



RIVIERA PARLIAMENT

OFFICIAL OPERATING MANUAL

“יום שעובר אינו חוזר”



RIVIERA PARLIAMENT

Table of Contents

A. THE PARLIAMENT CHAPTERS

B. VISION STATEMENT

C. MISSION STATEMENT

D. CHAPTER CREATION

- a. Leadership
- b. Chapter Name
- c. Chapter Venue
- d. Chapter Logo
- e. Food and Kibud

E. MEDIA

- a. Domain Name
- b. Website
- c. Mailing Lists
- d. Text Messaging
- e. Email Account and Calendar
- f. Online Forms
- g. Social Media Profiles
 - i. Facebook
 - ii. Twitter
 - iii. Google+

F. BRANDING

- a. CARDS - Members club card



RIVIERA PARLIAMENT

- b. PINS - Israeli/American Shirt Pin
- c. SHIRTS - Logo Embroidered Shirts
- d. HATS - Logo Embroidered Hats
- e. CERTIFICATES
 - i. Certificate of Membership
 - ii. Keynote Speaker Thank You Certificate

G. RULES OF ORDER

H. ACCEPTANCE PROCEDURES

I. MEETING MANAGEMENT



RIVIERA PARLIAMENT

A. PARLIAMENT CHAPTERS

<u>RIVIERA PARLIAMENT</u> <ul style="list-style-type: none"> • AMNON GERSHONI • BOAZ TEPPER • OFER TAMIR • PINI DAGAN 	
<u>THE YOUNG ISRAELI PARLIAMENT</u> <ul style="list-style-type: none"> • ASSAF SHAMI • SHALOM SAPIR • DORON FEIGELMAN • YORAM BEN AMRAM • ALON OZER • ERAN MELTZER • ISAAC GINDI • DIDI SULEMA 	
<u>BOCA PARLIAMENT</u> <ul style="list-style-type: none"> • AMIT TIROSH • YOSHI CHAHAM • YOSI UZSINAY • MOMY SHOSHAN • YECHEZKEL (CHEZKI) ESHED 	



RIVIERA PARLIAMENT

VISION STATEMENT

“The Riviera Parliament vision statement is to promote Israeli culture and Jewish education in order to support Israeli/Jewish continuity with our 2nd and 3rd generation, while strengthening the connection and support to the State of Israel.”



RIVIERA PARLIAMENT

B. MISSION STATEMENT

The Riviera Parliament Missions Statement is to foster and promote Israeli, Jewish culture in a driven atmosphere for the purpose of cultural discussion, debate and development and to advance business relationships in the local community with an emphasis on:

1. Providing a forum for intellectual discussion on any topic of interest, primarily focusing on politics, business, and Jewish/Israeli culture.
2. Providing a forum for the promotion of intra-group business development.
3. Developing strong social relationships amongst group members and families to strengthen the overall mutual community.
4. Strengthening members' knowledge about other members, each member should present at least once a year about himself. The speaker is welcome to speak about his business and promote his business, but at least 50% of the presentation must be non-promotional.
5. Dedicating once a quarter/third/half year to a selected community service project.
6. Developing an outside meeting of members on a personal basis.



RIVIERA PARLIAMENT

C.CHAPTER CREATION

A. LEADERSHIP

- i. Chairman
- ii. Vice Chairman
- iii. Treasurer/ Bursar (“Gizbar”)
- iv. Content Committee Chairman
- v. Board Members
- vi. Acceptance Committee Chairman
- vii. Media Chairman
- viii. Visitor Hosts
- ix. Welcoming Committee
- x. Culture/Party Committee
- xi. Volunteering Committee
- xii. Liaison

LEADERSHIP TEAM ROLES DESCRIPTION

Chairman:

1. In charge of promoting the group interests.
2. In charge of the fluent management of the group.
3. In charge of running meetings.
4. First presiding chairman to be interviewed by members of the Riviera Parliament National Board of Directors.
5. Chairman position is to be rotated every 2 years.
6. Term can be extended for ONE additional term of 2 years with a super majority vote of the chapter’s Board of Directors.
7. Retiring chairman to become President of Honor WITH veto rights.

Vice Chairman:

1. Supports the Chairman in the management of the group.
2. Serves as a replacement when the Chairman is absent.
3. Runs the meetings when the Chairman is absent.
4. In charge of overseeing the work of the chapter individual committees.
5. In charge of overseeing the chapter liaison work.
6. Vice Chairman to be selected by the Chairmen.



