

Hillel Student Life at the University of Delaware



APPROVED
Associate Director
Activities & Programs

Undergraduate Student Board Constitution Fall 2003

Last Updated: Friday October 10, 2003

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Preamble

We, the board members of the undergraduate student organization of Hillel Student Life at the University of Delaware (henceforth to be referred to as Hillel Student Life), in order to promote Jewish education, religious, social, cultural, and communal activities, do hereby establish this document as our governing Constitution.

Article I Membership

All Jewish full-time matriculated undergraduate students and any other full-time matriculated undergraduate student with a legitimate interest in Judaism are general members of Hillel Student Life. Hillel Student Life will not be restrictive on the basis of race, creed, color, gender, age, religion, national origin, disabled status, or sexual orientation. Each and every general member of Hillel Student Life shall have the right to attend any Hillel Student Life activities. A voting member of Hillel Student Life shall be defined as a general member who has attended at least two (2) events or meetings in the time from the day after elections to the day of elections of the next year, inclusive. In addition, freshman or transfer students who have entered the University of Delaware in the fall semester can become voting members by attending at least one (1) event or meeting in the fall semester up until the day of elections, inclusive. In addition, general members can serve as members of committees, and serve as members and chairs of Hillel Student Life groups. Voting members have the added privilege of running for positions on the student board.

Article II The Board

The Undergraduate Student Board (henceforth to be referred to as the Board) is the official governing organization for the undergraduate student membership of Hillel Student Life. Elected Board members must be registered, full-time undergraduate students. The terms of all Board members run from January 1 until December 31. No person may hold concurrent positions on the Hillel Student Life board.

The positions existing on the Board, and gavel order, shall be established on a yearly basis at the time of elections by the Executive Committee.

The Executive Committee

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Keshet President, and Koach President.

Article III Duties of the Board

The duties of each Hillel Student Life-elected Board member shall be defined in the Responsibilities Contracts (see Appendix I). The Responsibilities Contracts shall be established by the Executive Committee. The Responsibilities Contracts shall be reviewed on a yearly basis immediately prior to elections. Said Responsibilities Contracts are to be considered amendments to this Constitution and violations of the Responsibilities Contract are to be considered impeachable as described in Article VIII.

The Board shall retain full decision making authority in relation to programming decisions outside of the Abe and Pearl Kristol Hillel Student Center (henceforth to be referred to as the Hillel building)

Article IV
Faculty Advisor

Each year, the Board shall select a faculty advisor by majority vote. The selection procedures shall be established each year by the Board. The faculty advisor shall take term with the University in accordance with University procedures.

Article V
Religious Advisor

The Jewish Student Life Coordinator (henceforth to be referred to as the JSLC) of Hillel Student Center at University of Delaware, Inc. (henceforth to be referred to as Hillel, Inc.) shall be Hillel Student Life's Religious Advisor. The JSLC shall have the following advisement privileges as stated:

1. Acting as a resource person who can answer questions, provide advice and make suggestions concerning programming and policy making,
2. Providing continuity during periods of leadership transition,
3. Counseling the Board in regulations, policies and standards procedures of Hillel, Inc.,
4. Serve as an advisor to the Board, Affiliate board members, Group chairs, and all other general members with an interest in programming, including working on program planning forms, program publicity forms, program evaluation forms, and flyers,
5. Advisement in determining the election procedures with the Conductor of Elections, including in the authentication of absentee ballots, and counting of the hands for an uncontested election (see Article VI),
6. Advise the Executive Committee in establishing the Responsibilities Contracts,
7. Work with the President on Board meeting agendas,
8. Work with the Treasurer on the budget,
9. Help to seek funding from the Community Board for any needed student programs,
10. Advise with proposing amendments and/or changes to this constitution (see Article XIV),
11. All other advisement privileges not mentioned above.

Article VI
Elections

Elections shall occur in November of each year for terms starting on January 1, and ending December 31, as explained in Article II. The election date and the positions available must be publicized amongst the general membership at least four weeks prior to such election. These elections will be publicized through e-mail, events leading up to elections, and at the Hillel building. A caucus booklet will be available on the Hillel Student Life webpage one week prior to the elections, and will be handed out on the day of elections. The caucus booklet will include the ideas and qualifications of each candidate as specified on the Candidate Information Sheets. Candidate Information Sheets are due to the President ten days prior to elections, unless permission is granted by the President.

