

2012

Hillel Jewish Student Union

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[HJSU CONSTITUTION]

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Hillel Jewish Student Union at Syracuse University & SUNY ESF

Always THE HILLEL EXECUTIVE BOARD (ABBREVIATE HEB THROUGHOUT)

Article I - Name

The name of this organization shall be the Hillel Jewish Student Union (hereinafter HJSU).

Article II - Purpose

The following goals and philosophy shall be the purpose of this organization:

- To deepen the academic community's understanding of, and strengthen their identification with, the heritage of the Jewish people.
- To create Meaningful Jewish Experiences (MJE's) through viable programming of cultural, educational, religious, spiritual and social activities for members of the University community specifically members of the community who self identify as Jewish.
- To promote tolerance, acceptance, understanding, and respect of all people as individuals regardless of gender, ethnicity or religion.

Article III – Engagement

The HJSU is open to all Syracuse University and SUNY ESF students, Jewish or non-Jewish.

Article IV – Leadership Structure

Section 1 - Executive Board

The voting members of the HJSU Executive Board shall consist of the President, Communications Vice President, Social Action Vice President, Religion Vice President, Engagement Vice President, Israel Vice President, and Financial Vice President. The immediate past President and the Hillel Executive Director or his/her designee may be ex-officio, non-voting members of the Executive Board.

- All Executive Board members are required to attend all of Hillel Board meetings which will be scheduled weekly.
- All Board members are required to send board reports, if needed, 24 hours in advance to the President before weekly meeting.
- All meetings will be required to meet quorum, which is (50% +1)
- All Hillel Board meetings are open to the public, and closed when vote is met quorum, which is (50% +1)

- All Hillel board members are expected to attend all Hillel programs, including Shabbat, unless extenuating circumstances, in which the Hillel President must be notified no less than 24 hours in advance.

Section 2 – Description and Responsibilities of Officers

President - the elected representative of the Hillel Jewish Student Union student board and thus is the official spokesperson of HJSU in consultation with the Executive Director.

1. General overseer of Hillel Executive Board (HEB)
2. Leads Hillel Board meetings and shall provide other members of the Hillel Board with an agenda for each meeting no later than 24 hours before the actual meeting
3. Shall meet once a week with designated staff person
4. SU campus liaison, greater Syracuse liaison, official spokesperson of Hillel with the Executive Director
5. Attends Student Association meetings when necessary
6. Attends Board of Governors meetings

Executive and Communications Vice President - shall be responsible for coordinating publicity for all events organized by the HJSU and/or previously designated students that pertain to the specific program

1. Must step in when President not available
2. Will meet with President weekly
3. Will act as a liaison to the student board
4. Responsible for organizing all fliers, facebook events, advertising, and publicity
5. Responsible for sending weekly emails and updating contacts in conjunction with the Hillel staff
6. Recorder at board meetings and must send minutes out to board 48 hours after meeting
7. Responsible for monthly calendar
8. Responsible for coordinating tabling arrangements across the campus
9. Responsible for contact with campus media outlets
10. Responsible for Announcement Sheets
11. Responsible for Regular Publication

Social Action Vice President - shall be responsible for promoting social justice activity and awareness within HJSU

1. Responsible for coordinating social action, civic engagement and community service programming
2. Responsible for awareness and activism programming
3. Responsible for promoting programs going on in the SU and SUNY ESF community 4. 4.
Responsible for promoting alternative break programs, done in conjunction with staff members

Religion Vice President - responsible for overseeing events organized by the HJSU and/or previously identified students that pertain to Jewish life on and off campus. Also responsible for ensuring the planning of religious holidays.

1. Responsible for knowledge of and leadership of services
2. Responsible for Jewish educational initiatives
3. Responsible for overseeing all Holiday and Shabbat worship
4. Responsible for instilling knowledge of services in community leaders

Engagement Vice President - responsible for preliminary outreach, engagement and retention of HJSU participants.

1. Responsible for overseeing the Fresh Fest committee chair/FYSH (First Year Students of Hillel) in conjunction with the President; start planning at beginning of spring semester
2. Responsible for first year student engagement, continuing first year student involvement
3. Responsible for coordination of perspective student programming at Hillel
4. Responsible for engagement to the community
5. Responsible for upperclassmen engagement
6. Responsible for overseeing Oy Cappella

Israel Vice President - shall be responsible for educating and advocating the SU and ESF campuses about Israel.

1. Responsible for promoting Birthright and other Israel trips, in conjunction with Hillel Staff
2. Responsible for bringing in Israeli political and cultural speakers
3. Responsible for promoting fellowships and creating alliances with other Israel advocacy organizations
4. Responsible for Israel updates and promotion and activism with respect to current events
5. Responsible for Israeli cultural programming
6. Responsible for one campus wide Israel program per semester

Financial VP - shall be responsible for fiscal health of the Hillel Jewish Student Union.