RIVIERA PARLIAMENT

Treasurer/ Bursar (“Gizbar”):

1. In charge of the group finances.
2. In charge of creating the Budget for the group.
3. In charge of collecting the funds for the group.
4. In charge of sending quarterly reports of the group’s finances to leadership team and the group’s members.
5. In charge of the chapter’s bank account (Deposits, withdrawals, checkbooks and ATM card).
6. **Treasurer / Bursar Responsibilities:**
 - a. Weekly finances report to the chapter’s board of directors and group members.
 - b. Monthly finances report to the Riviera Parliament accountant.

Membership Committee Chairman

1. In charge of following the rules of orders for accepting new members.
2. In charge of reviewing and screening new members applications.
3. In charge of interviewing new members.
4. In charge of recommending new members to the Board of Directors.
5. In charge of creating a yearly budget for committee activities.
6. In charge of creating the Member’s Acceptance Ceremony.
7. Content Committee members:
 - a. Composed of minimum of 3 people
 - b. (LIST NAME/S OF MEMBER/S)

Content Committee Chairman:

2. In charge of creating the content planning and vision for the group.
3. In charge of finding potential keynote speakers.
4. In charge of screening and guiding keynote speakers.
5. Content Committee members:
 - a. Composed of minimum of 3 people
 - b. (LIST NAME/S OF MEMBER/S)



RIVIERA PARLIAMENT

Board Members:

1. Elected for a 2 years terms with an option for an additional 2 years term.
2. The group's Chairman will be electing the initial board members for a one year term.
3. The chairman will have the right to extend or replace his elected board members at the end of the first year for an additional of 3 more years.
4. Board Members:
 - a. Composed of minimum of 5 members (Chairman and Vice Chairman must be included).

LEADERSHIP TEAM SUPPORTING ROLES

Media Chairman:

1. In charge of maintaining group's mailing list.
2. In charge of sending email updates.
3. In charge of sending text messages.
4. In charge of maintaining and updating the group's website and blog.
5. In charge of maintaining the group's Facebook and Twitter accounts.
6. Media chairman will be provided with a tablet for accessing group's forms and vital data.
7. Appointed member:
 - a. (LIST NAME/S OF MEMBER/S)

Visitor Hosts:

1. In charge of greeting guests and making them feel welcome.
2. In charge of collecting guest fees at the door.
3. In charge of introducing guest to group members.
4. Appointed members:
 - a. (LIST NAME/S OF MEMBER/S)

Welcoming Committee:

1. In charge of organizing the room before the meetings.
2. In charge of organizing food and drinks before each meeting.
3. In charge of organizing the room at the end of the meetings.
4. In charge keeping up with the supplies for the group's meeting.



RIVIERA PARLIAMENT

5. Welcoming Committee members:
 - a. Composed of minimum of 2 members.
 - b. (LIST NAME/S OF MEMBER/S)

Culture/Party Committee:

1. In charge of organizing quarterly events for the group.
2. In charge of finding appropriate venues for the group's parties.
3. In charge of organizing the yearly anniversary group's party.
4. In charge of creating the committee budget
5. Culture/Party Committee members:
 - a. (LIST NAME/S OF MEMBER/S)

Volunteering Committee Chairman:

1. In charge of coordinating volunteering activities within the local community.
2. Appointed member:
 - a. (LIST NAME/S OF MEMBER/S)

Liaison:

1. In charge of establishing relationship with other Parliament chapters leadership team.
2. In charge of coordinating outside activities with other organizations to promote group's interest.
3. In charge of coordinating joint activities with other Parliament chapters.
4. Appointed member:
 - a. (LIST NAME/S OF MEMBER/S)



RIVIERA PARLIAMENT

B. CHAPTER NAME:

- i. Has to contain the word PARLIAMENT
- ii. To be selected by the group's board of directors
- iii. To be approved by the Group's chairman
- iv. To be approved by Parliament Chairmen Board of Directors

C. CHAPTER VENUE:

The venue is the group's meeting place for their meetings.

- i. To be selected by the group's board of directors
- ii. To be approved by the Group's chairman

D. CHAPTER LOGO

- i. Has to contain the selected Chapter name
- ii. To be approved by the Group's chairman and the Board of Directors
- iii. To be approved by the Riviera Parliament National Board of Directors

E. FOOD AND KIBUD

- i. Has to be KOSHER
- ii. To be organized by the group's Welcoming Committee members
- iii. Can be purchased from a local vendor as long as vendor is KOSHER



RIVIERA PARLIAMENT

D.MEDIA

A. DOMAIN NAME:

- i. Has to contain the word PARLIAMENT
- ii. To be selected by the group's board of directors
- iii. To be approved by the Group's chairman
- iv. To be approved, purchased and managed by the Riviera Parliament National Board of Directors

B. WEBSITE:

- i. Has to contain the word PARLIAMENT
- ii. To be selected by the group's board of directors
- iii. Has to be with one of the following Top-Level Domain (TLD) extensions (.ORG or .US). Preferred TLD is .ORG.
- iv. To be approved by the Group's chairman
- v. To be approved, purchased and managed by Riviera Parliament Corporate

