments, Resignations, Dismissals, Amendments

# Part 1: BJ Teens Principles - Values of Inspiration

---

## **Community – Kehillah - קהילה**

A community for all who value B'nai Jeshurun and the families in the community

## **Justice and Repairing the World – Tzedek and Tikkun Olam - תיקון עולם צדק**

The obligation to work on projects that infuse justice for all

## **Spirit and Love - Ruach and Ahavah - אהבה רוח**

Create connections infused with spirit, love and welcome for all involved

## **Learning and understanding - Limud and binah - בינה למוד**

Lifelong learning through Jewish traditions, laws and ethics

## **Leadership - Manhigut - מנהיגות**

Lead with vision based on Jewish values, stand up for what is important and anticipate the needs of the community

## **Diversity, Equity, and Inclusion - Na'ase V'nishma - נעשה ונשמע**

Work towards undoing racism and building an inclusive community within our teen program, closely following B'nai Jeshurun's community principles. We will use the literal translation of Na'ase V'nishma to aid our work, meaning we will try our best to do, hear, and understand.

## **Part 2: Purpose, Relationship to B'nai Jeshurun and staff and Membership**

---

### **Purpose**

The purpose of the BJ Teen Executive Board is to elevate and advocate for the BJ Teens and collaborate with the BJ Youth Educator with improvements to the BJ Teens Program. They strive to be role models for incoming BJ teens and younger generations, by showing up and through their actions, they model what it means to be a Jewish teen at B'nai Jeshurun, specifically in the transition from B'nai Mitzvah to the BJ Teens Program. They create a safe space for BJ Teens to come together for holidays, Shabbat, group learning and trips, tikkun olam, and fun. Each year, the BJ Teen Executive Board Tzedek Committee works to respond to the most pressing ongoing current events through programming, fundraising, and collaboration with the larger BJ community.

### **Relationship to B'nai Jeshurun NYC and staff**

This board is a program of B'nai Jeshurun, and will look to the B'nai Jeshurun Board of Trustees for guidance. The board must discuss any matter of general public issues with the BJ Youth Educator or representative from the Department of Family Life and Learning, before any new policy or project is put into effect. The board will collaborate with the BJ Youth Educator to further enhance the objectives of the BJ Teen Executive Board. When needed, members of the BJ Teen Executive Board can consult with BJ staff for guidance.

### **Membership**

One must be a member in good standing\* at B'nai Jeshurun in order to be a member of the BJ Teen Program. You do not need to be a BJ Teen to attend programs, but must follow the rules and contracts that go with programs.

#### **\*What does it mean to be in good standing as a BJ Teen?**

Being in good standing is based on consistency, attendance, and compliance with community and Teen program guidelines, and these attributes are more specifically defined by the BJ Teen Executive Board at the first meeting of the year.

## Part 3: Teen Executive Board Breakdown

---

### All BJ teens on the BJ Teen Executive Board will:

- Serve as a role models to the BJ Teens and Youth and exemplify what it means to be an engaged and responsible member of the BJ community
- Work in partnership with the Assistant Director for Youth and Teen Engagement and other Executive Board members to oversee and facilitate all teen programming
- Attend all BJ Teen Executive Board and leadership meetings, which will likely take place on Wednesday evenings 1-2 times a month.
- Help the other members of the Executive Board with their projects and tasks
- Oversee and/or take part in program or area-specific committees
- Provide relevant feedback to the Assistant Director for Youth and Teen Engagement on BJ Teen Programming when prompted
- Work in partnership with FLAL staff to create and run a BJ-wide event each year

### President (1)

- Serve as a strong leader, unifying force, and inspirational presence for the BJ Teens and uphold the BJ Teen Brit Kehillah.
- In collaboration with the TEB, after collecting summaries from each Board Member, the President will prepare statements for the B'nai Jeshurun Board of Trustees and other investors about what the Teen Executive Board is working on and what to look forward to
- Move Teen Executive Board Mission forward, in partnership with the VP of Social Action & Organizing.
- Assemble and run committees and committee meetings as necessary (for example: Purim Carnival committee, Tzedek Project committee)
- Plan and facilitate Executive Board meetings with teen staff, lead meetings and manage agenda
- Send out meeting agenda and responsibilities for each committee prior to each meeting in partnership with teen staff
- Hold everyone on the board accountable to their goals and tasks, and generally facilitate communication between all members of the board
- Send out introductory and update emails to the BJ Teen Community twice a year
- Work in close partnership with the Teen Executive Board Vice Presidents
- To be the liaison between the B'nai Jeshurun staff and Board of Trustees and the BJ Teen Executive Board.
- At the end of each year, lead the BJ Teen Executive Board in reviewing and revising these bylaws.