Each candidate must sign the Responsibilities Contract for their position before they may participate in elections.

The election procedure will be run by the outgoing President, or if the President is unavailable for the election proceedings, it will be run by the Vice-President and continue by gavel order. This person will henceforth be referred to as the Conductor of the Elections. Each voting member is entitled to cast one vote. Ballots may be cast absentee in the event that the voting member cannot attend elections due to unforeseen circumstances. Permission to vote by absentee ballot will be granted by the Conductor of the Elections. Absentee ballots will be turned in to the JSLC for authentication no later than 24 hours prior to the start of elections and a copy of the absentee ballot given to the Conductor of the Elections. In order for these ballots to be authenticated, they must be signed and dated by the JSLC. These votes shall only be counted in cases in which no additional persons announce their candidacy for a said position through nominations off the floor. At this election, the positions will be filled in the following order: President, Vice-President, Secretary, Treasurer, Ex-Officio, Social Chair, Social Action Chair, Outreach Chair, Education Chair, and Kitchen Chair. Candidates for President and Vice President must have served at least one year on the Board unless otherwise approved by the outgoing President. The Ex-Officio must be a former board member. This person may be allowed to run, even if he or she will be graduating after the Spring semester following elections. The elections for the positions of Keshet President and Koach President, as well as the President of any future religious affiliate group, will be held immediately after the Hillel Student Life Board election. Only members of said groups are eligible to vote in their respective elections. The elected Presidents will hold a voting seat on the Hillel Student Life Board and as such, cannot hold any other position on the Hillel Student Life Board.

At this election, each person who prior to this election has declared his/her candidacy for President should be allowed three minutes to speak. All other positions, including persons nominated off the floor, shall be allowed two minutes to speak. After all speeches, a question and answer period for each candidate will proceed for up to three minutes. Comparable questions, at the discretion of the President, will be asked of each candidate for each position. After all candidates have spoken, all voting members shall vote by secret ballot. General members who have been given an exemption by the President may cast a secret ballot. When a candidate is running unopposed, a simple hands majority is needed. The hands majority vote is conducted by the Conductor of the Elections. The Conductor of the Elections shall then ask for those in favor of the candidate to raise their hands. The Conductor of the Elections and if present, the JSLC, shall count the hands. If a majority of those present have raised their hands, then the Candidate shall win the election. The secret ballot votes will be counted privately by the Conductor of the Elections and, if present, the JSLC. The candidate that receives the most votes will be declared the winner. If more than two candidates are running and a tie occurs, the two candidates that tied will participate in a run off. If a tie still occurs, the tie-breaking vote will be decided by the Conductor of the Elections. The same applies if there are two candidates and the voting results in a tie.

A person who lost a position has the option to "drop down" for any positions that will be subsequently elected, with a maximum of one drop down. Any general member may be

nominated off the floor for any position as long as they meet the requirements of the position. Nominations do not count towards the one allowed drop down.

Article VII

Meetings

The Board shall meet on a schedule established by the President. All members of the Board are required to attend as per the Responsibilities Contracts. All board meetings shall be open unless extraordinary items exist and the President decides to close the meeting. Meetings will be announced through e-mail and at Hillel Student Life programs.

All board members present shall have a vote. All decisions require a simple majority in order to be approved except for Amendments to this constitution as defined in Article XIV and Impeachment as defined in Article VIII. The President shall not vote unless in the case of a tie, in which case the President shall serve as the tiebreaker.

At each meeting, the President shall follow an agenda prepared in advance of such meetings. Anyone wishing to be included on the agenda must request this of the President at least six hours in advance of the meeting. In case the President is unavailable, the Vice President shall set the agenda and lead the meeting.

Article VIII

Impeachment and Resignation

Impeachment shall occur in extraordinary cases in which a member of the Board is not fulfilling his or her duties as established by the Responsibilities Contract. Impeachment shall require a two-thirds majority vote of the Board. Such a vote shall be conducted during an open meeting of the Board. The general membership must be given ample opportunity to express their opinions on the issue at hand, by attending the open board meeting where the issue will be discussed.

A board member is said to have resigned if they have submitted a resignation letter to the President. The President has said to have resigned if they have submitted a resignation letter to the Vice-President.