1. Responsible for financial reports and updates
2. Responsible for overseeing Grant/Budget Writing (Student Association, Co-Curricular, Hillel National, etc.)
1. Responsible for completing SA budget requests in accordance to deadlines
2. Responsible for fundraising for the programming account
3. -Replenish Student Account
4. Responsible for researching funding opportunities
5. Will serve as Fiscal Agent for Student Association
6. Responsible for communication with Executive Director
7. Act as liaison to Office of Student Life (OSL)
8. Responsible for overseeing Student Association accounts
9. Responsible for overseeing HEB access to petty cash fund

Article V - Elections

Section 1 - Eligibility of Candidates

All eligible candidates will be any undergraduate or graduate student at Syracuse University or SUNY ESF who are in good academic standing and non disciplinary action, and who have been an active student of the HJSU during the semester in which elections take place.

- a. An active student is defined as having attended a minimum of two HJSU calendar events and/or meeting with current Hillel Executive Board member. Participation in High Holiday services and meals, use of fitness center or other building facilities does not count as a calendar event.
- b. In the event that a candidate is studying away from Syracuse during the semester of the election, the candidate shall still be eligible if he or she was an active student of HJSU during the semester immediately prior to the time he or she was away from Syracuse.
- c. Any student entering their final semester on campus is NOT eligible.

Section 2 - Election Packet

A candidate for an HJSU office shall submit a completed election packet to seek office to the designated election chair.

The election packet shall include:

- a. The name, academic year, cell number, and email address of the candidate.
- b. State the position the candidate seeks and that he or she understands the responsibilities of the position for which they are running

- c. A résumé or a list of relevant experiences.
- d. Answers to the following 3 questions:
 - a. Tell us a little bit about yourself. What are you involved in on campus, etc.?
 - b. Please describe a past Hillel event/program that you have attended. Describe what you enjoyed, what you may have found un-enjoyable, and what you think can be done to improve the experience for all participants.
 - c. Why do you want to run for board?
- e. Any candidate who fails to submit their election packet by the election material deadline established by the HEB is disqualified from the election

Section 3 - Time Of Election

The Hillel Executive Board elections shall take place at the end of the fall semester and the end of the spring semester for any vacant positions.

Section 4 - Election Announcements

The designated election chair shall inform the student body of all election announcements through use of the Hillel email and website of the election procedures. Results of the elections will also be distributed in this manner.

Section 5 – Pre-Election Procedures

The Hillel Executive Board will appoint an election chair who is not running for an elected seat. This Election chair will meet the following criteria:

- a. Cannot be a current student board member
- b. Must attend meeting with HEB to discuss expectations and responsibilities
- c. The HEB and Election Chair will conduct a meeting with all potential candidates to go over expectations, responsibilities, and ask questions before they run. Past HEB members are invited to attend
- d. Determine the penalty/penalties for a violation of regulations
- e. Receive and approve election materials from candidates
- f. Not publicly endorse a candidate for office
- g. Must be present at elections to vote and help count the vote and validate election results
- h. Understands positions and tasks completely

Section 6 – Voting Procedures

A candidate for office is elected by majority vote (50% +1) of those casting a vote. In the event that there are more than two candidates, the winner is determined by greatest number of votes.

Voting will be done by ballots that are created ahead of time.

The voting body is there to decide who is right for each position. If a candidate is running unopposed the vote will require a (50% +1) and votes will be cast either “yes”, “no” or “abstain”. The inability to acquire a 50%+1 vote will result in a vote of “no-confidence” and the position will remain unfilled.

Presidential candidates may drop down once. No other candidate may drop down if he or she loses an election.

Section 7 - Term Of Office

Candidates for all of the VP positions will be allowed to select the duration of their terms of office, when announcing their candidacy, as being either from January 1st to May 1st (one-semester term) or December 31st (full-year term) of the same calendar year. The duration of their term will be indicated on their election materials. A mid-term election will be held in May to fill all vacant positions.

Candidates may choose to run for multiple back-to-back one-semester terms without penalty.

The term of office for the president must run from January 1st to December 31st of the same calendar year. Presidents and the Financial VPs cannot run for one-semester terms.

Pre-term meetings/retreats may take place before the terms begin for newly elected Executive Board members. All newly elected board members are required to attend, regardless of position, in preparation for their term.

Section 8 – Unexpected Board Vacancies

Unexpected Vacancies shall be filled as follows:

- a. If the office of President becomes vacant; the Communications Vice President shall become the interim President, until a new President is appointed by the board within 2 weeks of the unexpected vacancy.
- b. If any other office becomes vacant or is unfilled after the election, or at any other time, the President shall nominate general members, who must be approved for the vacant position by 2/3 vote of the existing Hillel Board, within 2 weeks of the unexpected vacancy.

Article VI - Committees and Umbrella Groups

Committees and Umbrella Groups of the HJSU are subject to the HJSU Constitution.

Formation of committees and umbrella groups:

- a. The Executive Board can form new committees as they become necessary.
- b. The Executive Board shall place the new committees under the appropriate vice president.
- c. Chairpersons for non-standing committees may be appointed by the President or appropriate Executive Board member. Must be student in good standing.