### **Vice President - Social Action & Organizing (1)**

- Work in close partnership with the Teen Executive Board President and move Teen Executive Board Mission forward, in partnership with the President and Tzedek Coordinators
- Create new opportunities for the BJ Teens to engage in service and service learning, in addition to researching what the community needs are, both within and beyond the BJ community
- Coordinate the content of occasional emails to the BJ Teen Community that will serve to spread awareness about pressing current events issues
- Facilitate a meeting at the beginning of the year with Tzedek coordinators to make goals and a calendar for the upcoming year of Tzedek programming
- Decide during that meeting a central Justice Theme, that will take effect when approved by the President and entire board
- Lead Tzedek Committee in preparing and facilitating every event within a series of major Tzedek programs throughout the year
- Assist in the planning and facilitation of Teen Executive Board meetings
- Be an educational and programmatic resource to the BJ Teen Executive Board and BJ Youth Educator
- Coordinate any activities and/or other duties assigned by the President

### **Vice President - Membership & Communications (1)**

- Work in close partnership with the Teen Executive Board President and Grade Membership Chairs
- Assist in the planning and facilitation of Teen Executive Board meetings, and assemble and run the Membership Committee during meetings
- Work in partnership with FLAL staff on all communications and membership programming, especially in response to Membership team feedback
- Coordinate articles and blog, in addition monthly notes to the community about ongoing in the BJ Teens Program
- Assemble and run membership subcommittee meetings as necessary
- Coordinate and oversee emails sent by committees and individual members of the board throughout the year to introduce themselves and promote various programs
- Be an educational and programmatic resource to the BJ Teen Executive Board and BJ Youth Educator
- Coordinate any activities and/or accept any other duties assigned by the President.
- Plan and delegate planning of teen hangouts
- Supervise the work of grade reps and help them engage more constituents in their respective grades
- Plan social media campaigns about upcoming events and facilitate monthly Grade Rep instagram takeovers

### **Grade Membership Chairs (1 per grade)**

- Recruit new members for the BJ Teen Program
- Enhance the experience of those who are already members
- Plan and implement programs to introduce new members to BJ Teen programming, including teen social events
- 9th and 10th grade reps aid in teen retention by creating and facilitating teen programming for the whole teen community that includes 8th grade students at the beginning of the school year and 7th grade students at the end of the school year.
- During events, welcome and engage with all teens
- Engage in networking with other teens to promote BJ Teen programming, particularly through campaigns over text
- Engage appropriately and responsibly on social media platforms for marketing and recruitment purposes
- Each month, a grade rep, with assistance from FLAL staff, will create or coordinate an Instagram takeover on the BJ Teens instagram to generate excitement about and promote BJ teen events
- Pay attention to the needs and dynamics of the grade that they represent and take action on the board accordingly
- Identify the needs of members, and work to solve those needs, with the help of appropriate committees, BJ departments, and adult resources.
- Be knowledgeable about and share information on all BJ affiliated programs that engage Jewish teens.
- At the beginning of the school year (or in the previous spring if possible) request from BJ Membership Department a current list of all teens in the BJ community (including Day School teens) as a source for bringing in new members to the Teen Program
- Plan and facilitate, as the Membership Committee, three social events to help engage all BJ Teen constituents.

### **Tzedek Coordinators (3)**

- Create and implement BJ Teen Tzedek Programming that move the BJ Teen Tzedek Mission forward in partnership with the President and Vice President - Social Action & Organizing
- Research, propose, then plan and facilitate a minimum of two tzedek events during the year
- In planning holiday-based events with the larger teen board, especially the Purim event, integrate Tzedek-based elements
- Coordinators are encouraged to respond to urgent current events in partnership with the VP through Tzedek programming
- Create new opportunities for the BJ Teens to engage in service and service learning, in addition to researching what the community needs are, both within and beyond the BJ community
- Facilitate opportunities for the larger BJ teen community to help plan Tzedek events
- Work with the Membership Committee to promote all teen tzedek related opportunities

### **Jewish Life Coordinators (2)**

- Strive to infuse Jewish life and culture into BJ Teen Programming
- Help organize a monthly Hitoreri: Teen Only Kabbalat Shabbat and Dinner; this will include reaching out to other teens for attendance purposes setting up the space, working with the service leader(s) and helping teens prepare to lead Hitoreri, organizing teen kavanot, and any other responsibilities that present themselves
- Meet with Learning Rabbinic presence to develop a plan and overarching vision for BJ Teen Jewish Life in the upcoming year. This meeting should involve setting expectations around Hitoreri, Teen Shabbat, and Teen trips.
- Work with FLAL and rabbinic staff to plan and facilitate Teen Shabbat
- Work with the VP of Membership and Communications as well as the Grade Reps to promote Hitoreri and Teen Shabbat
- Think through, plan, and implement Judaic learning opportunities, ritual experiences, and kavanot during Teen events, trips, and retreats
- Work with FLAL and rabbinic staff to integrate and implement alternate modes of prayer into BJ teen spaces