If a position becomes available during the term of the Board, that position shall be publicized to all general members. A two-week period shall be given for interested parties to respond. The position will then be filled by a majority vote of the existing Board.

Article IX

Groups and Affiliates

A group shall be defined as an interest group that meets a specific interest of the Hillel Student Life community. When organized by a general member not on the Board, the group chair must coordinate with a member of the Board whose responsibilities match that of the interest being targeted. When a group meets the criteria set by the Activities and Programming Office they may apply for RSO status. If a group becomes an RSO, they no longer coordinate with a member of the Board, but are encouraged to co-sponsor programs with Hillel Student Life.

When a religious group that represents a specific sect of Judaism can demonstrate a strong and recurring member base, display financial responsibility, and maintain consistent programming, it may apply to the Executive Committee for status as a Hillel Student Life Religious Affiliate (henceforth to be referred to as Affiliate). When an application for Affiliate status is received, the Executive Committee shall vote to consider the addition of such an Affiliate to the Board. This vote shall require a two-thirds majority vote to pass.

Affiliate status must be voted upon and granted during the fall semester so as to make any required leadership changes during the prescribed election period (see Article VI).

After status is granted, the Affiliate shall establish a board in a manner of its choosing, and that board will draft a constitution governing its policies and procedures. The constitution must be submitted for approval to the Executive Committee. A two-thirds majority vote is required of the Executive Committee in order to approve an Affiliate constitution. Acceptance of the Affiliate constitution will be denoted by an amendment in the Hillel Student Life constitution stating the assigned mission and responsibilities of the Affiliate.

Upon obtaining Affiliate status, the president of the Affiliate will hold a voting seat on the Board as well as the Executive Committee and report directly to the President for all matters involving Hillel Student Life programming, policies and other Board related issues.

All amendments to Affiliate constitutions must be approved by the two-thirds majority of the Hillel Student Life Executive Committee.

No general member of Hillel Student Life may serve as a member of the Board in addition to serving as a member of an Affiliate board, unless permission is granted by the President and appropriate Affiliate President. Under no circumstance can any general member serve as a member on more than one Affiliate board.

Article X

Keshet

This article acknowledges acceptance of Keshet's constitution. Keshet will serve all needs of Reform Judaism within Hillel Student Life. Keshet is hereby recognized as a Hillel Student Life Religious Affiliate.

Article XI

Koach

This article acknowledges acceptance of Koach's constitution. Koach will serve all needs of Conservative Judaism within Hillel Student Life. Koach is hereby recognized as a Hillel Student Life Religious Affiliate.

Article XII

Religious Policies

Any Hillel Student Life program that takes place at the Hillel building must follow the Observance Policies as defined by the Hillel, Inc. staff. Any religious program that takes place outside of the Hillel building must be Kosher-style as defined by the Observance Policies (see

Appendix II). Any other programs that take place outside of the Hillel building do not have to follow the Observance Policies relating to Kashrut, but must have at least a vegetarian option.

Article XIII
Financial Policies

The Treasurer shall submit a Standard Budget Request to the University of Delaware's Allocation Board. Each semester, the Treasurer must establish a budget. The budget must be approved by the President. All expenditures over \$50 not contained in the budget must be approved by the Treasurer.

Article XIV
Amendments

Changes and amendments to the Constitution may be proposed by the Board. All such proposed changes and/or amendments must be submitted in writing to all members of the Board for consideration. Following a minimum one week time period, said amendments or proposed changes will be voted on by Hillel Student Life voting members. In order for a voting member to vote, he or she must attend both the board meeting at which the said amendment(s) is(are) proposed, and the board meeting at which the said amendment(s) is(are) voted on. A member of the Board may vote on the said amendment if he or she has missed the meeting at which the said amendment(s) is(are) proposed if granted permission by the President. All changes and amendments must receive a two-thirds majority of votes in order to be passed.

Article XV
Ratification

Upon the two-thirds approval of the 2003 Hillel Student Life Board, Articles III, V, VI, VII, IX, X, XI, XII, and XIV will take effect replacing the corresponding Articles according to subject, and not by Article number in reference to the Hillel Student Life at the University of Delaware Undergraduate Student Board Constitution Spring 2003. The remaining Articles shall take effect upon the completion of the Fall 2003 semester.