C. MAILING LISTS:

- i. Mailing lists are created in mailchimp.com
- ii. To be created by Riviera Parliament Corporate
- iii. To be managed by the group's Media Chairman
- iv. Accessible by Riviera Parliament Corporate at all times

D. TEXT MESSAGING:

- i. Text messaging account is created in nexmo.com
- ii. To be created by Riviera Parliament Corporate
- iii. To be managed by the group's Media Chairman
- iv. Accessible by Riviera Parliament Corporate at all times

E. EMAIL ACCOUNT AND CALENDAR:

- i. Email account and calendar is created in Google Apps.
 - 1. Admin access will be provided to group's chairman and Media coordinator.
- ii. Email account will always be info@GroupDomainName.TLD
- iii. To be managed by the group's Media Chairman
- iv. To be created by Riviera Parliament Corporate and to be accessible by Riviera Parliament Corporate at all times



RIVIERA PARLIAMENT

F. ONLINE FORMS:

- i. To be created by the Riviera Parliament IT support person
- ii. To be managed on Google Docs by the group's Media Chairman
- iii. Forms can be electronic forms.
- iv. Initial forms to be created by Riviera Parliament Corporate
- v. Group's management and Media Chairman can add their own forms at any time.
- vi. Initial forms:
 1. Meeting agenda
 2. Guest payment sign
 3. Guest attendance
 4. Membership application
 5. Potential members recommendation
 6. Potential keynote speakers
 7. Keynote speaker Thank You email template
 8. Keynote speaker certificate of appreciation
 9. About us notification

G. SOCIAL MEDIA PROFILES:

- i. Social media accounts to open
 1. Facebook
 2. Whatsapp
- ii. To be approved by the Group's chairman
- iii. To be approved by the Riviera Parliament National Board of Directors
- iv. To be managed by the group's Media Chairman
- v. Accessible by Riviera Parliament Corporate at all times
- vi. Group can open additional social media profiles at any time with Riviera Parliament Corporate approval

H. ADVERTISEMENT:

- i. All advertisement material has to contain the Riviera Parliament logo along with the local chapter logo (MANDATORY).
- ii. The Riviera Parliament National Board of Directors reserves the rights to make use of the local chapters' members' information in order to enhance and communicate fluently about the Riviera Parliament activities and operations (Information will not be used or sold to any third party entities).



RIVIERA PARLIAMENT

E. BRANDING

A. Plastic CARDS

- a. (MANDATORY). Every member will receive an official Riviera Parliament plastics membership card

B. Business Card:

- a. Each group's chairman will be provided with a business card with the group's information on it with the Chairman's contact details.

C. PINS

- a. (MANDATORY). Every member will receive a stamped Israeli/America flag shirt pin

D. CERTIFICATES

- a. (MANDATORY). Every member will receive a Certificate of Membership
- b. (MANDATORY). Every Keynote Speaker will receive a framed Thank You Certificate after speaking to the group (It is also highly recommended to send a Thank You email to the keynote speaker a few days after his appearance to the group)

E. SHIRTS

- a. (RECOMMENDED). Every member will receive a logo embroidered shirt
- b. Shirts are to be donated by one of the group's members or to be purchased from the group's yearly budget

F. HATS

- a. (RECOMMENDED). Every member will receive a logo embroidered hat
- b. Hats are to be donated by one of the group's members or to be purchased from the group's yearly budget



RIVIERA PARLIAMENT

F. RULES OR ORDER

The following list has been prepared for the benefit of prospective members looking to join the Parliament group. This list provides such prospective members with an outline describing the qualities and expectations current members are seeking to maintain and reinforce. Prospective members should closely consider demonstrating such qualities and activities so as to demonstrate to the current members their intention to become dedicated and productive members of the group.

- a) Closely read and adhere to the Parliament Rules of Order (attached hereto) for an understanding of the expectations by members for conduct during meetings.
- b) The Parliament is continually and actively seeking to attract to its membership quality individuals, with strong ties to the community (or a desire to build strong ties to the community) that are honest, dependable and respectful. In order to maintain such criteria, the application process requires the Membership Committee to conduct an interview and a reference check in order to determine that a prospective would be a good fit for the group.
- c) In order to promote respectful and professional conduct in the meetings, it is of the highest importance that prospective members get along with current members and maintain respectful discourse, especially on topics and ideas on which they do not agree. The ability of members to speak their mind and promote their opinion is a fundamental tenet of the group, but such opinions must be articulated respectfully and consistent with the Rules of Conduct.
- d) Since the Parliament is member-driven, member-directed and member-funded organization, each member is expected to reasonably contribute to the operation of the group in ways such as:
 - (i) Arriving early to the meetings to assist in setting up;
 - (ii) Volunteering to assist in organizational projects;
 - (iii) Actively recommending ways to improve the organization;
 - (iv) Positively participating in group activities.
- e) Annual membership dues are collected on the first meeting of each calendar year. The membership fee is \$250, and new members joining later in the year will



RIVIERA PARLIAMENT

receive a prorated discount.