### **8th Grade Apprentices (3)**

- Learn about each of the positions on the Teen Executive Board under mentorship of the President, VP of Membership, and VP of Social Action respectively
  - The Membership apprentice will stay with the Membership and Communications committee, The Social Action apprentice will stay with the Tzedek committee, and the Presidential apprentice will stay with the Jewish Life committee.
- Plan grade specific programming to retain 8th grade BJ Teens
- Work with the BJ Youth Educator to market all BJ Teen programming
- During events, welcome and engage with all teens present in order to encourage a warm community (icebreakers and energizers)
- Engage in networking with other teens to promote BJ Teen programming
- Engage appropriately and responsibly on social media platforms for marketing and recruitment purposes when appropriate
- Identify the needs of members, and work to solve those needs, with the help of appropriate committees, BJ departments, and adult resources.
- Be knowledgeable about and share information on all BJ affiliated programs that engage Jewish teens.

## Part 4: Structure of Board Meetings and Committees

---

Teen Executive Board Meetings occur once a month. Members of the board should not miss more than two meetings in their term, or else an initial warning will be issued (see section on Removal). Meetings must include at least 30 minutes of time in which the two board committees meet, with the exception of the first meeting which is introductory.

The Monday before each meeting, the President should send out a brief update to each committee of the board outlining what sort of planning or discussion needs occur during the meeting. The President should have a 10 minute call with each VP in order to finalize the agenda.

This structure is subject to change, however, as of 2022, the Teen Executive Board finds that it will be helpful to set out a meeting structure in these bylaws to use time most effectively.

Committees are as follows:

Tzedek Committee- led by VP of Social Action and Organizing

Tzedek Coordinators  
Development Chair

Membership Committee- led by VP of Membership

Grade Reps

Jewish Life Committee

Jewish Life Coordinators

The President of the Board should use the committee time primarily to engage with the Teen Educator on necessary business, and— only when asked by a committee leader— may join committee meetings and assist with their tasks.

During the planning of the new BJ Teen Integration events, the 8th grade apprentices should be present at the Membership Committee.



## **Part 5: Elections, Appointments, Resignations, Dismissals**

---

### **Election procedures shall include:**

1. Letters of Intent must be submitted by the due date (preferably in early spring).
2. Candidates may change the office for which they are running by submitting a new Letter of Intent before the deadline. No individual may change their position during the elections.
3. There will be a time set aside for a Meet-the-Candidates event prior to the start of the election.
4. Candidates who run for President/Vice President may also run for an alternate position.
5. Candidates for each position will be notified of the final outcome before the outgoing President and Youth Educator share the information with the board.
6. Two people can run as a partner or co of one position, with approval from the current BJ Teen Executive Board. This must be done prior to submitting an application.

### **Appointments**

If a member of the BJ Teen Executive Board resigns or is dismissed, the President shall appoint an interim replacement, and have it approved by the BJ Teen Executive Board.

### **Dismissal**

Dismissal procedures shall take place when a member of the BJ Teen Executive Board has violated the BJ Teens - Executive Board Bylaws, shown a lack of responsibility, behaved in a disruptive and destructive manner, or infringed upon the terms outlined in the BJ Teen Brit Kehillah.

### **Dismissal from office shall follow the procedures outlined below:**

1. After Consultation with the BJ Youth Educator, the President shall issue a warning to the Board Member under review. When the Board Member under review is the President, the Vice Presidents, with the consent of the BJ Teen Executive Board, shall issue the warning.
2. Next, the BJ Youth Educator shall issue a warning to the Board Member under review.
3. Finally, the BJ Teen Executive Board shall ask for the Board member's resignation. If this is not received, the Board may consider dismissal procedures.
4. The BJ Teen Executive Board may, after extensive review, dismiss any Board Member by at least an anonymous majority vote of the BJ Teen Executive Board.

In the case of a Board Member's infringement of the BJ Teen Trip Brit Kehillah, dismissal procedures will follow under the direction and discretion of the BJ Youth Educator, in consultation with the BJ Teen Executive Board.

**Amendments**

Amendments to the BJ Teens - Executive Board Bylaws shall be presented in writing and shall be proposed by a Board Member, or by at least seven BJ Teens, and shall be submitted to the President and BJ Youth Educator. Amendments to the by-laws of this document require affirmation by a majority vote at one board meeting.

Updated version of BJ Teens Bylaws voted in on April 28, 2021

Added Bylaw to Election protocol votes in on May 12, 2021

Bylaws updated on April 20, 2023