Appendix 1

Hillel Student Life Board Responsibility Contracts

PRESIDENTIAL RESPONSIBILITIES

As a candidate for President of Hillel Student Life at the University of Delaware, I agree to the following responsibilities should I be elected:

Please place a check mark on each line, signifying our agreement to comply with each responsibility.

- Abide by the Attendance Policy (see below).
- Serve as a public voice for Hillel.
- Prepare the agendas and conduct the student board meetings.
- Serve as liaison and attend meetings for the Board of Trustees.
- Support all board members
- Meet with the JSLC and VP weekly, and other appropriate staff members as necessary.
- Attend weekly meetings with JSLC and webmaster.
- Supervise any special committees that arise.
- Act as the Conductor of the Elections.
- Supervise the Executive Committee and lead all Executive Committee meetings.
- Assist in the preparation of Shabbat dinners and bagel brunches.
- Attend any and all Board Leadership Seminars.
- Serve as a liaison between Hillel Student Life and the Activities and Programs office.
- Serve as a liaison between Hillel Student Life and Hillel Inc.

HILLEL STUDENT BOARD ATTENDANCE POLICY

As a Hillel Student Life Board member, I am responsible for attending all general board meetings throughout the entire year. If I am unable to attend due to a legitimate conflict, I must inform the VP to carry out my responsibilities at the meeting. Failure to comply will result in an unexcused absence. Two unexcused absences within one semester will be grounds for dismissal from the board.

I, _____ have read the above list of responsibilities and if elected I agree to fulfill my responsibilities and abide by the Hillel Student Life Board Attendance Policy. I understand that serving as President of Hillel Student Life is both an honor and a responsibility. I also understand that I can be removed from office if I don't comply with the above.

Candidate's Signature _____ Date _____

JSLC Signature _____ Date _____

Hillel Student Life President's Signature _____ Date _____

VICE-PRESIDENT RESPONSIBILITIES

As a candidate for Vice-President of Hillel Student Life at the University of Delaware, I agree to the following responsibilities should I be elected:

Please place a check mark on each line, signifying our agreement to comply with each responsibility.

- Abide by the Attendance Policy (see below).
- Serve as a public voice for Hillel.
- Meet with President a minimum of twice a month.
- Meet with the President and JSLC or other appropriate staff member on a weekly basis.
- Supervise and support the Social, Social Action, Outreach, Education, and Kitchen chairs.
- Meet with Social, Social Action, Outreach, Education, and Kitchen chairs as needed.
- Conduct student board meetings if the President is not available.
- Attend all committee meetings as necessary.
- Act as the Conductor of the Elections if the President is not available.
- Serve as a member of the Executive Committee.
- Assist in the preparation of Shabbat dinners and bagel brunches.
- Attend any and all Board Leadership Seminars.

HILLEL STUDENT BOARD ATTENDANCE POLICY

As a Hillel student board member, I am responsible for attending all general board meetings throughout the entire year. If I am unable to attend due to a legitimate conflict, I must contact the President and the JSLC of the Hillel staff and find a representative from the board to carry out my responsibilities at the meeting. Failure to comply will result in an unexcused absence. Two unexcused absences within one semester will be grounds for dismissal from the board.

I, _____ have read the above list of responsibilities and if elected I agree to fulfill my responsibilities and abide by the Hillel Student Board Attendance Policy. I understand that serving as Vice-President for Social Affairs of Hillel is both an honor and a responsibility. I also understand that I can be removed from office if I don't comply with the above.

Candidate's Signature _____ Date _____

JSLC Signature _____ Date _____

President Elect's Signature _____ Date _____

SECRETARY RESPONSIBILITIES

As a candidate for Secretary of Hillel Student Life at the University of Delaware, I agree to the following responsibilities should I be elected:

Please place a check mark on each line, signifying our agreement to comply with each responsibility.