- f)** Prospective members wishing to join the group must complete the following procedure:
 - (i)** Attend at least 4 meetings as a guest.
 - (ii)** Identify a current member (your sponsor) to recommend the prospective member to the group.
 - (iii)** Apply to the Membership Committee Chairman.
 - (iv)** Prospective members will be interviewed by the Membership Committee.
 - (v)** The Membership Committee will evaluate the prospective member's application, references, and performance in the interview and will inform the prospective member within two weeks of the interview of its decision.
- g)** The Parliament chat will enable its members to communicate daily on various subjects such as politics, sports, ongoing issues, etc.
- h)** Members are expected to conduct themselves in a respectful manner towards all other members.
 - (i)** To use proper language
 - (ii)** To avoid personal attacks of any kind on other members
 - (iii)** To avoid shaming
 - (iv)** To avoid bullying
 - (v)** To avoid posting pornographic material
 - (vi)** The Parliament Board has the right to temporarily remove a member from the chat at any given time for violating any of the above.
 - (vii)** The Parliament Board will invite the member to a clarifying conversation and will have the right to permanently expel the member from the chat.



RIVIERA PARLIAMENT

- i)** The Parliament Board has the right the permanently expel a member for misconduct for not meeting the standards and values of the organization.
 - (i)** The Parliament Board will invite the member prior to their final decision (as they see fit and when possible) to a clarifying conversation and will have the right to permanently expel the member from the group.



RIVIERA PARLIAMENT

G. ACCEPTANCE PROCEDURES

ACCEPTANCE CRITERIA

- a. Israeli or with strong ties to the Israeli culture
- b. Hebrew speaking
- c. Must be sponsored by an existing member
- d. Commitment to the goal, mission and standards of the group

ACCEPTANCE PROCESS

- a. Submit an application
- b. Attending at least 4 meetings before an interview with the Acceptance Committee
- c. Interviewing of the Sponsoring member before the Acceptance Committee
- d. Interviewing of the applicant before the Acceptance Committee
- e. Member's agreement to the Rules of Order (attached hereto)

FEES

- a. \$250.00 - Annual membership fee (Subject to Change by the chapter's Board of Directors)
- b. \$0.00 - Members meeting attendance
- c. \$15.00 - Guest attendance (Suggested guest fee. To be decided by the local chapter)
- d. Membership fee cycle will be based on an annual calendar basis



RIVIERA PARLIAMENT

H. MEETING MANAGEMENT (SUGGESTED)

The following is a suggested meeting management agenda:

SAMPLE GENERAL MEETING AGENDA

7:30 PM - 8:00 PM

- Early bird gathering
- Mingling, socializing and networking

8:00 PM – 8:15PM

- Members' introduction
 1. Name
 2. Occupation
 3. Fun fact about the member

8:15 PM - 8:25 PM

- 10 minutes individual member introduction and presentation

8:25 PM - 8:35 PM

- Announcements and open discussion about important items on the agenda

8:35 PM - 9:35 PM

- Keynote speaker introduction
- Keynote speaker lecture
- Open discussion following keynote speaker lecture

9:35 PM - 9:45 PM

- Parashat Ha'Shavua OR "Pinat Aktualya"

9:45 PM - 9:50 PM

- Finalizing meeting with a quote or a joke.

9:50 PM – 10:00 PM

- Cleaning up and organizing the room.



RIVIERA PARLIAMENT

I. RIVIERA PARLIAMENT EXPENSION

EXPENSION CRITERIA:

- A. New chapter opening is to be voted on by the National Board of Directors.
- B. After approval by the National Board of Directors, new chapter will operate under a trial basis of 6 month.
- C. The National Board of Directors reserves the right to terminate the operations of any chapter with a 30 days' notice.

TO BE DISCUSSED:

- A. Who approves the first operating manual?
- B. Who approves changes to the operating manual?
- C. How would a new Chairman be selected?

(SUGGESTED)

- a. Any member of the Board of Directors can nominate themselves for the position of Chairman.
- b. The Board of Directors will vote between the candidates.
- c. The outgoing Chairman will have 2 votes to cast.
- d. The outgoing Chairman will have the ability to veto the selection of the new elected Chairman.
- e. New elected Chairman to be approved by the National Board of Directors