Umbrella groups will be accepted on a per-request basis. Groups wishing to become an umbrella group of the HJSU must request the status from the HEB president. The president will grant umbrella group status if the group 's mission is in line with the Hillel Jewish Student Union purpose (as specified in Constitution Article II).

The president or a select representative of the umbrella group is required to meet with the HEB once per calendar month to give the board an update on the progress of the organization and answer questions about upcoming events.

All umbrella groups and committees have the right to request funding from the HJSU. Umbrella groups requesting funding follow the following criteria:

- a. The group must strictly abide by Hillel Constitution Articles VII, IX, and X. Failure to abide by these articles may result in the umbrella group's inability to retain funding for the remainder of the current semester and the next semester.
- b. Funding requests cannot exceed \$2,000.00.
- c. Funding requests must be submitted no less than 2 weeks prior to date of the purchase, in writing, to the VP of Finance.
- d. Any marketing or promotional materials, including fliers, t-shirts, websites, etc., must include a copy of the Hillel logo, when possible, and the language "An Umbrella Group of Hillel", when possible. These materials must be cleared through the HJSU President AND the HJSU Advisor. Failure to to abide by this rule may result in the umbrella group's inability to retain funding for the remainder of the current semester and the next semester.

The HEB will give umbrella groups full consideration for all requests that are in line with the Hillel Jewish Student Union purpose (as specified in Constitution Article II). Funding sources may vary, however, and the HEB has the creative freedom to seek and provide funding via any avenue at their disposal (SA, Co-curricular, among others).

Umbrella groups will be granted time at any meeting of the HEB as long as they provide 24-hours notice of their appearance to the president.

Umbrella groups are granted the ability to book any table room or space they need, on campus, or at the Winnick Hillel Center, under the HJSU name. All space reservations must be submitted, on the umbrella group's behalf, by a member of the HEB or by the Hillel advisor. All space requests must be submitted to the Hillel board at least 2 weeks before the event. Requests for space that are provided with less than 2 weeks will be evaluated on a case-by-case basis and are not guaranteed. Additionally, the umbrella group might be forced to share space with the HJSU in some circumstances and at some events where space for student organizations is limited.

Umbrella groups are free to break away from Hillel at any time. If an umbrella group drops their affiliation with the HJSU, they:

- a. Must cease using any funds received and requested immediately and return the balance as soon as possible.
- b. Will lose access to all future allocations of money.
- c. Will be unable to book space under the HJSU name.
- d. Must remove all language and logos associated with the HJSU and Hillel from their materials, websites, etc.
- e. Must cease the use of HJSU provided information and materials, including, but not limited to, E-mail databases, attendance lists, interest sheets, etc.

Umbrella organizations are required to give the HJSU at least a month notification of their dropping affiliation with the HJSU. Umbrella group status can be retained for the lifetime of the umbrella group.

Umbrella groups are not required, but encouraged to meet the following criteria:

- a. Develop a mission statement
- b. Elect an executive board
- c. Develop a constitution (including this language).

- d. Provide regular reports the HEB.
- e. Sponsor, co-sponsor, organize, or participate in activities and events on and off campus that are consistent with the Hillel Jewish Student Union purpose (as specified in Constitution Article II).
- f. Seek Registered Student Organization (RSO) status, if they are interested in independence, and follow the rules and regulations set forth by SA for attaining RSO status.

Article VII - Jewish Holiday Observances

The HJSU respects all Jewish holidays, including but not limited to the following major festivals: Shabbat, Rosh Hashanah, Yom Kippur, Sukkot (including Shemini Atzeret and Simchat Torah), Pesach, Shavuout.

On the aforementioned major Jewish holidays, the HJSU and its affiliated groups shall not sponsor any programs or meetings except for the sole purpose of celebrating the holidays in an appropriate manner.

The HJSU and its affiliated groups shall not sponsor any campus or community event during the aforementioned Jewish holidays.

The HJSU and its affiliated groups shall not have any “food related” event on fast days (specified by the Hebrew calendar)

Article VIII - Amendments

Any member of the HJSU may submit, in writing, to the President an amendment to this Constitution.

- a. After submission, the amendment must be approved by a 2/3 vote of the Executive Board.
- b. Following approval of the Hillel Board, any amendments must be posted online for a minimum of seven days.
- c. Each year the student board will hold a “constitution meeting” to determine what needs to be amended based on that current term’s successes.

Article IX - Statement of Non-Discrimination

The HJSU recognizes that students have the right not to be discriminated against by the agent or organization, including recognized student organizations of Syracuse University for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, religion, or sexual orientation. This policy will include, but not limited to recruiting, engagement, organization activities or opportunities to hold office.

Article X - Effectiveness of date of Constitution

This Constitution shall take effect upon approval of the 2007 Student Board of Hillel at Syracuse University and upon inauguration of officers under this constitution. This Constitution shall supersede the Constitutions of both organizations.

Revised by the 2011 Hillel Jewish Student Union Executive Board

Revised by the 2010 Hillel Jewish Student Union Executive Board

Revised by the 2009 Hillel Jewish Student Union Executive Board

Originally compiled by the 2007 Hillel Jewish Student Union Executive Board