- Abide by the Attendance Policy (see below).
- Serve as a public voice for Hillel.
- Take minutes at all Hillel Student Board Meetings and distribute copies to all board members and Hillel Professional staff members within 3 days of that meeting.
- Responsible for all outside correspondence on behalf of the board.
- Meet with the JSLC and Jacque as needed.
- Responsible for organizing, designing and printing of program calendar with help from marketing intern.
- Submit all programs to the campus events web page of the University.
- Change bulletin boards in Perkins Student Center on a monthly basis.
- Send out weekly e-mail regarding Hillel Student Life and other Hillel events.
- Organize yearly scrapbook.
- Serve as a member of the Executive Committee.
- Assist in the preparation of Shabbat dinners and bagel brunches.
- Attend any and all Board Leadership seminars.

HILLEL STUDENT BOARD ATTENDANCE POLICY

As a Hillel student board member, I am responsible for attending all general board meetings throughout the entire year. If I am unable to attend due to a legitimate conflict, I must contact the President and the JSLC of the Hillel staff and find a representative from the board to carry out my responsibilities at the meeting. Failure to comply will result in an unexcused absence. Two unexcused absences within one semester will be grounds for dismissal from the board.

I, _____ have read the above list of responsibilities and if elected I agree to fulfill my responsibilities and abide by the Hillel Student Board Attendance Policy. I understand that serving as Vice-President for Social Affairs of Hillel is both an honor and a responsibility. I also understand that I can be removed from office if I don't comply with the above.

Candidate's Signature _____ Date _____

JSLC Signature _____ Date _____

President Elect's Signature _____ Date _____

KESHER PRESIDENT RESPONSIBILITIES

As a candidate for Keshet President of Hillel Student Life at the University of Delaware, I agree to the following responsibilities should I be elected:

Please place a check mark on each line, signifying our agreement to comply with each responsibility.

Abide by the Attendance Policy (see below).

Serve as a public voice for Hillel.

Organize and implement Reform Shabbat and Holiday Services and Holiday observances. Ensure that there is someone to lead Conservative services each week.

Work with Keshet board to create programs.

Meet with President, Koach President, and JSLC as needed.

Serve as a member of the Executive Committee.

Assist in the preparation of bagel brunches and Shabbat dinners.

Attend any and all Board Leadership seminars.

HILLEL STUDENT BOARD ATTENDANCE POLICY

As a Hillel student board member, I am responsible for attending all general board meetings throughout the entire year. If I am unable to attend due to a legitimate conflict, I must contact the President and the JSLC of the Hillel staff and find a representative from the board to carry out my responsibilities at the meeting. Failure to comply will result in an unexcused absence. Two unexcused absences within one semester will be grounds for dismissal from the board.

I, _____ have read the above list of responsibilities and if elected I agree to fulfill my responsibilities and abide by the Hillel Student Board Attendance Policy. I understand that serving as Vice-President for Social Affairs of Hillel is both an honor and a responsibility. I also understand that I can be removed from office if I don't comply with the above.

Candidate's Signature _____ Date _____

JSLC Signature _____ Date _____

President Elect's Signature _____ Date _____

KOACH PRESIDENT RESPONSIBILITIES

As a candidate for Koach President of Hillel Student Life at the University of Delaware, I agree to the following responsibilities should I be elected:

Please place a check mark on each line, signifying our agreement to comply with each responsibility.

Abide by the Attendance Policy (see below).

Serve as a public voice for Hillel.

Organize and implement Conservative Shabbat and Holiday Services and Holiday observances. Ensure that there is someone to lead Conservative services each week.

Work with Koach board to create programs.

Meet with President, Keshet President, and JSLC as needed.

Serve as a member of the Executive Committee.

Assist in the preparation of bagel brunches and Shabbat dinners.

Attend any and all Board Leadership seminars.

HILLEL STUDENT BOARD ATTENDANCE POLICY

As a Hillel student board member, I am responsible for attending all general board meetings throughout the entire year. If I am unable to attend due to a legitimate conflict, I must contact the President and the JSLC of the Hillel staff and find a representative from the board to carry out my responsibilities at the meeting. Failure to comply will result in an unexcused absence. Two unexcused absences within one semester will be grounds for dismissal from the board.

I, _____ have read the above list of responsibilities and if elected I agree to fulfill my responsibilities and abide by the Hillel Student Board Attendance Policy. I understand that serving as Vice-President for Social Affairs of Hillel is both an honor and a responsibility. I also understand that I can be removed from office if I don't comply with the above.

Candidate's Signature _____ Date _____

JSLC Signature _____ Date _____

President Elect's Signature _____ Date _____